



2024

CES COLLEGE



401 S Glenoaks Blvd.,
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Burbank, CA 91502
www.CESCollege.edu

818-563-9822

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This catalog is the official announcement of the programs, requirements, policies and procedures of CES College. Students are subject to the provisions stated herein and therefore should read this catalog carefully prior to signing the enrollment agreement. Students are responsible for knowing the rules, regulations, and policies of CES College, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein. As a prospective student, you are encouraged to read 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. Prospective students are invited to visit CES College located at 401 S Glenoaks Blvd., Suite 206, Burbank, CA 91502 and receive all necessary information about the school prior to enrolling to classes.

GENERAL INFORMATION

MISSION

CES College is a DBA for Community Enhancement Services. The mission of the Community Enhancement Services (CES) is “to enhance the community standards through provision of community service, education, training, employment and other services.”

EDUCATIONAL PHILOSOPHY

CES believes in making a long-lasting impact on its students by putting emphasis on the achievement of students’ goals. CES COLLEGE stresses outcomes over the process, results over good intentions. We measure our accomplishment by the actual results demonstrated by the graduates.

CAMPUS

CES COLLEGE is located at 401 S. Glenoaks Blvd., Suite 206, Burbank, CA 91502. Theory component is conducted online. Exams and labs are held on campus. Clinicals are conducted at clinical facilities. The facility is easily accessible by public transportation routes and is close to the freeways. There is ample free underground parking. The facilities include skills labs, classrooms, computer labs, a student lounge, and administrative offices.

EQUIPMENT

CES COLLEGE classrooms and labs are equipped for lecture and hands-on exercises. Skills laboratories are equipped with the type of equipment found in clinics, long-term facilities and hospitals. Equipment includes multimedia projectors, computers, simulation manikins, hospital beds, medication cart, suction machine, wheelchairs, stethoscopes, sphygmomanometers, and other teaching aids. Lab Equipment: • Medication cart • Mannequins • Thermometers • Disposable supplies • Walkers • Wheelchairs • Crutches • Canes • Bedside commode • EKG Machine • Suction Machine • Scale • Blood glucose testing equipment and supplies • Stethoscopes and blood pressure cuffs

ACCREDITATION and APPROVALS

CES COLLEGE is accredited by the [Commission of the Council on Occupational Education](#).

Vocational Nursing program is approved by the California Board for Vocational Nurses and Psychiatric Technicians.

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

HEALTH AND SAFETY COMPLIANCE The institution, the facilities it occupies, the classrooms, and the equipment it utilizes comply with requirements of the appropriate regulatory agencies. Students are required to comply with the vocational nursing program health and safety requirements. Because students at CES College are involved with direct patient care, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from students. All students must meet the requirements of the clinical site to which they are assigned. If a student does not meet the requirements for the site, the student may become ineligible to participate in the program and unable to complete the program.

REQUIRED DISCLOSURES INFORMATION For information on graduation rates and other important information, visit www.cescollege.com or ask your admissions representative.

CES COLLEGE **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, and has **not** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the US Bankruptcy Code.

CATALOG: CES College makes every effort to ensure accuracy of the information contained in this catalog. CES College reserves the right to change policies, fees, and courses of instruction. All information in this catalog is current as of the publication date. The catalog will be updated at least annually and as necessary at the discretion of the school and can be viewed online at www.cesCollege.edu. Students are required to familiarize themselves with the catalog

GOVERNANCE

A private, non-profit corporation, CES is governed by a Board of Directors. The Board members and their titles are listed below:

Dr. Irving Lebovics	Chairman of the Board
Ms. Marina Teper	Secretary
Mr. Zigmund Vays	Board Member, President/CEO

ADMINISTRATION/STAFF

Zigmund Vays	President/Chief Executive Officer (CEO)
Lusin Kuyumjyan	Chief Financial Officer (CFO)
Alla Kogan	Director
Oleg Khilkevich	Vocational Nursing Program Director
Anna Teshher	Financial Aid Officer/Registrar
Rimma Akodes	Student Services Representative
Leonard Teshher	Student Services Representative

INSTITUTIONAL ADVISORY COMMITTEE BOARD

Daisy Nakanishi
Arleen Novotney
Irina Rhatz

VOCATIONAL NURSING PROGRAM OCCUPATIONAL ADVISORY BOARD MEMBERS

Ms. Sarah Campbell, RN
Ms. Geraldine Tutor, RN
Ms. Anna Walker, RN

FACULTY

NAME	DEGREE	EXPERIENCE	Program	Part Time
Mr. Oleg Khilkevich	BA, History, OSU, RN-ASN, Excelsior College Albany, NY	25 years	Theory and Clinical	X
Ms. Amanda Karley	Casa Loma College LVN	10 years	Theory and Clinical	X
Ms. Mariya Miladinova	California Career College LVN	19 years	Clinical Instructor	X
Ms. Lusine Agesyan	BS, Nursing, Capella University, RN	6 years	Clinical Instructor	X
Mr. Francis Ibarra	LVN, Marian College, BS, Marketing, Xavier University	14 years	Clinical Instructor	X
Ms. Laura Keith	BS, Nursing, University of Phoenix, RN	14 years	Clinical Instructor	X
Ms. JiHye Kim	RN, BS, Public Health, Cal State, Northridge	5 years	Clinical Instructor	X

CES College instructors are professional, patient, caring and dedicated individuals who are sensitive to the needs and cultural differences of the students. CES COLLEGE also has an Advisory Board, which provides advice and expertise to further improve education services provided by CES.

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CLASS SIZE

CES COLLEGE limits the size of its classes in order to provide high quality instruction and individualized attention to each student. Theory classes have 30 students per class; for lab/clinical instruction the groups have a maximum of 15 students.

LEARNING RESOURCES

Computer labs are internet-connected and are available for student use when on campus. Access to online libraries and resources is given to all enrolled students and the resources are available 24/7. The codes for the online resources will be provided by your instructor or student services. Your instructor will provide the detailed instructions on how to access the resources.

PROGRAM AND POLICY CHANGES CES College, at its discretion, may make changes in program content, schedule, materials, equipment and policies as it deems necessary.

ADMISSION REQUIREMENTS AND PROCEDURES

Student must have graduated from an accredited high school, or earned a Graduate Equivalency Diploma (G.E.D.) Applicants must provide a copy of their high school diploma, official transcripts, or their GED/HSE.

If the student has a foreign high school diploma, this diploma must be translated into English, and evaluated for United States acceptance for High School equivalence. The fee for foreign student transcript evaluation is the student's responsibility.

Student must pass the entrance examination with a minimum of 75%. If there are more applicants than there are seats in the program, the applicants with the highest number of points will be selected for the program. Students will be ranked based on their entrance test results. Students are allowed to attempt the entrance test twice if they fail to reach a minimum of 75% on the first attempt. In this case, an average of both test scores will be used as the admissions score for the program selection purposes.

Should a student be selected, he/she must submit a completed application package and all applicable documents by the deadline in order to proceed with the enrollment.

General Educational Development An adult who does not have a high school diploma may take the General Educational Development Test (GED). Those who pass the test will receive a California High School Equivalency Certificate. In the State of California, persons who are 18 years old or beyond, and in some cases 17-year-olds who meet specific criteria for testing, may take the GED. CES College does not conduct the GED. Information on GED locations may be obtained from <http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp> There is a fee to take the test.

Language Proficiency. Instruction at CES College is delivered in English. Students must be able to read, write, speak, understand, and communicate in English at a high school proficiency level. This requirement can be demonstrated by having proof of high school diploma as well as passing the entrance exam with the minimum score of 75 percent.

All admissions materials are presented in English only, since all instruction is conducted in English. No ESL instruction is offered. CES College does not admit international students and therefore does not provide visa services or support.

Physical Examination

The Physical Examination form must be completed by a licensed Physician/Nurse Practitioner and submitted to the School. Be sure to have the examiner use the CES College Physical Examination form. All deficiencies must be corrected prior to beginning of the classes. As part of the physical exam, you must provide proof of immunity to the following communicable diseases by blood titers: MMR – measles, mumps, rubella; Tdap – diphtheria, tetanus, pertussis; Varicella – chickenpox; Hepatitis B. A negative PPD tuberculin skin test (PPD) must be documented annually. History of a positive PPD requires additional documentation. Students need to be fully vaccinated against COVID-19 and boosted, if applicable. **Any absences accrued due to missing health records will be unexcused.**

The school will make reasonable accommodation to assist a student with a disability to advance through the program. However, students must have sensory function adequate for client assessment and care and must be able to provide all aspects of nursing care in a safe manner.

Physical Requirements – The student must be able to:

- Be on your feet 6-12 hours at a time.
- Perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- Lift and carry up to fifty (50) pounds and push or pull up to one hundred (100) pounds;
- Use hands, wrists and arms to physically apply up to ten pounds of pressure to bleeding sites or to the chest when performing CPR;
- Maneuver in small spaces quickly and with ease;
- Perform fine motor skills that require hand/eye coordination as well as steadiness and precision in the use of small instruments, equipment and syringes;
- Feel and compress tissues to assess for size, shape texture and temperature
- Tolerate changes in temperature and humidity, and/or exposure to dust, fumes, or gases.

Senses – With correction if needed, the student must be able to:

- Visually read calibrated scales in increments of one-twenty-fifth of an inch in not more than a three inch space;
- Perform close and distinct visual acuities involving persons and paperwork;
- Visually discriminate depth and color perceptions;
- Identify and distinguish odors that are pungent, such as the products of infection or metabolic imbalance (e.g., ketones);
- Respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- Perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches)

Attitudes – The student must be able to:

- Learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- Learn to communicate effectively, both orally and in writing using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- Comprehend verbal and written directions, making correct notations and responding as directed;
- Make proper and timely decisions under stressful and emergency situations
- Respond in an appropriate and controlled manner to negative and/or unexpected situations.

Clearance on consumer background report is completed after the start of the program. If the criminal background report required for clinical placement discloses violations, the finding may prevent the student from being placed in clinical or become licensed as an LVN, or the student may be terminated from the program.

Alternate Students: Vocational Nursing program applicants can be admitted as “Alternate Students” once enrollment capacity has been met. The number of alternate students admitted may not exceed 10% of the school’s Board-Approved number of students per class. Prior to admission, alternate students will be informed in writing of their alternate status. In cases where alternate students are former students who withdrew or were terminated from the program, the selection will be based on their performance in the program prior to withdrawal/termination. Alternate students may participate in classes until the commencement of scheduled clinical experience at clinical facilities. Alternate students, in good standing, may be officially admitted to the program if an accepted student drops out. If an alternate student is not accepted, the enrollment will be cancelled. Alternate students are not charged any tuition unless they become regular students; they are charged for the registration fee and any issued books, materials & supplies. Alternates will be offered a guaranteed seat in the next available class, so long as the alternate maintains at least 75% grade average, meets attendance requirements and complies with all Vocational Nursing program and College policies and procedures. Students enrolled as an Alternate are not eligible for Title IV program funds unless and until they are admitted as regular students. Upon admission as a regular student, Title IV, HEA program fund eligibility will be retroactive back to the beginning of the payment period.

Document Integrity Any forged/altered document submitted by a prospective student will be retained as property of CES College and will not be returned to the prospective student. The student will not be considered for admission. If a student is currently attending, and the School becomes aware of a forged credential, the following applies: • If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the School with no earned credits awarded; or • If the forged document was used to gain transfer credit, the student will be dismissed from the School and any transfer credit already awarded from the forged credential will be removed.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all admissions requirements are not successfully completed within the required timeframe.

CES College admissions staff are here to help applicants to plan the program. A school representative provides information about the program, the admissions requirements, schedule, and other information. Financial aid office is available to provide assistance with the financial aid application as well as information regarding financial aid available to the students.

NONDISCRIMINATORY POLICY

CES COLLEGE is committed to the principle of equal opportunity. It is the policy of CES COLLEGE not to discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within the selected program area in admissions, advising, training, placement, employment, or any other activities. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of Title IX Coordinator. For further information on notice of non-discrimination, visit the United States Department of Education Office of Civil Rights website at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

New Student Orientation Prior to beginning classes, new students attend the orientation. Attendance for new students is imperative. At orientation, students are acquainted with the staff and their peers, program policies and procedures, resources, expectations, student rights and responsibilities, required supplies, etc.

TRANSFER FROM OTHER SCHOOLS AND TRANSFER CREDITS

CES COLLEGE welcomes transfer students. Students who wish to transfer from other schools need to meet the CES College admissions requirements. Students must submit the required enrollment documentation and be approved to transfer by the School Director before starting classes.

CES COLLEGE will accept transfer credits only from institutions approved by BPPE and accredited by the BVNPT or accredited by an accrediting agency recognized by the US Department of Education and the applicable state’s nursing board. A maximum of 50% of the hours in a program a student is transferring to can be accepted. The courses must be analogous to the CES COLLEGE courses and any coursework to be considered for credit must have been completed within five years of the program start date or re-entry date, including coursework completed at CES

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College. Only official transcripts will be accepted for transfer credit evaluation. Courses taken at another institution after admission to CES COLLEGE are not transferable unless approved in advance in writing by the school director. CES College will maintain a written record of the previous education and training; student record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately. The tuition fee will be adjusted accordingly. The calculations will be done by the Financial Aid Officer. A student must have earned a grade of B or better for courses to be transferred in. If a grade is below a B, a student can take an assessment test and will need to be able to pass it with 75% or above. Students who have been out of school for more than a year may be required to take a clinical assessment test. A fee of \$90 will be charged for the hands on evolution exam. Students have the right to appeal through the CES College grievance process.

Transfer credit can be given for the following courses:

1. Armed Services.
2. Licensed psychiatric technician or psychiatric technician courses.
3. Vocational or practical nursing courses.
4. Registered nursing courses.
5. Certified Nurse Assistant course

Each applicant for transfer credit will complete the following requirements:

- A student must meet the current entrance requirements
- Applications for transfer credit and all applicable documentation must be received at least two weeks prior to the desired start date
- An official sealed transcript as well as copies of course descriptions/school catalogs and syllabi of the course for which credit is being sought shall accompany each application.
- A grade of B or better is required to transfer nursing course credit. If a program structure is different from such at CES College, or if the grade is below B, or if the course has been taken more than a year ago, a student can be asked to take a challenge exam.
- The course must have been approved by the applicable state agency or governing body.
- A student must submit a proof of CPR course completion – (American Heart Association – BLS- Health Care Provider), fire safety course completion, completed physical examination form and mandatory immunizations
- For Certified Nursing Assistants, proof of current certification is required.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CES College is at the complete discretion of the institution to which you seek to transfer. Acceptance of the certificate you earn in the Vocational Nursing Program at CES College is also at the complete discretion of the institution to which you seek to transfer. If the certificate that you earn at CES College is 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 CES College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CES College to determine if your certificate will transfer.

CES COLLEGE had not entered into an articulation or transfer agreement with any other College or university.

SCHEDULE AND CALENDAR

CES recommends that students plan ahead for their education. Please plan your vacations around school holidays and breaks. CES College observes the following holidays:

New Year's Day	Martin Luther King's Birthday
President's Day	Cesar Chavez Day
Memorial Day	Thanksgiving (two days)
Independence Day	Labor Day
Yom Kippur	Veteran's Day
Winter Break, including Christmas (two weeks)	Summer Break (one week)

Students will also be notified if CES COLLEGE closes for emergency or other extraordinary purpose.

Constitution Day

CES College celebrates Constitution Day each year on or about September 17, the day in 1787 that delegates to the Constitutional Convention signed the document in Philadelphia. On that day, CES College provides information on the history of the American Constitution.

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VOTER REGISTRATION

You can request a Voter Registration Form by Phone (562) 466-1310 or (800) 481-VOTE, 24 hours a day. Voter Registration forms are available throughout Los Angeles County at most County buildings, city halls, fire stations, libraries, State Motor Vehicle Offices, Public Assistance Offices (DPSS, WIC), and post offices. You can download a Voter Registration form in English or Spanish by visiting www.sos.ca.gov/nvrc/fedform/.

VOCATIONAL NURSING PROGRAM DESCRIPTION

The vocational nurse program provides students with the theory, laboratory and clinical experience to prepare them for a career as a vocational nurse. Lectures are offered online, skills laboratory takes place on campus, and the clinical training takes place at various health care facilities. The vocational nurse functions as a member of the health care team who provides basic nursing care, administers medications, reports and documents patient signs and symptoms, and carries out therapeutic and rehabilitative measures. Upon successful completion of the program, the student is eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) to become licensed as a Vocational Nurse (LVN). The program consists of 1560 clock hours. Students must complete all the courses in the sequence of the approved curriculum.

LVN SCOPE OF PRACTICE

A Licensed Vocational Nurse (LVN) provides basic nursing care to clients under the direction of a physician or registered nurse. The LVN utilizes scientific and technical expertise, critical thinking, and psychomotor skills. Duties within the scope of practice an LVN typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; client assessments; documentation; data collection, performance of prescribed medical treatments; administration of prescribed medications; contribution and evaluation of care plan and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification).

PROGRAM PHILOSOPHY

The philosophy of the CES College Vocational Nursing program is derived from the mission, vision and values of Community Enhancement Services, CES College, and is expressed in terms of faculty beliefs. The program faculty is aware of the dynamic changes in the health care environment. Such changes result from the physiological and psychosocial needs of clients, client education and adaption to environmental stressors, evolving research and technology, the supply of professionals trained in the provision of client care, and the available funding for the healthcare field. As such, the faculty sets forth the following beliefs:

Client

Human beings (individuals) are the focus of nursing. Each individual has essential human needs that are affected by the internal and external environment. In nursing, client needs are modeled after Maslow's theory in which human needs are arranged in a hierarchy to illustrate that certain needs are more basic than others. Maslow defines these needs as: physiologic, safety, love and belonging, self-esteem and self-actualization. The dignity and integrity of individuals should be preserved in health and illness through responsible, conscientious, nonjudgmental, and continuous nursing assessment and intervention.

Health

Health is a dynamic continuum of wellness to illness that exists throughout the life span. The achievement and maintenance of clients' optimal health is nursing's ultimate goal. Achievement of this goal requires actions by the health care profession to promote health, maximize the quality of life and prevent premature death, illness, disability and suffering. Maintenance of optimal health is a collaborative process to which the vocational nurse contributes according to the legal and professional scope of practice.

Nursing

CES College LVN faculty concur with the concept of nursing as accepted by the American Nurses Association (2003) in their document, Nursing Social Policy Statement 2003, "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations."

The Nursing faculty believes that:

- Nursing is an applied science that is practiced in a variety of acute and long-term care settings.
- Nursing assists groups and individuals in the promotion and maintenance of health, restoration to health, adaptation to long-term illness, and provision for comfort when return to health is no longer possible.

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To be successful, nurses must apply complex concepts from social, physical, and biological sciences and nursing theory.

Culture

Culture encompasses all ideas, beliefs, values, attitudes, history, and language that a group of people or an individual possesses. From a cultural perspective, wellness, disease and illness are processes in which each individual defines their ability to achieve and maintain health by adapting to his/her environment. Cultural heritage helps to define the individual and impacts the delivery of health care to that individual.

Environment

Environment is considered to be all factors that interact with the individual on an external and internal basis which influence each individual's quality of life. The external factors include the physical entities such as climate, geography, housing, sanitation and air quality, as well as family and culture. Internal influences are the predisposing factors occurring within the mind, body and spirit of an individual.

Teaching-Learning Process

Learning is an active, continuous process, proceeding from simple to complex concepts, to facilitate attainment of identified student outcomes. The nursing faculty believes that the student should be self-regulated by actively participating in the learning process, using experiences and guidance offered by faculty, and assuming responsibility for meeting learning outcomes. Faculty responsibility is to provide the necessary tools to support the learning process and provide meaningful learning experiences with diverse opportunities to stimulate the learning. Although the student is involved in the ongoing self-appraisal of progress, the faculty is responsible for the final evaluation of each student's performance in meeting course objectives.

Nursing Education

We believe that nursing education is designed to provide a program of learning based on a foundation of knowledge derived from biological, physiological, psychological, and sociological sciences, which is then integrated with nursing theory. We believe that Vocational Nursing Education is a planned program of competency-based instruction in which qualified students are prepared for entry into the nursing profession as vocational nurses.

PROGRAM OBJECTIVES

Overall Objective

This program is designed to prepare students to become quality nursing professionals and to qualify for an LVN license by fulfilling course requirements and passing the NCLEX-PN exam. The program consists of a theoretical basis taught in the classroom and application of that knowledge in a variety of work-based clinical settings including long-term care, acute medical/surgical care, maternal-child health, pediatrics, and mental health. The nursing process and critical thinking are fully integrated as priority components in all nursing actions.

Terminal Objectives

- Graduate with the knowledge necessary to successfully pass the NCLEX-PN licensure examination.
- Understand the scope of practice as outlined in the Vocational Nursing Practice Act, Division 2, Chapter 6.5 of the Business and Professions Code.
- Be prepared to work as entry-level vocational nurses.

CES College Vocational Nursing Program graduates will

1. Demonstrate an awareness of the impact of clients' physical, biological, and psychosocial status on clients' health needs and overall well-being;
2. Provide client-centered care that demonstrates professionalism, caring, and an understanding of the impact of culture on clients' health status and care needs;
3. Utilize the nursing process and critical thinking in the planning and provision of safe and competent client care across the lifespan;
4. Appropriately apply nursing knowledge, nursing process, problem resolution, and critical thinking skills in the delivery of nursing care consistent with client need, professional standards, and the scope of practice of the Licensed Vocational Nurse;
5. Effectively, utilize therapeutic communication in the delivery of client care;
6. Provide accurate individualized health education to clients and families consistent with client need, the approved plan of care, established nursing standards, and professional principles;
7. Collaborate with members of the health care team in the assessment, planning, delivery, and evaluation of client care consistent with the LVN scope of practice;
8. Demonstrate ethical and professional behavior in the practice of vocational nursing.

CONCEPTUAL FRAMEWORK

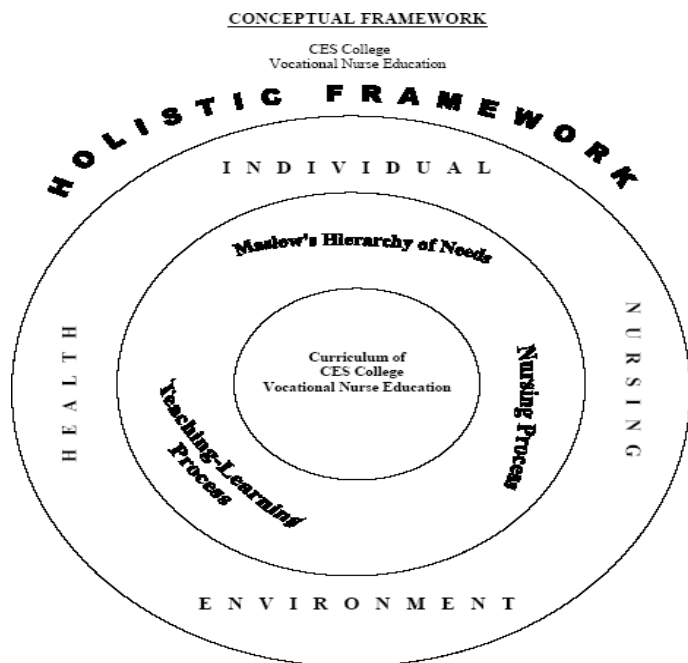
CES College Vocational Nursing program is designed to prepare its graduates to pass the NCLEX-pn examination and work as an entry-level vocational nurse.

The conceptual framework of the Vocational Nursing program reflects the philosophy and purpose of the program and guides the overall structure of the curriculum, selection of content, and learning experiences. The conceptual framework is based on the health-illness continuum and Maslow's hierarchy of human needs, which focuses on the whole person and consists of needs, which are organized in a sequential five-level hierarchy. The first level is physiology followed by safety and security, love and belonging, esteem and self-esteem and self-actualization, being the fifth level.

CES COLLEGE LVN curriculum is based on a holistic approach. The curriculum takes into consideration the fundamentals of nursing process, the teaching-learning process, and Maslow's Hierarchy as well as faculty's

beliefs of an individual, health, nursing and environment as reflected in the program philosophy. The curriculum integrates theory with practice and is organized in logical sequences, such as simple to complex or general to specific. The curriculum covers the body systems, common medical-surgical diseases/disorders, pathophysiology, etiology, diagnostic findings, signs and symptoms, medical treatment and management and nursing care. In addition, students will be introduced to mental health, maternity and pediatric nursing. The nursing process will be emphasized as a framework for priority of nursing actions.

Throughout the curriculum, concepts of humans and their basic needs will be applied to clients of all ages in a variety of clinical settings.



PROGRAM OVERVIEW

CIP Code: 51.3901 SOC Code: 29-2061.00 Program Clock Hours: 1560 Program Length: 60 Weeks Method of Delivery: Hybrid,

The Vocational Nursing Program consists of four modules. Successful completion all program requirements allows the graduate eligibility to take the state licensing examination, the NCLEX-PN. All courses must be completed with a 75% or higher grade, the student must meet the attendance requirements AND meet all module progression and graduation requirements.

Module 1 Fundamentals of Nursing

Anatomy &

Physiology

Pharmacology

Prerequisites: None

Module 1 is designed to provide students with an introduction to basic nursing skills for direct patient care of adult patients. Emphasis is placed upon the application of the nursing process and Maslow's Hierarchy of Needs within the context of the Vocational Nursing scope of practice and the healthcare environment. Students learn how to provide nursing care for patients needing support with the activities of daily living. Course content includes the nursing process, critical thinking, clinical judgment, evidence-based practice, safety, ethics, cultural competency, and the health and wellness continuum. Students have laboratory and clinical experiences to learn, practice, and

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utilize basic nursing knowledge and skills. Anatomy and physiology, and basic pharmacology topics are integrated into the course as well. At the completion of this module, a 15 – week course, the student will be able to:

- Demonstrate the beginning duties and behaviors of a student vocational nurse based on role definition and course objectives for Fundamentals of Nursing.
- Demonstrate basic knowledge, skills, and abilities required for the administration and preparation of prescribed medications consistent with course objectives of Pharmacology.
- Discuss nursing principles governing fundamental nursing skills.
- Demonstrate fundamental nursing skills
- Describe legal and ethical aspects of vocational nursing
- Demonstrate caring behaviors through nursing interventions and display sensitivity to the values of others.
- Demonstrate mastery of the principles of basic first aid and CPR.

Module 2 Medical-Surgical Nursing I

Prerequisite: Successful Completion of **Module 1**

Medical-Surgical
Nursing Anatomy and
Physiology
Pharmacology

Module 2 is designed to provide the student with a foundation in medical-surgical nursing. Emphasis is placed upon care of patients with disorders of the skin, endocrine system, blood, musculo-skeletal, respiratory, immune, and cardiovascular systems as well as anatomy and pharmacology concepts related to the systems taught in the module. The nursing process and Maslow’s Hierarchy are utilized as a unifying framework.

At the completion of this module, a 15 – week course, the student will be able to:

- Describe the anatomy and physiology of the integumentary, Musculo-skeletal, respiratory, cardiovascular, gastrointestinal, and immune systems and disorders of those systems.
- Provide patient care that is consistent with established basic nursing principles, knowledge, and skills in Fundamentals of Nursing, Medical – Surgical Nursing 1, and Anatomy and Physiology
- Administer prescribed medications to assigned patients based on the course objectives and established professional standards.
- Discuss the principles of pharmacology and medication administration.
- Recognize quality care measures and begin to document within the framework of the nursing process.
- Demonstrate therapeutic communication techniques with clients and families/caregiver

Module 3 Medical-Surgical Nursing II

Prerequisite: Successful Completion of **Module 2**

Medical-Surgical
Nursing Anatomy and
Physiology
Pharmacology

Module 3 is a continuation of Medical-Surgical Nursing. Emphasis is placed upon care of patients with endocrine, neurological, sensory, urinary, and reproductive systems disorders, home health, and hospice. The student becomes skilled in critical thinking and applying the nursing process as an integral part of administering care to clients. Pharmacology includes medications used for specific disorders and systems as well as consideration of risks and consequences on the other body systems.

At the completion of this module, a 15 – week course, the student will be able to:

- Provide increasingly complex patient care based on knowledge, skills, and abilities learned in Modules 1 and 2, Medical-Surgical Nursing 2 and Anatomy and Physiology.
- Describe the anatomy and physiology of the endocrine, neurological, sensory, urinary, reproductive systems.
- Administer prescribed medications as learned in Modules 1 and 2 via oral, inhalant, topical, and parenteral routes.
- Demonstrate therapeutic communication techniques with clients and families/caregivers

- Use clinical judgment and decision-making skills when providing patient care.
- Perform and record an assessment of specific patient populations

Module 4 Specialty Nursing

Prerequisite: Successful Completion of **Module 3**

Specialty Nursing: Maternity and Pediatrics, Mental Health, Leadership/ Supervision, Anatomy and Physiology; Pharmacology

Module 4 is designed to provide students with the basic knowledge in maternity nursing, pediatrics, mental health, including pharmacology for these areas, and to give the core information for Leadership and Supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice.

At the completion of this module, a 15 – week course, the student will be able to:

- Provide nursing care to maternity and pediatric patients consistent with client need and established professional knowledge and standards.
- Demonstrate use of the nursing process to promote health and provide care and teaching for the client during pregnancy and postpartum period
- Discuss pediatric disorders and the use of the nursing process to implement care for positive outcomes for pediatric clients.
- Provide care to mentally ill patients according to the course objectives, and consistent with client need and established professional standards.
- Discuss mental health disorders and mental health treatment concepts.
- Demonstrate the ability to communicate effectively with clients with psychological disorders
- Demonstrate therapeutic communication techniques with clients and families/caregivers
- Demonstrate beginning leadership and supervision knowledge and skills consistent with course objectives and the vocational nurse scope of practice
- Demonstrate critical thinking principles, sound clinical reasoning, adaptability, and judgment necessary to provide quality patient care

Schedule: Theory: 5:30pm-10:30pm, 2 days a week. Clinicals: Saturdays and Sundays, eight hours a day. Clinical schedule depends on assigned clinical site. Program has 60 weeks of instruction.

**CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.*

Method of Instruction:

Theory: Synchronous online instruction: lecture, PowerPoint presentations, discussions, audio-video materials. Hands-on: Skills Lab, Clinical setting (long-term care facilities, acute care facilities, specialty clinics)

Instructional Equipment • Anatomy Charts • Glucometers • Medication Cart • Procedure Kits • Skeleton • Stethoscopes • Scissors • Pen Lights • Wheelchairs/ Walkers/Crutches • Hospital Beds • Mannequins • Scale • Sphygmomanometers • Thermometers, catheters, nasogastric tubes, needles, syringes, simulated patient units, sterile supplies, and other teaching aids and specialized equipment.

Program Modality:

Lectures are conducted online. CES College uses Zoom to offer synchronous instruction. Exams are conducted both online and in person at the school campus at 401 S. Glenoaks Blvd, Suite 206, Burbank, CA 91502 .

Labs/clinicals are conducted in person on campus and at clinical sites.

GRADING

The grading system for VN students is as follows:

90-100%	A	Excellent
80-89	B	Good
75-79%	C	Satisfactory
Below 75	F	Fail

Students must have a cumulative GPA of 75% or above for each module. Late assignments can get a maximum grade of 75 percent. Adjustment of due date **MUST** be discussed with the faculty prior to the due date.

The grade is calculated as follows:

Exams:	45%
Quizzes:	5%
Final Exam:	25%
HESI Exam	25%
TOTAL	100%

Module I: All failed tests can be made up. Remediation assignment must be completed before retaking a test.

Module II: Five tests can be made up. Remediation assignment must be completed before retaking a test

Module III: Three tests can be made up. Remediation assignment must be completed before retaking a test.

Module IV: One test can be made. Remediation assignment must be completed before retaking a test.

Clinical evaluations are completed by the clinical instructor. A student must pass the clinical component.

GRADUATION REQUIREMENTS

In order to be considered a graduate of the program, a student must meet all five requirements:

- Complete all course work with a minimum grade of 75 percent (75%) in theory
- Receive a grade of pass in clinical
- Have fulfilled all required hours (clinical and theory)
- Pass the comprehensive final examination with a minimum grade of 75 percent (75%).

A student who fails to meet ALL graduation requirements will not qualify as a graduate of the program.

Failure to achieve a minimum passing score of 75% on the comprehensive final exam and a minimum average score of 75% at the end of each module will result in a failing grade for the module. This student will not be eligible to apply for the NCLEX-pn examination unless they pass the final module exam and achieve at least 75% in the module.

No certificate will be issued if a student fails to meet all financial obligations. Please refer to the tuition payments policy.

CES College will pay the BVNPT Application Fee and the NCLEX Examination Fee for program graduates. CES College strongly encourages the students to take the State Board Exam within ninety days after graduation. It is proven that your chances of passing the exam are best within this time frame; the longer you delay, the greater is the risk that you will not pass the exam.

PROGRAM COMPLETION DOCUMENTATION

Students successfully completing the Vocational Nursing Program shall receive a certificate from CES College.

DEFINITION OF A CLOCK HOUR

A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

TESTS/EXAMS

Nursing exams are modeled after the NCLEX-PN. Question types may include but are not limited to: Multiple Response Multiple Choice, Fill-in-the-Blank, Hot-spot, Ordered Response, etc. Students who miss or fail an exam may not get more than 75% on the make-up exam. If a student does not make up missed tests/quizzes by the final examination, a grade of zero (0) for missed exams or the earned grade (for failed exam) will be recorded.

Remediation assignment must be completed before retaking the exam and submitted by the deadline as outlined by the instructor. A student who does not submit the assigned remediation activity cannot test that day.

No exam assistance by the instructor and/or proctor is allowed. Computer/technical assistance is allowed for

computerized exams.

Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. Please see the attendance and make up policies in this catalog. Discussing test questions outside of allowed classroom discussion is a violation of the Academic Code of Conduct and the rules governing this violation will be upheld.

Expectations for Exams

All tests, answer sheets, scratch paper and rationales, if any are given for a review after an exam, must be turned in to the instructor at the end of the test period and accounted for prior to students leaving.

- NO leaving the testing area during testing except in an emergency situation. Students are to visit the bathroom BEFORE the start of any test.
- NO talking during any test (except to the proctor); violation may be grounds for Dismissal/Termination.
- NO use of electronic equipment or communication devices, like cell phones, smartphones, smartwatches, tablets or anything else that can access the internet. Having any such type of device on your person during any test may be grounds for Dismissal/Termination.
- NO belongings on the desk during testing
- Scrap paper will be provided by the proctor upon request. This scrapper MUST be returned to the instructor BEFORE leaving the testing area and/or at the end of the test.
- Instructors will assign seating during in-person exams

MODULE PROGRESSION

Students must successfully complete both the theory and clinical requirements of a module to progress to the next module. This includes achieving an overall score of at least 75% and passing the final exam for the theory component. Additionally, students must pass the clinical component. If a student fails to achieve a minimum of 75% as the final module grade or does not pass the final examination, they will receive an "F" grade for the module.

Final module exams are administered at the end of each module. Students are allowed to remediate (retake) final exams twice during their enrollment at the school, including for any modules they are repeating. The remediation final exam must be passed with a minimum score of 75%, and the cumulative grade, including the make-up exam grade, must be 75% or above. Additionally, students must receive a satisfactory grade in their clinical course. If either the theory or clinical component is not passed satisfactorily, the student may not proceed to the next module.

COMPUTERIZED HESI EXAMS

Computerized specialty exams are given at the end of each module and constitute 25% of the grade. Passing score: **Module 1 – 850, Module 2-850, Module 3- 900, Module 4- 900.** HESI percentile score will be used for the grade calculation. The overall grade must be 75% or above in order for the student to pass a module. Students who receive less than the required score on the HESI exam must complete the remediation, even if their overall module grade is above 75 percent. Detailed diagnostic reports at the end of the exams provide the student with immediate results and opportunity for remediation. Students are required to provide proof of satisfactory remediation. The second HESI exam will be scheduled in one week and the remediation must be completed by the established deadline. Students who do not complete the required remediation will not be allowed to retake the HESI exam, a grade of 0 for the second attempted will be recorded, and the student will be marked absent for the day. The absence will result in a warning, probation, or termination, as per the attendance policy. The final score will be calculated in the grade. The students may proceed to the next Module if the overall score for the module is 75% or above and if they passed the final examination. Failure to achieve a minimum of 75% as a final module grade or to pass the final exam will result in “F” grade for the module. Students are allowed to take HESI exams twice. The highest score will be recorded. Both attempts must be completed before the end of a module.

NCLEX application policy

Applications are sent to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) by the Vocational Nursing Program Director after the student has met all requirements.

CES College strongly recommends that you take the State Board Exam within ninety days after graduation. It is proven that your chances of passing the exam are best within this time frame; the longer you delay, the greater is the risk that you will not pass the exam.

LICENSURE/CERTIFICATION REQUIREMENTS

In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN®). Completion of the Vocational Nursing program does not automatically enable a graduate to work. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Advisor and Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

The applicant must: • Be at least 17 years old; and • Graduate from an accredited high school or acceptable equivalent (furnish proof); and • Successfully complete a Board of Vocational Nurse and Psychiatric Technician (BVNPT) approved Vocational Nursing Program and • Complete and sign the "Application for Vocational Nurse Licensure" and the "Record of Conviction" form; and • Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. A License will not be issued until the board receives the background information from DOJ. • In order to be licensed in California, applicant must submit an application fee along with the required forms to the BVNPT (visit the BVNPT website for current fee schedule). One of these forms is called a "Record of Conviction." • Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card. Graduates must satisfy all requirements for certification at the time of Application.

Graduates who have prior felony convictions may be denied the opportunity to take professional licensing exams. Students are urged to contact the appropriate agencies for current requirements. The Board's Enforcement Unit occasionally receives telephone calls from students requesting that the Board review their criminal convictions prior to submitting an application for licensure. These students want the Board to pre-approve their eligibility as it relates to their criminal convictions so that they can determine if they should pursue licensure. Although students are encouraged to contact the Board for clarification of the licensure requirements, the Board cannot "pre-approve" their eligibility. The Board can only make an official determination of a person's eligibility for licensure as it relates to criminal convictions after an application for licensure is received by the Board and all requirements for initial licensure are met. The Board publishes three disciplinary brochures which contain frequently asked questions about the disciplinary process and convictions. The brochures are titled "Understanding the Disciplinary Process"; "Disciplinary Overview, Disciplinary Process, Frequently Asked Questions"; and "Disciplinary Overview, Convictions, Frequently Asked Questions." They are available on the Board's website at www.bvnpt.ca.gov. If students need clarification after reading the brochures, they may contact the Board's Enforcement Unit at (916) 263-7827.

Upon successful completion of all program hours and requirements, the student is eligible and competent to take the National Council Licensing Examination for Practical Nursing (NCLEX-PN®). The application can be submitted to the BVNPT after successfully completing all School requirements and meeting financial obligations.

Occupations and Job Titles:

Licensed practical and licensed vocational nurses

2061 Licensed Practical/Vocational Nurse

Licensed Practical and Licensed Vocational Nurses

SOC Code 29-

CIP Code 51.3901

ONET Code- 29-2061.00

CRIMINAL CONVICTIONS

PATIENT SAFETY AND BACKGROUND CHECKS

All students participating in clinical assignments are required by clinical facilities to:

- Complete a criminal background check **and**
- Be cleared by the clinical facility to participate in the clinical experience.

If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected.

Students must receive a satisfactory clinical evaluation to pass the course and progress in the program. If a clinical agency refuses a student access to patients for any reason, the program will not be able to provide alternate clinical experience. That student must withdraw from the program or receive an F grade for the nursing course. If a student's background check (criminal record) does not satisfy the requirements of the agency, the program will not be able to provide alternate experiences and the student must withdraw from the program or receive an F grade.

CRIMINAL CONVICTIONS occurring during the program

A student who is convicted of or receives deferred adjudication for any of the criminal offenses while enrolled in the program must report the conviction to the nursing department within three days of the conviction. The student will be referred to the Director of Nursing and suspended from the program until the student obtains clearance from the BVNPT stating the individual is eligible for initial licensure.

CRIMINAL CONVICTIONS AND LICENSURE

The California Board of Vocational Nursing & Psychiatric Technicians protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code. The Board of Vocation Nursing and Psychiatric Technicians requires the applicant for licensure as a Vocational Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Additional questions may be directed to the BVNPT's Enforcement Unit at (916) 263-7827.

The following are some FAQs to help you with the questions regarding this topic:

- Do I have to report an arrest to the Board, if I was not convicted?
No. You only need to report an arrest if you were convicted.
- Do I have to report automobile accidents to the Board?
Yes, if a traffic ticket was issued and you were fined over \$1000, you must report the automobile accident to the Board.
- What happens if I can't obtain certified court documents and police reports on prior convictions?
You must obtain written confirmation of this fact from the applicable court and/or police department, specifying that they could not locate the required documents. The Board will verify this fact and will base its decision for licensure on other available information; for example, letters of recommendation, evidence of rehabilitation, etc.
- Do I have to report non-payment of child support?
No. This issue will not cause your license to be denied, however, if the non-payment is turned over to the District Attorney's (DA) Office for non-payment, the DA will notify the Department of Consumer Affairs – Family Support Unit. If you are deemed eligible for licensure, your license will be issued on a temporary basis for 150 days. If, at the end of that time period, you have not established a payment agreement with the DA's Office, your license will be suspended.

- Do I have to report a conviction that was expunged; for example, a conviction that was stricken or deleted from official records?
Yes, you must report all expunged convictions. Pursuant to Penal Code section 1203.4, you are required to report a conviction that was expunged. The law specifies that it "does not relieve him or her of the obligation to disclose the conviction in response to any direct question contained in any questionnaire or application for public office, for licensure by any state or local agency,"
- What happens if I fail to disclose all or part of my prior convictions?
Your failure to disclose all or part of your past convictions may be deemed grounds for disciplinary action as you falsified information required on your application for licensure. Your license may be denied.
- Do I have to report misdemeanors, felonies and/or convictions which I pled nolo contendere?
Yes. Pursuant to Business and Professions Code sections 2878.6 (VN Practice Act) and 4523 (PT Law), a plea or verdict of guilty or a conviction following a plea of nolo contendere made to a charge substantially related to the qualifications, functions and duties of an LVN or PT is deemed to be a conviction.
- Do I have to report juvenile convictions if I was tried as an adult?
Yes. If you were under 18 years of age and were tried and convicted as an adult, you are required to disclose this juvenile conviction.
- Do I have to report military convictions or a dishonorable discharge?
Yes. Any conviction or disciplinary action during your military career must be reported to the Board on the Record of Conviction form.
- Do I have to report traffic violations?
Yes, if the traffic violation involved alcohol or controlled substances or if a fine was over \$1000.
- What happens if I have a lot of traffic violations?
It depends on the violations. Repeated "minor" violations show a disregard for the law and will be considered in the Board's evaluation of your application for licensure.
- Do I have to report traffic violations that required jail time?
Yes. Any offense that required you to be imprisoned, jailed, confined, fined and/or placed on probation must be reported to the Board.
- How does the Board determine which violations are substantially related to the applicant's license?
Pursuant to the California Code of Regulations, sections 2521 (VN Regulations) and 2578 (PT Regulations), a crime or act is considered to be substantially related to the qualifications, functions or duties of an LVN or PT if to a substantial degree it evidences present or potential unfitness of an LVN or PT to perform the functions authorized by his/her license in a manner consistent with the public health, safety or welfare. Such crimes or acts include, but are not limited to those involving the following issues:
 - Procuring a license by fraud, misrepresentation or mistake.
 - A conviction of practicing medicine without a license.
 - Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any provision or term of the VN Practice Act or PT Law.
 - Aiding or assisting, or agreeing to aid or assist any person or persons, whether a licensed physician or not, in the performance of or arranging for a violation of any of the provisions of the Medical Board of California Practice Act.
 - Conviction of a crime involving fiscal dishonesty.
 - Any crime or act involving the sale, gift, administration, or furnishing of "narcotics or dangerous drugs or dangerous devices" as defined in the Pharmacy Practice Act, Section 4022.

• How does the Board determine satisfactory rehabilitation of an "applicant for licensure" or licensee? Pursuant to Business and Professions Code sections 480 and 490 and the California Code of Regulations sections 2522 (VN Regulations) and 2579 (PT Regulations), the Board considers the following criteria to determine satisfactory rehabilitation:

- Nature and severity of the act(s), offense(s), or crime(s) under consideration.
- Actual or potential harm to the public.
- Actual or potential harm to any patient.
- Overall disciplinary record.
- Overall criminal actions taken by any federal, state or local agency or court.
- Prior warnings on record or prior remediation.
- Number and/or variety of current violations.
- Mitigation evidence.
- In case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation.
- Time passed since the act(s) or offense(s) occurred.
- If applicable, evidence of proceedings to dismiss a conviction pursuant to Penal Code section 1203.4.
- Cooperation with the Board and other law enforcement or regulatory agencies.
- Other rehabilitation evidence.

CES College COVID-19 Vaccination Policy

CES College thrives to provide quality nursing education and graduate qualified and competent vocational nurses. CES College Vocational Nursing Program (VNP) consists of theory and clinical hands-on training. Hands-on clinical training is received in hospitals, nursing facilities, etc., that are approved by the Board of Vocational Nurses and Psychiatric Technicians (BVNPT). Students who do not complete the required clinical portion of the program are not eligible to graduate and to apply for licensure.

All of CES College clinical sites require students to be fully vaccinated and boosted, if applicable. CES College must comply with these requirements.

CES College recognizes medical exemptions only. All applicants who are not exempt are required to present proof of COVID-19 vaccination at the time of enrollment. By submitting the document, you certify under penalty of perjury that you have obtained the card from a provider authorized by a government entity to provide the vaccination and issue the COVID-19 vaccination card.

Applicants who are exempt by a licensed, practicing healthcare provider, specifically a physician (MD), nurse practitioner (NP), or physician assistant (PA) are required to present a completed, signed, and dated CES College Medical Exemption Certification Form at the time of enrollment.

By submitting the Medical Exemption Certification Form the applicant authorizes CES College to have access to the medical information related to this certification.

STUDENT RESPONSIBILITIES

Students are expected to adhere to the school policies and requirements. The student should familiarize themselves with all policies and communicate if they require further explanation where necessary.

Requirements will not be waived nor exceptions to requirements made on a plea of ignorance of the regulation or requirement. If you have any questions, please make sure to ask school representatives. You can set up an appointment with the student services staff or contact the school via Remind app or via phone at 818-563-9822. CES College Director of Vocational Nursing Program, Mr. Oleg Khilkevich, can be contacted in person at school, by phone at 818-563-9822, or by email at cesvnp@yahoo.com. You will also be provided with his cell phone number and can communicate with him via text message.

It is our goal to prepare you for your future as a nursing professional. Therefore, we expect you to adhere to professional standards, which means exhibiting appropriate behavior, getting your required documents to the appropriate office on time and completing your assignments on time, following school dress code, being on time, clean, neat and mentally and physically prepared to learn and perform. Homework is part of the learning process. It may consist of a reading assignment, a practice test, a project, researching, simulation, etc. as assigned by your

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instructor.

- Students are responsible for submitting all assignments on time.
- Students are responsible for assessing their own levels of performance and for seeking assistance when they need help. Faculty members are available for guidance and assistance and should be utilized.
- Students are responsible for actively participating in the learning process. Reading assignments, practice tests, care-plans, study guides and other self-instructional activities are an essential part of the academic program.
- Students are responsible for being aware of the requirements for progression and graduation and for meeting the requirements.
- Students have the responsibility for providing CES College with accurate and up-to-date information, including addresses and phone numbers, licensure examination status and job placement information.
- Students are responsible for being active learners and bringing up their concerns to the instructors and appropriate school employees
- Students are responsible for any costs incurred traveling to and from clinical agencies and/or school.

STUDENT CONDUCT POLICY

Higher education is a privilege. Attendance at CES College is voluntary and conditional on the student's full compliance with the CES College program requirements, policies and procedures. CES College is an academic community engaged in learning and practice. While the school has student body of diverse backgrounds, beliefs, and ideas, we hold common standards of conduct that exemplify personal integrity and ethical behavior.

Students are expected to follow the program schedule and comply with the program requirements for attendance, academic performance, conduct, etc.

STUDENT ETHICS Vocational Nursing students are expected to abide by the highest principles of honesty and integrity. Violations may result in immediate disciplinary action. Students must:

1. Use their own knowledge and skill to complete examinations without resorting to any form of cheating.
2. Use their own knowledge and research to complete assignments. They shall not plagiarize, quote, or copy another individual's work without giving proper recognition to the source.
3. Maintain confidentiality regarding patients/clients at all times. Information is to be shared only in an objective manner in the classroom or clinical setting. Patients/clients names or other identifying data should not be used in post-conferences or other learning activities.
4. Perform only those procedures allowed by the instructor and for which they have been specifically trained and have demonstrated competence.
5. Provide safe care to any and all patients assigned.

Students need to observe the principles of academic integrity. Violations of this standard include, but are not limited to:

- Cheating on examinations, tests, quizzes or assignments.
- Plagiarism.
- Misrepresentation or falsification of data.
- Unauthorized possession of examinations.
- Conduct which disrupts the academic environment
- Falsifying attendance records
- Complicity with others in violations of this standard.

Students need to respect the health, safety, and rights of all persons. Violations of this standard include, but are not limited to:

- Threatened, attempted, or actual physical harm, or other conduct that threatens the health or safety of the students, staff, patients, or clinical site staff.
- Sexual harassment.
- Appearing at the school, clinical site or any school sponsored events under the influence of alcohol or drugs. Possessing or using alcohol on College property or clinical sites

- Hazing.
- Harassment
- Abandoning assigned patients
- Complicity with others in violations of this standard.

Students shall follow the directions of faculty and staff, classroom and facility rules and procedures, and academic guidelines of the College. Violations of this standard include, but are not limited to:

- Conduct which disrupts or impairs school functions.
- Refusal to cooperate with, or failure to carry out the reasonable directive, written or verbal, of faculty, staff members, or officials acting in the performance of their duties
- Misrepresenting or falsifying any school record, forms or procedure; making knowingly false oral or written statements to any school official.
- Failure to satisfy the terms of a disciplinary sanction.
- Providing false testimony or disregarding disciplinary procedures.
- Complicity with others in violations of this standard.

CES College reserves the right to deny readmission to any student because of previous misconduct or readmit such persons subject to an appropriate disciplinary status such as probation, or subject to compliance with appropriate sanctions.

ALL students are expected to practice professional conduct in all interactions with staff, peers, instructors, patient/clients, and clinical staff. Disruptive behavior, foul language and offensive or inappropriate jokes are not tolerated while in uniform, while on clinical site properties, or at CES College. Do not yell or talk loudly while on clinical site properties. Please use only English only when in clinical sites or in the classroom. Insubordination or refusal to comply with CES College or clinical site policies may result in termination from the program.

As futures nurses, it is students' obligation and duty to adhere to the Nursing Scope and Standards of Practice and the Nursing Code of Ethics.

E-CIGARETTES AND VAPORIZERS: E-cigarettes and vaporizers are NOT allowed while on clinical site properties or at CES College.

TOBACCO USE: Use of tobacco (in any form other than for smoking cessation) is NOT allowed while on clinical site properties, or at CES College. Patients may be upset by the odor of smoke on caregivers' clothing, hair, etc. If faculty, staff, patients or family members/visitors report concerns or problems due to odors on the student, the student will be sent home for the day.

EATING: Eating is allowed during designated meal and snack periods only. Your instructor will advise you of appropriate times to eat during each clinical rotation or class. No food is allowed in the classrooms or the labs.

CELL PHONES: Smart phones can be a valuable tool for the healthcare provider because they can provide drug reference libraries, medical calculators and lab result information quickly. However, they can also be a distraction. Even when used properly, they could give the impression to others that you are "goofing off".

Therefore when allowed to use your smartphones, do so unobtrusively and only as needed. Some instructors may not allow use of smartphones during their class or clinical. Personal calls, texts, emails, web-surfing, etc. are NEVER allowed during class or clinical. We understand that emergencies happen. Should you receive an emergency call or text, please alert your instructor and step out to handle it. No cell phones or smart watches are allowed during testing.

SOCIAL MEDIA: Remember that what you post on Facebook, Twitter, Instagram, etc. will be around forever. Not only do embarrassing pictures haunt you in future job searches and career advancement, but any evidence of illegal activity (including HIPAA violations) is easy to find by law enforcement, even years later. Taking and/or posting pictures or video of patients is NOT allowed and is a violation of HIPAA.

PROFESSIONAL BOUNDARIES

CONFIDENTIALITY / HIPAA

It is your responsibility to maintain confidentiality of ALL private health information you are exposed to. This means that you will need to 'edit' what you tell your family and friends about your experiences to ensure that no private information is disclosed. Paperwork containing private health information or patient identifying information MAY NOT be taken from hospital or clinic facilities. Pictures and video MAY NOT be taken in any patient areas of clinical sites. Discussion of patient cases MUST NOT occur in public areas such as the hospital cafeteria. Violation of HIPAA can result in and termination from CES College and possibly fines and imprisonment. Students will be provided with education on HIPAA. Any student violating one of these rules will be sent home from their clinical site and will be counted absent.

UNSAFE, UNETHICAL and UNPROFESSIONAL CONDUCT and PERFORMANCE

Maintaining patient safety is the overriding principle in clinical practice. To ensure safe patient care and ethical, professional practice nursing students will provide care within the guidelines of the Nursing Practice Act, the policies listed in this Handbook, and the NSNA Code of Ethics. Nursing students must function at the expected clinical level as stated in course objectives and clinical evaluation forms. Nursing faculty have the authority and responsibility to identify student conduct and performance that are unsafe, unethical, and/or unprofessional and to take immediate corrective action. Note: Any nursing student, as evaluated by a nursing instructor, who fails to provide safe, competent patient care, may be dismissed from the nursing program.

NO DIRECT CONTACT WITH CLINICAL SITES

Students MAY NOT contact clinical site management or administration for any reason. Our relationships and partnerships with clinical sites such as hospitals and clinics are very valuable to us and can be jeopardized by inappropriate communication from students. Any concerns regarding clinical sites should be directed to your instructor or to the school administration. Violation may result in immediate termination. Students are also not to give their personal contact information to the clinical sites' staff until after the clinical rotation at the site is completed.

NO CONTACT WITH PATIENTS OUTSIDE OF CLINICAL

It is NEVER appropriate to contact a patient/client or family member outside of CES College clinical experience. It is not appropriate to give your personal contact information to a patient or family member or to ask for theirs. If a patient or family member initiates contact outside of your clinical site, inform them that this is not allowed and apologize that you cannot communicate with them and please advise them to contact you through school, if necessary. Violation may result in immediate termination.

STUDENT/EMPLOYEE FRATERNIZATION

Employees of CES College are prohibited to date or engage in any fraternization with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Employees may not entertain students or socialize with students outside of CES College environment with the exception of school-related functions. Any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of CES College policy, and may result in disciplinary action by the College. Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official College matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees.

HONESTY

Knowingly falsifying information to CES or clinical sites may result in immediate termination. This includes falsifying transcripts, attendance records, or other documentation as well as cheating on tests, exams, or quizzes.

DISCRIMINATION

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Discrimination based on race, ethnicity, religion, gender, sexual orientation, disability or other protected classes WILL NOT be tolerated. Refusal to work with a patient(s) for any of these reasons will result in immediate termination. Healthcare professionals are obligated to treat all patients as equal and deserving of caring, quality healthcare. Healthcare professionals are expected to work with patients with contagious diseases including blood-borne diseases (HIV/AIDS, Hep B, Hep C) and will be provided proper protection and training on its use. Violation may result in immediate termination.

BULLYING

Bullying of students, instructors, or staff will not be tolerated. Not everyone views jokes and pranks the same way. If a student tells you that they do not like the joke, you should apologize and never repeat the action. Repetition of the action is considered bullying. The laying on of hands in an aggressive or unwanted way will not be tolerated. Assaults, battery, and threats of violence will be reported to the police. Each situation is unique and reports of bullying or assault will be investigated and evaluated by CES College administration. Violation may result in immediate termination.

WEAPONS

Possession of weapons including firearms and non-medical blades over 2” long are PROHIBITED while in CES uniform, on CES College property or clinical site properties. Violation may result in immediate termination.

PEER-TO-PEER FILE SHARING

The Higher Education Opportunity Act (HEOA), H.R 4137 is a reauthorization of the Higher Education Act. It includes requirements for higher education institutions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing, such as might happen in a school. The College is advising students to carefully restrict the use of file sharing applications to material that is legal to share, to disable the file sharing software, or to change the file sharing options for the software. CES College supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail, Internet access, or the computer activities of individuals. The College expects students to be aware of laws and applicable College policies with respect to computer, network, and Internet activities. However, students or staff members identified as illegally sharing copyrighted material through using school network, including through the use of e-mail, web pages, and peer-to-peer sharing software, will be subject to disciplinary action by the school and may also be subject to civil and criminal liabilities. CES COLLEGE reserves the right to block any web sites that are not required to conduct educational activities. Please check <http://www.educause.edu/legalcontent> for legal alternatives to unauthorized downloading.

ACADEMIC DISHONESTY

Acts of academic dishonesty by students, including cheating, plagiarism, or knowingly providing false information to faculty shall be reported to the Program Director. The following are some examples of academic dishonesty, but this is not a complete list of dishonest behaviors subject to disciplinary action:

Giving or receiving unauthorized assistance in connection with the performance of any academic work. Copying or using another student’s work

Unauthorized use of materials or information (including electronic sources) in connection with the completion of any academic work.

Access to the contents of any test or examination prior to its administration.

Unauthorized use of any person's work without proper acknowledgement of the source.

Providing False Data - fabrication or alteration of data to deliberately mislead. Examples include, but are not limited to, falsifying vital signs or patient information, previously submitted test answers or other submitted academic work, submitting fraudulent documentation, etc.

Any student who violates this policy or who knowingly assists another to violate this policy shall be subject to disciplinary actions up to and including termination. Students guilty of cheating may be suspended or expelled.

CLINICAL EXPERIENCE

These are facilities currently used by CES College. Please keep in mind that clinical facilities can change based on the facilities’ availability and program needs.

Los Angeles Downtown Medical Center	Los Angeles
Mission Community Hospital	Panorama City
Burbank Healthcare and Rehabilitation Center	Burbank
Hollywood Premier Healthcare Center	Hollywood
Silverado Memory Care Assisted Living	Calabasas
ParkWest Healthcare Center	Reseda
Totally Kids Specialty Healthcare	Sun Valley

Students will be assigned to the various facilities for their clinical experience. Students are responsible for their own transportation to and from the affiliating agencies.

CLINICAL FLEXIBILITY

Students are expected to assume responsibility for and have flexibility in their schedules. If clinical facilities are not available during the assigned hours, the clinical schedule may have to be altered. Selected experiences may require student availability at other than regularly scheduled clinical times. Attendance may be required during morning, afternoon or evening shift. These experiences will be discussed as early as possible. It is the student's responsibility to make necessary arrangements so work schedules, transportation needs, family responsibilities, etc., do not conflict with clinical assignments.

DRESS CODE

Projecting a professional appearance is the responsibility of all students and faculty. Appearance reflects upon the individual, the LVN Program, and CES COLLEGE.

Students may be sent home and will be counted absent as per the attendance policy for inappropriate hygiene or appearance.

Each student must wear a full uniform. The uniform must be cleaned and ironed.

UNIFORM: Only school-issued uniforms are allowed. Short or long-sleeved undershirts are allowed with no visible logo or print. Full uniforms are to be worn and are not to be removed while at a clinical site.

Shoes: White closed-toe washable shoes without mesh or holes (shoes must be completely white AND washable, leather or leather-like)

Socks: Plain white socks must be worn under the uniform; these need to be solid white color, with no other color, logos, or designs. To comply with infection control protocols, socks must cover the ankles.

Picture identification name badge worn above the waist · Watch with a second hand · Black-inked pens · Pocket-sized notebook · Black marker · Stethoscope · Scissors

Specific clinical instructors may require some or all of the following: · Penlight · Manual Blood Pressure Cuff unit · Additional equipment/supplies as necessary at the site

Bring your Skills Checklist to every clinical rotation, unless otherwise advised by the instructor.

HAIR Hair must be neatly groomed, off the shoulders, and away from the face. Ponytails longer than shoulder length must be put into a bun. Ribbons, scarves, and ornate barrettes are not acceptable. If you have long hair, you should always carry an extra hair band, just in case.

FACE Cosmetics should be applied discreetly, to look natural. Male students are expected to arrive clean-shaven every day. Beards and mustaches

are to be well-trimmed and groomed. Facial piercings must be discreet – no hoops, rings, or long bars.

JEWELRY Only the following may be worn: 1 simple band finger-ring, small stud earrings. No necklaces or bracelets.

TATTOOS Tattoos must be covered. Tattoos depicting violence, hatred, sex, or profanity, or tattoos that encourage such **MAY NEVER** be visible.

FINGERNAILS Nails must be clean and no longer than 1/8” beyond the fingertip. Only clear, nude, or pale pink nail polish is allowed. Acrylic nails are **NOT** allowed.

GENERAL HYGIENE Good oral hygiene and personal cleanliness, free of odor are essential. Use an effective deodorant. Do **NOT** wear perfume on duty.

Any student arriving at clinical violating this dress code or missing necessary equipment will be sent home and marked absent for the day. Students, like nurses, cannot perform their duties without their nursing equipment.

DRESS CODE for theory days:

Lectures are conducted online. However, it is still a professional environment. We expect students to dress in a neat, clean, well groomed, professional manner. This means no tank tops, see-through clothes, bare midriffs, halter tops, short shorts or skirts, hats, hoodies, gang attire or inappropriate writing on clothes.

CLINICAL ASSIGNMENTS

Students **DO NOT** have the option of refusing a clinical assignment, portion of a clinical assignment, or a patient. The only exception would be in the case of the patient being a family member or close friend, or past assault by the patient on the student. Students are obligated to provide care to patients as assigned. Students **MAY NOT** delegate care of their patient(s) to other students or hospital staff. Failing to provide necessary care as assigned will result in formal reprimand, and if patient safety was compromised, termination from the program.

MALPRACTICE INSURANCE

All students are covered under CES College insurance **WHEN** the student is functioning within the scope of practice of a nursing student under the supervision of an instructor who is a Registered Nurse.

INFECTION CONTROL / EXPOSURES

Students will be provided education and training in the proper use of personal protective equipment (PPE) to prevent infection transmission. Students are expected to use appropriate PPE at all times during clinical rotations. Students should report any lapse in PPE use to their clinical instructor.

COMMUNICATION

Any changes in name, email or mailing address and/or phone number must be reported in writing to the School office prior to the change or within 24 hours. Each student must make available a telephone number/email where she/he can be reached directly or by message. An e-mail address is required. Students will need to create a Remind account. We also encourage you to open a Facebook account as a lot of information is disseminated using social media.

TIME COMMITMENT

The Vocational Nursing Program at CES College is intensive. Plan to spend 10 hours per week in class (theory) and 16 hours per week in clinical. You should expect to spend approximately 15 hours per week studying. **THIS COMES TO 40+ HOURS PER WEEK.**

You should look at your current lifestyle and see where you can cut back – you need to save time and money (so you can work less). It is possible to work fulltime while completing this program, but don't expect to have

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much free time. Warn your friends and family that your time will be scarce and you will be stressed in the coming year. Ask for their help and support.

ATTENDANCE POLICY

Regular attendance is important for the successful completion of the program and the attainment of necessary skills. Daily attendance is taken, and exact hours are recorded. Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day.

Arriving late and/or leaving early from class or clinical is not acceptable.

When online, students are required to have their cameras on and be present at all times. Several roll calls are conducted during online classes to verify attendance.

The CES College Vocational Nursing Program consists of 1560 hours - 600 hours of theory and 960 hours of clinical experience. All absences must be made-up because the full 1560 hours must be completed to graduate. Students typically attend 2 theory days and 2 clinical days per week.

Students cannot miss more than two classes in a Module, whether Theory or Clinical. Students receive a warning after one absence and are placed on probation after two absences. Students who miss more than two days may be terminated from the program. Re-entry to the program is not guaranteed and will be based on previous academic standing, class availability and space available in the class. Students terminated for disciplinary issues will be responsible for any additional cost. CES College reserves the right to deny readmission.

Students are prohibited from attending any in-person activities if they tested positive for COVID-19. Please notify the school immediately and follow the protocol. Students missing more than two days in a module due to COVID-19 must provide either a positive COVID PCR test or documentation from the hospital or an MD. By providing the documents the students authorize CES College to contact medical providers to verify the information.

Students sent home from class (theory or clinical) for violation of dress code, behavioral rules, tardiness, or any other reason will be counted as absent for the day and will need to makeup that day.

Students MAY NOT leave class or clinical without their instructor's approval. For students excused from class actual time will be recorded. Students leaving without instructor approval will be considered a "no call no show." It is the responsibility of the student to obtain all missed material on their own time, not during the class time. Students who miss an exam will get a maximum of 75% on the make-up exam.

Completion of a course in Basic Life Support for Healthcare Workers as well as fire safety class are required prior to clinical education in a clinical facility and is included in the CES College VN curriculum. Students absent from the BLS class and/or fire safety class must obtain certification at their own expense before attending a clinical facility. Only the American Heart Association Certification will be accepted.

NO CALL NO SHOW:

Students missing class for any reason must **personally** notify the instructor prior to the start time by means required by the instructor, i.e. phone call, text. A student not calling and not coming to class will be marked "No Call, No Show" and will be placed on probation. A student having two "No Call, No Show" events throughout the entire program will be terminated from the program.

CLINICAL ORIENTATIONS

Any student missing a facility orientation will not be able to attend clinical experience in that facility until the orientation is completed. Most facilities have orientation only once a month meaning that in most cases a student missing a facility orientation will be excluded from clinical for a month, resulting in termination from the program.

JURY DUTY

Since students must attend all scheduled hours in the program, per the State of California BVNPT, students summoned to jury duty should request a letter from CES College requesting postponement of

jury duty.

TARDINESS

Full attendance of all scheduled hours is required to complete the program. The exact time of arrival and departure will be recorded on the sign-in sheet. Sign in sheets are signed by instructors who verify their accuracy. A tardy equates to partial attendance and is unacceptable given the clock-hour nature of the Vocational Nursing program. A student may be terminated for excessive tardiness.

A student who arrives late or leaves early by more than 14 minutes is considered tardy. Five (5) lates and/or leaving early = 1 absent day, which goes against the allowable two days per module. The exact time is recorded (even if it is less than 14 minutes). Tardy time accumulates and the student will need to make up all missed time.

Students are tardy if they are 5 minutes late returning from any break.

Clinical Course Tardiness: The student must be in his/her designated clinical area and prepare for instruction at the scheduled time for that rotation. Arriving late and/or leaving early from class or clinical is not acceptable. Arriving late or leaving early for a clinical assignment disrupts the work of the clinical unit and your group. A student who arrives late by more than 14 minutes is considered tardy. The instructor may disallow participation in certain activities or send student home for the day if the student missed important activities in the beginning of the day. If a student is late 30 minutes or more, they will be sent home for the day and will be counted absent. The student will need to make up a full day. Any student who has not reported to their instructor in person or on the phone by 30 minutes after the start of class (theory or clinical) will be considered a “no call no show”.

If a student leaves early (30 minutes or more)/does not attend post-conference after the clinical experience, the student will be required to make up all clinical hours for that day.

Exams: If a student is tardy to the exam, that time will be taken out of allowed examination time; since all students have to complete exam at the same time, the tardy student will have less time to complete the examination. Extensions in time to complete tests are not available to students arriving late. Students who are absent or arrive at class after tests/quizzes are completed will not be permitted to take the test/quiz. Students will receive a zero grade for the quiz (quizzes cannot be made up). They can make up a test per CES College test make up policy and receive a maximum of 75%.

Any absences and tardiness in excess of those allowed by this policy will be evaluated on a case-by-case basis as to whether the student had extenuating circumstances and if they will be retained or terminated from the program. Death in the immediate family (parent, child, sibling), contagious illness, and equally catastrophic reasons for absences will be taken into consideration for student retention. Documentation supporting absence or tardy must be provided to the Program Director. The student is held responsible for all material presented during the absence and for making up all missed hours.

MAKE-UP

According to the BVNPT, each student must complete all required theory, laboratory and clinical hours of instruction in order to be recommended for the licensure. All absences must be made up. Students who have not made up any and all missed hours will not be recommended to the BVNPT for licensure. Missed hours and objectives must be made up before the start of the next module.

Students are required to complete all assignments and work missed as a result of absences. Regardless of the completion of make-up work, late or missing attendance in a scheduled class will be counted as tardy or absent.

It is the **student's responsibility** to ensure that any missed time, days, or specific objectives that have been missed, whether in theory or clinical or skills lab are remediated.

Theory Absences

The make up assignments will be given by the school. Acceptable forms of make-up are case studies, computer-
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based practice exams, written examination, computer-based instruction, written assignments, and research reports. Students who miss an exam can receive a maximum of 75% on the makeup exam.(See Test Remediation Policy). Make-up assignments will be determined and scheduled by the Program Director or designated faculty with the individual student. Assignments submitted past the deadline can get a maximum of 75, if a late submission is authorized by the school, otherwise a student will get a 0.

Clinical Absences

Availability of clinical makeup days is NOT guaranteed and the space during scheduled make up days may be limited. A student who does not attend the scheduled make up day will be considered a “No Call, No Show.” If a student does not attend the scheduled make-up activity, it will be considered a no call, no show. Another make up session at the time convenient for the instructor will be arranged by the school. The student will have to pay for each make up hour as per enrollment agreement. A check or cash payment would need to be provided before the make up session. If a student misses a clinical day because they have not submitted the required documentation by the deadline and therefore were not cleared by the clinical site, the student will have to pay for each make up hour as per enrollment agreement. This payment cannot be added to the loan. Acceptable forms of make-up are performance evaluation in skills laboratory and additional time in the clinical area with clients/patients. The make-up will be scheduled based on instructor and clinical space availability.

NO CALL / NO SHOW

Students must personally inform their instructor of their absence via phone or text (instructor preference) prior to the class start time. Messages about the absence passed through other students will not be accepted. Any student who has not reported to their instructor in person or on the phone by 30 minutes after the start of class (theory or clinical) will be considered a “no call no show and will be put on probation. A second “no call no show” will result in termination from the program.

DISMISSAL FROM CLINICALS

The student who reports to the assigned clinical area **late or unprepared** can be dismissed and counted absent. A student will be considered unprepared if he/she is not in compliance with designated dress code or lacks required equipment, written assignments or materials. A student who arrives 30 or more minutes late will be dismissed for the day and will be considered absent. Full day must be made up in this case.

LEAVE OF ABSENCE (LOA)

If it becomes necessary for a student to temporarily stop attending classes, the student must request and be approved for a Leave of Absence (LOA). Leaves of Absence must be pre-approved unless an unforeseen circumstance prevents the student from doing so. Leave of absence may be granted to a student at the discretion of the school management. All LOA requests must be in writing and must be signed by the student. The anticipated date of return must be indicated on the LOA form. In no event can leave of absence exceed 180 calendar days. Students, who fail to return to class on the day scheduled to return from the LOA, will be terminated. As required by federal statute and regulations, the student’s last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required. Students who have received federal student loans should be aware that failure to return from an approved LOA, depending on the length of the LOA, might have an adverse effect on the students’ loan repayment schedules. Federal loan programs provide students with a “grace period” that delays the students’ obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted and they will need to begin making repayments immediately.

The date the student returns to class is normally scheduled for the beginning of a module, however the student will be charged only for the remaining hours. Students who are contemplating a leave of absence should be cautioned that there is no guarantee that the module required to maintain the normal progress in their training program will be available at the time of reentry.

An LOA request will be considered for approval only if:

- the student has completed a minimum of one module
- the LOA is requested in writing and signed and dated;
- the LOA request includes the reason for the leave and such reason and supporting documentation demonstrate the need for the LOA to be granted;
- there is a reasonable expectation that the student will return after the LOA;
- on a subsequent LOA request, the cumulative number of

days on leave does not exceed 180 days per 12-month period; and • prior arrangements have been made for the student to be able to continue his or her academic coursework upon return from the LOA, which may include repeating course(s). The student must notify the College if he or she intends to return from the LOA early. A student with extenuating circumstances may be granted subsequent Leave(s) of Absence not to exceed 180 days of leave within a 12-month period. The 12-month period begins on the first day of the student's initial LOA. An additional LOA request, and applicable supporting documentation, must be provided for a subsequent LOA request(s). The number of days of a LOA is counted beginning with the first day of the student's initial LOA. If the student is unable to provide a written LOA request for pre-approval due to unexpected, extenuating circumstances, such as a car accident, the College will accept a verbal LOA request. The student must subsequently provide a written LOA request, along with supporting documentation within 14 days. If the student is unable to provide the subsequent written LOA request within 14 days, the College will assume that there is not a reasonable expectation that the student will return from LOA and the student will be Withdrawn from the program. The student will be charged a fee to retake a course when the student fails a course and subsequently requests an LOA.

TERMINATION/DISMISSAL

CES College reserves the right to request at any time, the withdrawal or dismissal of any student whose health, conduct, excessive absences or academic records indicate that it would be inadvisable for that student to continue with the program.

The students may be given a warning, put on probation, or dismissed from the program due to, but not limited to the following:

- excessive absenteeism or tardiness;
- failure to follow CES COLLEGE policies and procedures;
- failure to meet module progression requirements/achieve Satisfactory Academic Progress;
- failure to comply with probationary conditions;
- cheating;
- failure to meet financial obligations;
- possession of drugs, alcohol or weapons on school premises or in clinical settings or appearing under influence;
- positive drug test;
- failure to return from LOA;
- behavior creating a safety hazard to other persons at the school or in clinical settings;
- disruptive behavior or failure to follow the rules;
- threatening or insulting CES staff members, other clients, patients, or clinical personnel;
- making derogatory remarks or any other determined infraction of conduct;
- Insubordination or failure to comply with hospital policies;
- unsafe nursing practice;
- unprofessional conduct;
- falsification of information on any form or record.

READMISSION:

Readmission is not guaranteed. Students wishing to re-enter the program need to submit a written request to the program director. If a student is considered for readmission, a remediation plan will be set up. The student must provide all updated required documentation and have their student tuition account up to date and in good standing before being readmitted.

Re-entering students who have last attended the program more than a year ago will need to complete clinical and/or theory competency testing to determine their ability level before being approved for re-entry. Students may be required to repeat previous modules or courses for which they received credit if they cannot demonstrate competency. Students who withdrew more than five years ago will need to repeat the entire program. The ability to re-enter the program is based on a class/seat availability basis.

- Students who wish to re-enter may initiate the process by submitting their request to the program director.

- Financial Aid Office will review the student record to ensure that any financial aid issues are resolved and to confirm the student's account is in good standing
- The Program Director will review the request to ensure:
 - The student has the remediation plan set up
 - The student had no conduct or behavioral issues which will impede campus operations, security, or clinical placement.
 - The student's clinical file is up to date and meet the requirements of the clinical sites
 - There is seat availability to accommodate the student's re-entry into the next module.
- Students who do not comply with the approved remediation plan will not be readmitted to the program.
- Vocational Nursing Students admitted as "Alternate Students" that are cancelled because class capacity has been met may re-enter without additional requirements when they are offered a seat in the next available class within one year of time of admission.

CES College reserves the right to deny readmission to any student because of previous misconduct or readmit such persons subject to an appropriate disciplinary status such as probation, or subject to compliance with appropriate sanctions. All readmission are based on class and space availability. CES College does not guarantee that a student can repeat a module.

DISABILITY/INJURY/PREGNANCY

All students who are on disability, had an injury or are pregnant must provide CES College with the written approval of their primary health care provider (MD, DO, NP, CNM) to participate fully in clinical nursing duties without restriction. Written approval must be updated if the student's condition changes. For pregnancies, the clearance has to be updated every trimester. In order to complete the required clinical hours, students **MUST** be able to participate **FULLY** in nursing duties including lifting patients, listening to soft sounds, and visually inspecting small and faint items.

Statement on Disabilities

Students with disabilities, including learning disabilities, who wish to request academic adjustments should notify CES College at the point of admissions so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his/her disability to the School.

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or practicum setting. An applicant would be considered ineligible to participate when his/her physical, emotional, and/or intellectual disability:

- Prohibits the student from achieving the knowledge and/or manipulative skills required of the Vocational Nurse.
- Creates a potential hazard to the student and/or recipient of health care services, faculty or other student.

SPECIAL ACCOMMODATIONS FOR STUDENTS

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, CES College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the College "solely by reason of the handicap."

CES COLLEGE educational facilities are accessible to the disabled. Disabled applicants should meet the same admissions requirements as the general population and should be able to perform duties of a nursing student.

Students should submit requests with supporting documentation, if required, at least four weeks prior to the beginning of the first day of classes or as soon as practical. Individuals requesting accommodation are required to self-disclose to the school and submit a request in writing or an accessible format appropriate for their limitation which generates a durable record. The request should be accompanied by documentation of the disability including information from an appropriate, licensed professional, which should address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once eligibility has been established, accommodations are requested on a course-by-course (or exam-by-exam) basis.

If advised of the disability/request for special accommodations, the assigned school representative will conduct

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an initial review and evaluation (verify appropriate forms/documentation and consults with faculty, administrative departments, etc.); meet with the student to review the request and appropriate/reasonable accommodations; when available, provide student with additional information and resources.

The above is not all-inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program.

In the case of students requesting accommodation for the clinical/hands on portion of the program, the documentation must address the student's ability to safely care for adult and pediatric patients in the acute, subacute, and long-term care setting. All vocational nursing students must be able to safely care for adult and pediatric patients, addressing their physical and psychological needs.

REPORTING OF INCIDENTS OF SEXUAL HARASSMENT

Law Enforcement Notification If you are the victim of sexual assault, CES College strongly encourages you to promptly report the incident to the police. Timing is a critical factor in collecting and preserving evidence that may assist in proving that the alleged assault occurred, or may be helpful in obtaining a protection or restraining order from the police.

College Notification CES College is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual harassment. CES College encourages the reporting of sexual harassment to the Title IX Coordinator in a timely manner. When the Title IX Coordinator receives a report of sexual harassment, the Title IX Coordinator will confidentially and promptly contact the complainant and provide the complainant with an explanation of his or her rights and options. The Title IX Coordinator will also discuss the complainant's wishes, provide information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims in the community. The complainant reserves the right to withdraw a complaint or his/her involvement in the investigation or resolution process at any time. However, in such instances the school's ability to respond will be limited and Title IX may, nevertheless, require the school to complete the investigation processes for the safety of the campus community.

Reports of Sexual Harassment from Someone Other than Complainant If CES College receives a report of alleged sexual harassment by someone other than the complainant or from an anonymous source, Title IX Coordinator will promptly notify the Complainant of the report, inform the complainant of the available resources and assistance, and will follow the process outlined in this policy.

Time for Reporting There is no time limit for reporting sexual harassment. Nevertheless, any member of the CES College community who believes that he or she has been a victim of sexual harassment is encouraged to report the alleged sexual harassment immediately in order to maximize the ability to obtain evidence and conduct a thorough, impartial, and reliable investigation.

Confidentiality CES College understands that confidentiality is a concern when making a report of sexual harassment. However, certain employees are required by state and federal law to share information from a report of sexual harassment within the school or governmental agencies. While complainants, respondents, and witnesses involved in the grievance process under this policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, complainants and respondents are not restricted from discussing the allegations under investigation. Medical, psychological, and similar treatment records are privileged and confidential documents that cannot be accessed or used for a grievance process under this policy without the relevant party's voluntary, written consent. If a complainant files a Formal Complaint but wishes to remain anonymous or requests that no investigation into the incident be conducted, CES College will weigh that request against the school's obligation to provide a safe, nondiscriminatory environment for all members of the community, including the complainant. In certain circumstances, the College/Institute may not be able to honor a complainant's request when doing so would jeopardize the responsibility to provide a safe, nondiscriminatory environment. The Title IX Coordinator is designated to evaluate the complainant's request and make the final determination.

PROBATION

Probation is considered a warning of unsatisfactory behavior or performance to be corrected. When a student is put on probation, that student will receive written notice as the reasons, conditions, and length of probation.

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Failure to meet terms of probation will result in termination from the program. The length of probation may vary due to the reason for the probation, the terms, and the steps required to correct the performance problem. Some offenses may result in immediate termination without prior probation.

A satisfactory clinical evaluation is required in each clinical nursing course in order for a student to be eligible for progression into the subsequent module. Students who are not meeting the course requirements, by not achieving the clinical objectives, will be placed on Clinical Probation.

Students can be placed on probation for disciplinary and attendance issues (please refer to the attendance policy).

Students must satisfactorily complete each module of the program with a minimum score of 75% before progressing to the next module. Any student not meeting this can be placed on Academic Probation.

Students have the right to appeal probation, suspensions, or terminations through the CES College grievance process.

SATISFACTORY ACADEMIC PROGRESS

In accordance with the Higher Education Act of 1965, as amended, CES COLLEGE has established the following Satisfactory Academic Progress policy. CES COLLEGE applies these standards to all regularly enrolled students.

CES College only offers a full-time Vocational Nursing Program. This policy applies to all enrolled students.

Maximum Timeframe: Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of hours in their program). The Vocational Nursing Program is 1560 hours, so the program must be completed in 2,340 hours.

Attainment of satisfactory progress (attendance, hours earned and GPA) is monitored at the completion of each term.

Formal SAP evaluations: At 50% of program completion, a minimum GPA and a minimum of 34% of total program hour must be earned. Students failing to meet these benchmarks will be placed on FA warning. At the 100% mark of the original program the student must have accumulated 67% of the required program hours, the student's GPA must meet the required minimum, and the student must be able to attain the required graduation GPA by 150% of original program length.

Original Program Length	Minimum GPA	Hours Attained	Outcome if either benchmark not met
50% (780 hours)	65	34% of Program (265 hours)	FA Warning
100% (1560 hours)	70	67% of Program (1009 hours)	FA Probation
150%(2340 hours)	75	100% of Program (1560 hours)	FA Termination

Effect of Transfer Credit on SAP

Transfer credits awarded by the college have no effect on CGPA calculations for SAP, but do effect the ROP calculation. Transfer Credits are also included in the maximum timeframe calculation.

Course incomplete and Non-credit remedial courses. Non-credit remedial courses are not applicable to this institution and therefore have no effect upon SAP standards.

At the end of a course, student's failure to complete the required class work, clinical hours, assignments and/or tests due to extenuating circumstances may result in an incomplete grade. Students may, with the appropriate school approval, be granted a maximum extension of 180 calendar days (from the last scheduled class day) to complete any course work and/or clinical hours. Although the incomplete period could be as long as 180 calendar days, the student must follow the deadlines established by the school; the course requirements must be made up and a final grade awarded as soon as possible. If an exam is scheduled, and a student fails to attend, a grade of zero (0) will be recorded. If the final grade results in a failing grade, the module must be repeated in its entirety. The grade for the course will be entered upon completing all course requirements and used for GPA calculations. The student still needs to complete the program within 150% of the original program length.

If the student fails and repeats a module, the most recent grade will be the grade used to calculate the grade-point average.

Leave of absences will extend contract period and maximum time frame by the amount of time taken on the leave of absence. Legitimate reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary caregiver; military duty; temporary disability; or a serious medical emergency. Time used on a leave of absence does not affect a student's missed time, and will not count against Satisfactory Academic Progress standards. Upon a student's return from leave of absence, he or she will maintain the same Satisfactory Academic Progress standing they had prior to taking a leave.

Review Process: Formal SAP evaluations occur at 50% and 100% of a program. When applicable, there will be additional evaluation point at 150% of the program. A student not meeting SAP requirements at 50 percent will be placed on a warning status; at 100% - a probation, at 150% - the student will not be eligible for financial aid.

Notification: Students who do not meet SAP requirements will be notified so in writing. The notice can be sent electronically, via mail or hand delivered.

Appeal Process: Any student whose financial aid is terminated or who is dismissed from the School will be notified in writing. The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. A copy of the appeal form may be requested at the Financial Aid Office. The appeal should be addressed to the Financial Aid Officer. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress as well as providing evidence that these circumstances will not serve as a barrier in the future. The School Director and Financial Aid Officer will examine the appeal. A decision will be made based on the student's previous academic record, input from the instructors and Student Services Representatives, and the nature of the reasons given. SAP requirements may be temporarily waived due to:

The death of a student's relative

Student illness or injury

Other special circumstances resulting in undue hardship to the student

The student will be notified of the decision within ten business days of the School's receipt of the appeal. The decision of the committee is final.

Reinstatement of Aid: For a student who has not met Satisfactory Academic Progress standards, one of the following must occur in order for that student to receive Title IV assistance:

The student can reestablish eligibility for Title IV assistance by meeting the minimum requirements for

Satisfactory Academic Progress. Title IV aid funds may be reinstated for a student who has not met the minimum criteria for Satisfactory Academic Progress due to unusual or mitigating circumstances and has filed an appeal, which has granted the student continuance of financial aid eligibility.

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

CES College policies and requirements are posted in the school catalog. Rules, regulations and specific policies for the Vocational Nursing program (are discussed with the students during admissions and at the orientation, required prior to class start.

Occasionally, a situation will arise that a student has a difference of opinion with staff or Administration in interpreting a rule or regulation, disagree with a decision, or have an opinion they might want to voice in a situation. For these situations, in fairness to the student, we offer a grievance policy in order to address the situation, correct the situation or look at changing the situation.

A student must first make every effort to resolve the problem by discussing his or her concerns with the staff member against whom the complaint is lodged. If the complaint cannot be satisfactorily resolved by the staff member or if the student is uncomfortable dealing with this individual, the student should present his/her complaint to a Student Services Representative or VN Program Director.

If the issue cannot be resolved by them, it will be referred to the School Director. In addressing the grievance, information from both the student and the staff members shall be solicited. The administrator may confer with anyone having information pertinent to the complaint, and/or may hold a meeting between the student and the employee in an effort to mediate and resolve the complaint. Appeals of termination from the program will be referred to the appeal committee. Please ask the school for the form. In the event that all channels available within the school to resolve the problem are exhausted, unresolved complaints should then be addressed to Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350, (800) 917-2081; www.council.org. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's web site www.bppe.ca.gov and/or State of California Board of Vocational Nursing and Psychiatric Technicians, 1747 N. Market Blvd. Suite 225, Sacramento, California 95834.

The Grievance Procedure is as follows:

- a. The student contacts the Instructor or Student Services about the issue.
- b. If the issue is not resolved, contact the Program Director as soon as possible. The Program Director will address the situation with the parties involved, to gain a clear understanding of the situation.
- c. The Program Director will contact the student to discuss the determination.
- d. If the Program Director determination is not satisfactory to the student or students involved, a written request for a review shall be given to the School Director and the resolution will be evaluated. If necessary, a committee will be arranged. A meeting, telephone call or written final determination letter will be given to the student within ten (10) days of the submittal to the School Director.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

STUDENT SERVICES

NEW STUDENT ORIENTATION Orientations are usually held one-two weeks before the start of the class. During your orientation session, we review your program, schedule, program requirements and expectations, licensing requirements, emergency procedures, provide you with instructor contact information, etc.

ADVISING Those students experiencing academic problems are advised by an Instructor, Student Services Representative, the Nursing Program Director and/or School Director in order to help them overcome academic difficulties they experience. These staff members are working with students who struggle with school pressures and learning disabilities and need assistance with educational planning and academic or personal problems. When students need assistance in the matter other than academic, they are provided with referrals. CES College staff also provides advisement regarding career opportunities, licensing requirements and process, NCLEX examination, and other questions.

HOUSING

CES College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. Living accommodations are available within a convenient distance of the school, and, according to rentals.com, rental properties start at approximately: \$1,300 per month

STUDENT PARKING

Free student parking is available in the underground parking structure in the school building. The entrance to the parking structure is from Verdugo Ave. CES College is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all the times.

REFERENCE MATERIALS

Electronic library resources are available 24/7 via internet access. Students can use computer labs to access the resources during business hours. The school maintains a number of reference books. Reference materials are kept for use on the school premises, but can be checked out by special permission of the course instructor. In these cases, all materials must be returned the next school day.

TUTORING

Tutoring is offered at no charge to the student, provided it is offered during normal work schedules of the instructors. VN Program Director and the School Director are available to answer any questions and provide information to the students in regards to program materials, available resources, as well as on subject matters.

JOB PLACEMENT ASSISTANCE

Placement assistance is provided to all active students and graduates. However, no guarantee for employment or level of income can be made. Job openings are sent on a regular basis via email, posted on a job board, and are discussed individually with potential applicants. Classes are provided with special attention to such topics as resume preparation, job search techniques and interviewing techniques. Guest speakers from industry may be invited in order to provide helpful information on how to find and secure jobs. All students are encouraged to participate in all job search activities offered by the school. Students must aid the job development effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary and schedule expectations. It is the responsibility of the graduate to demonstrate appropriate attitude and his/her knowledge and skills to the employer. Those graduates who demonstrate strong determination in job search, interviewing, and follow-up are most often successful in reaching their goals of employment.

REFERRALS/SOCIAL SERVICES

CES COLLEGE is a DBA of Community Enhancement Services (CES), a non-profit organization. CES works with a vast network of social service providers. Their services can help you overcome the barriers that you have and successfully complete the program. Please ask your Student Services Representative for assistance.

TRANSCRIPTS

Official transcripts are issued upon request. There is no transcript fee for current students; a \$10 fee is applied for transcript requests for students who are no longer enrolled.

FINANCIAL AID

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). CES College participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

Federal Pell Grant

Federal Direct Subsidized Stafford Loan

Federal Direct Unsubsidized Stafford

Loan Federal Direct PLUS Loan

Federal Supplemental Education Opportunity Grant (FSEOG)

These programs are available to those who qualify. To receive more information, talk to CES COLLEGE Financial Aid Officer or consult U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs and is available online at http://studentaid.ed.gov/students/publications/student_guide/index.html

No two students are alike, so no two students' financial needs are the same. All students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used to determine eligibility for aid. A new FAFSA application is required for each award year. An award year starts July 1 and ends June 30. If enrollment extends beyond June 30, new FAFSA application might be required to determine eligibility for additional financial aid. The financial aid office will notify students if it is necessary to reapply.

Students who obtain loans for their programs of instruction are responsible for full repayment of these loans plus any accrued interest, less the amount of any refund. The student must repay the loan even if the student does not complete the educational program or is not able or chooses not to get a job after completing the program. If the student is eligible for a loan guaranteed by the federal government and the student defaults on the loan, the federal government may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. Furthermore, the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification: Students who have applied for financial aid may be subject to verification. The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA. Students can be selected for verification by the United States Department of Education (USDE) or by the CES College Financial Aid Office. CES College, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with school policies including, for example, official IRS Tax Transcripts, signed verification worksheets, proofs of identity, etc. Any inconsistent or unusual information must be verified prior to receiving Federal Student Aid. The student must submit all requested information in order to receive the estimated financial aid awards. Failure to submit the needed verification information and documentation by the stated deadline may result in cancellation of Federal Student Aid. Pell grant eligibility will be forfeited if requested verification documents are not received by September 30th of the trailing year of the aid year, or within 120 days of the last day of enrollment, whichever comes first.

TUITION ASSISTANCE: Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies, such as GAIN program; State Employment Development Department; Workforce Investment Act; etc. All agencies have certain requirements for eligibility.

TUITION PAYMENT POLICY

All tuition and fees are payable as outlined in the enrollment agreement. If a student's tuition is not covered by Financial Aid or any other sources, a payment plan will be arranged. A student must make all payments in accordance with the payment plan. CES College accepts checks, money orders, cash and PayPal payments. If no payment is received ten days after payment is due, the student will be suspended and not be allowed to attend school until all payments are current. Per CES College attendance policy, a student missing more than two days in a module will be terminated from the program. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. Students must also have a zero balance to attend the graduation ceremony.

Returned Check Policy. When CES College is notified by our bank of a returned check, usually seven to fourteen days after payment was made, the student will be notified and a \$25 returned check fee will be charged. Repayment of a returned check must be made with secure funds (cash, cashier's check or money order).

REFUND POLICY

Right to cancel: all funds paid will be returned if the student is rejected for enrollment. The student has the right to cancel the enrollment agreement and obtain the refund of charges paid minus the non-refundable \$150 registration fee through attendance at the first class session, or the seventh day after enrolment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by certified mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment

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agreement. You do not cancel the contract by just not attending classes.

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal financial aid program funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$150.00 is non-refundable. Equipment and textbooks/electronic materials issued and received by student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, equipment, and textbooks received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See “Return of Title IV Funds Policy” section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdraw date is on the students notification or school’s determination.

You can withdraw by sending the notice in writing or in person. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh day following the first class you have attended, the school will remit a refund per the policy stated above. Official withdrawal date is on the student’s notification or school’s determination. Students requesting a withdrawal from school must complete a financial aid exit interview.

Refunds will be processed automatically by the school; no request for a refund needs to be submitted.

RETURN OF TITLE IV FUNDS

Determination of withdrawal from school: CES College takes student attendance for all classes, labs and clinicals. The withdrawal date shall **always be the last date of attendance as determined by the school from the attendance records.** This date is used for all students who cease attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the school office of your intent to withdraw. The notification must be made in writing and either emailed to ces.nurse@yahoo.com , mailed to 401 South Glenoaks Blvd. Suite 206 Burbank, CA 91502, or submitted in person to the school office.
The date the school terminates your enrollment due to academic failure, violation of attendance policy, or for violation of its rules and policies stated in the catalog. The official notification of termination will be given to the student either in person, mail, or email.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Withdrawal Procedure: To withdraw, you will need to give written notice. You can do this by mail, hand delivery to the school office, or email to ces.nurse@yahoo.com. The written notice, if sent by mail, is effective as of postmarked day, or if hand delivered or emailed, the day it is received by the school office. The written notice need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. You can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

When a student withdraws from the class, the FAO posts termination in RGM system and prints out the refund calculations. All calculations are done in RGM system

Post-withdrawal disbursements and Credit balance: Post-withdrawal disbursements for any Title IV funds that have been earned but not yet disbursed at the time of withdrawal will be disbursed as soon as possible, but no later than 45 days from the date of determination. Loans will be offered to the student within 30 days, the student must respond within 14 days to accept or decline the loans. All post-withdrawal disbursements will be applied to the student account first and any resulting credit balance will be applied in accordance with the Title IV Refund Policy. Credit balance will be disbursed as soon as possible but no later than 14 days after the calculation of R2T4.

Return of Funds by the Student Students may be required to repay funds based on the R2T4 calculation. If the calculation results in an amount to be returned that exceeds the school’s portion, the student is obligated to return any Title IV overpayment. Students will be notified by the Financial Aid Office in the event any action is required

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by the student to resolve the overpayment. If no payment is received, CES College will place registration holds on the student's account.

Verifications: If a student file was selected for verification, no interim disbursements can be made. If student completes verification before the return deadline, school prints aid checks for the student, posts termination and refunds Title IV funds. If the student does not complete verification before the return deadline, school cannot disburse Title IV funds. If the student completes verification after return deadline, FAO deletes termination in RGM system; school prints checks and returns Title IV funds. After that, FAO terminates the student.

Note to Students receiving Unsubsidized/Subsidized/PLUS/ loans, Pell/SEOG grants or other aid: if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms.

If any refunds are due based on the Return of Title IV calculation the refunds will be made as soon as possible but no later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is as applicable in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans (parent or graduate)
- Federal Pell Grants for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required
- Other Title IV Programs

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225 Sacramento California, 958334 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: www.bppe.ca.gov Phone: 916-574-8900, Fax:916-263-1896.

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

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at CES College assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. Any student who is delinquent in a financial obligation to the school is subject to disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEE SCHEDULE*

CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$30,950

Total Program Cost: 30,950

Registration (non-refundable) \$150

STRF fee: \$77.50

Tuition/Books/Supplies \$30,722.50

This amount covers:

Tuition for classroom, lab, and clinical instruction

Uniforms (2 sets of scrubs)

Clinical supplies (stethoscope, penlight, scissors, blood pressure cuff)

Textbooks and course materials (e-version)

NCLEX-PN preparation

Background check required for clinical rotations

CPR training and card

Fire safety training and card

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Students are also responsible for purchasing a device and internet service to access lectures and online assignments.

CES College will cover the BNVPT application fee and one NCLEX-pn exam fees for graduates only. The student will also need to pay the following out of pocket: Initial license fee \$300.00. Live scan Fee: Visit <https://oag.ca.gov/fingerprints/locations> to locate Live Scan sites. Fees vary, so please contact the Live Scan site directly for information. Incidental school supplies, shoes will need to be purchased.

CES College reserves the right to add or discontinue any course or program, or to make changes to policies, procedure, instructional staff, equipment, curriculum, tuition fees, schedules, or any published agreement, as conditions warrant. CES College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations where deemed necessary.

STUDENT RECORDS / RIGHT OF PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under ERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

Review and Correction. A student has the right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the school office written requests that identify the record(s) they wish to inspect. The College official will arrange for access and notify

the student of the time and place where the records may be inspected. A student has the right to request the amendment of his/her educational records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Educational Records. Information defined as Directory Information may be released without a student's consent. The College defines Directory Information to include:

- A. Name
- B. Address
- C. Phone Number
- D. Email address
- E. Birthday and month
- F. Enrollment Status
- G. Date of Graduation
- H. Degrees and Honors Received
- I. Photos
- J. Major Field of Study
- K. Dates of Attendance
- L. Participation in officially recognized activities and sports
- M. Most Recent School Attended

A student may opt out of Directory Information disclosure by submitting a written request to the College within 80 days of the student's start of classes. The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the student in order to release any personally identifiable information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- A. School officials, including teachers, with legitimate educational interest, as defined;
- B. Authorized representatives with a legitimate educational interest, as defined;
- C. Other schools to which a student is transferring or has already transferred;
- D. Specified officials for audit or evaluation purposes;
- E. Appropriate parties in connection with financial aid to a student;
- F. Organizations conducting certain studies for or on behalf of the school;
- G. Accrediting organizations;
- H. To comply with a judicial order or lawfully issued subpoena;
- I. Appropriate officials in cases of health and safety emergencies; and
- J. State and local authorities, within a juvenile justice system, pursuant to specific State law

It is possible, under limited circumstances, that your record could be disclosed by one of the parties listed above, to another authorized representative with a legitimate educational interest. For example, your record may be provided to the US Department of Education for audit purposes, and the Department could share that record with the Office of Inspector General.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation and specify the violation with enough detail to identify the referenced violation. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, Department of Education, Independence Avenue, SW, Washington, DC 20202-4605. The College will maintain a log of all written FERPA record requests including the records disclosed and the interest of the parties who requested the records.

RETENTION OF STUDENT RECORDS

CES COLLEGE maintains a file for each student. Active students' files are kept at the main campus. Files for students who are no longer enrolled are kept at the main campus or the storage facility. Hard copies of the files are kept for 5 years. Academic transcripts are maintained indefinitely. Transcripts are released only after receipt of a signed, written request from the student.

CES College shall maintain, for each student granted a certificate, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

COMPLETION AND PLACEMENT RATES

CES COLLEGE complies with the Student Right to Know Act and annually reports the completion and placement rates. This information is available from the admissions staff as well as from the School Performance Fact Sheet posted on the school website and given each applicant.

CAMPUS SECURITY AND CRIME AWARENESS

CES COLLEGE strives to provide its students and employees with a secure and safe environment. The campus is equipped with alarm systems to prevent unauthorized entry. In the event a crime is committed during business hours, the incident should be reported to Administration. In the event a crime is committed after hours, the incident should be reported to the police and Administration as soon as is possible. CES COLLEGE encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the school personnel. It is important that school personnel are aware of any such problems on College campuses. Students are responsible for their own security and safety both on and off campus and must be considerate of the security and safety of others. Students and employees should refer to the school director when reporting or seeking help on criminal incidents for the purpose of making timely warning reports and the annual statistical disclosure. All voluntary reports from victims and/or witnesses will be kept confidential. Please note that in case of any emergency that requires immediate attention a student/employee should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911). Health and Safety plan provides information about procedures for handling various incidents and is available to students and personnel.

The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any College activities.

Only students, employees and other parties having business with CES College should be on institutional property. Those not enrolled or employed by CES College must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. When the school closes for the night, the school's employee will inspect the hallways and rooms to see that they are empty, then set the alarms, and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Sex Offence: In accordance with the "Campus Sex Crimes Prevention Act" of 2000, CES COLLEGE is providing this link to the California State Sex Offender Registry. All sex offenders are required to register in the State of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. <http://meganslaw.ca.gov/>

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to the Student Services department no later than three (3) business days prior to his or her enrollment in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the CES COLLEGE community, and may be considered by the College for enrollment and discipline purposes. Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action. Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is "any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against a person's will where the victim is incapable of giving consent." These sex offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape. A student or employee charged with sexual assault can

be prosecuted under California criminal statute and/or disciplined by the College. As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from the school in notifying the local law enforcement authorities. An individual has the right to file a complaint with the school and have the sexual assault complaint investigated.

STATISTICAL INFORMATION

CES COLLEGE complies with the Campus Crime and Security Act of 1990 and issues the required campus crime and security report annually. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CES COLLEGE has established policies regarding campus security. CES COLLEGE is required to report crimes such as murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft to local authorities. CES COLLEGE is responsible for reporting the number of arrests for the following crimes on campus: liquor law violations, drug abuse violations, and weapons possessions. A copy of this report is available to students, employees, and prospective students and employees upon request.

DRUG AND ALCOHOL ABUSE POLICY

The possession or use of drugs or alcohol is strictly forbidden on CES College premises, clinical sites, or during any school-sponsored activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency. Students who need counseling assistance for drug or alcohol dependency should contact the Student Services Department for a list of resources. Information on drug abuse prevention is available from the Student Services Department for students or the Human Resources Department for employees.

CES College adheres to the following prohibitions regarding drugs and alcohol:

1. Students may not possess or be under the influence of alcohol while in classroom or clinical settings.
2. Students may not be under the influence of drugs, i.e. controlled substances, or prescription drugs, there is the possibility that such use may impair the learning process in a classroom/lab setting or impair the student's ability to safely perform patient care in the clinical setting.
3. Students may not be involved in the illegal possession, distribution, sale, use or purchase of a controlled substance.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty are obligated to take immediate action if a student is suspected, based on inappropriate conduct, physical symptoms, or other indicators, of being under the influence of drugs or alcohol.
2. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This will be submitted in writing to the Vocational Nursing Program Director.
3. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The faculty member will discuss the concerns with the student. Vocational Nursing Program Director will be informed. Screening for drugs or alcohol will be required. The student will have to give consent for such testing, and authorization for results to be made available to the school. All testing costs will be the responsibility of the student.

CES College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees, students and visitors may be asked to cooperate in inspections of their persons, work/study areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.

In an effort to comply with Drug-Free Schools and Campuses Regulations, a biennial review will be conducted by CES College.

The penalties for drug offenses can be quite severe. The charges are based upon quantity, intent to sell or distribute, *This catalog is current as of the time of printing. CES COLLEGE reserves the right to make changes in course content, equipment, materials, organization, policies, procedures, tuition, and curriculum subsequent to publication.. Students are responsible for familiarizing themselves with the contents of the catalog and complying with the school policies and procedures. .*

and various other factors, such as evidence of sales activity (i.e., large amounts of money, packaging, etc.), and whether or not drugs are in the individual's possession. The seriousness and ultimate punishment for drug offenses generally is dependent on the classification of the drug, the quantity of the drug, and what is deemed as the intended purpose of the possession (i.e., for personal use or for sale). The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to discipline, termination, dismissal, arrest, or citation under applicable criminal laws of the United States, the State of California, or local municipalities. Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law.

Drug Testing

Clinical facilities require the school to follow drug-screening requirements, including unannounced testing, prior to working with patients. Test results are confidential, and results are on a pass/fail basis. Students should be advised that CES College is governed by federal law in matters regarding the possession and use of controlled or illegal substances. As referenced in the Drug & Alcohol Abuse Policy outlined in this catalog, the possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine are illegal under federal law.

Drug Screening Test. The drug screening test can be done at any point of the program. Students may be subject to random drug testing by the school or per the discretion of the clinical agency at the clinical site. Once informed of a urine drug test, a student has one (1) hour to report to CES College in Burbank and submit a urine sample for drug testing. Refusal to submit a urine sample for drug testing will result in immediate termination from CES College. Students who are found impaired due to use of alcohol, illegal drugs, prescription medications, or any other chemical substance while in CES uniform, on CES College property or clinical sites may be immediately terminated.

“FOR CAUSE” SCREENING: At any time during classroom, lab or clinical, if a student is suspected of being under the influence of drugs or alcohol, the student can be required to be tested for drugs and/or alcohol. The student is responsible for the cost of the screening. If the clinical facility has the capability of doing the screen on site, the facility may use that service. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the testing agency. Failure by the student to comply with these policies is grounds for dismissal from the health science program in which the student is enrolled. A positive drug/alcohol test is ground for dismissal from the program. If the student feels that the positive result is in error, he or she will be able to request a Medical Review through the testing agency and pay an additional fee for that service.

There might be circumstances in which students may need to take over the counter or prescribed medications that have the potential to impair their performance or personal behavior. Students are responsible for being aware of the effect these medications may have on performance and must notify the Program Director about the use of any medication. The following must be included in the report: medication he/she is taking; the doctor who prescribed the drug; the condition for which the drug is being taken; the dosage, and the duration that student will be taking the drug. Prescriptions and/or licenses for medications have to be valid during all time of use including but not limited to the time of testing. The Program Director will decide if the student can remain at clinical site and what restrictions, if any, are deemed necessary. Failure to do report will result in disciplinary action.

A positive drug test result for metabolites of Marijuana may result in a student's dismissal from school. Local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

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Health Risks of Alcohol and Other Drugs

CES College presents the following information in accordance with the understanding that informed individuals are better prepared to deal with the potential dangers that they may be exposed to.

Alcohol causes loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Amphetamines can cause rushed, careless behavior pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

Cannabis Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

Cocaine Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.

Hallucinogens (PCP, LSD, Ecstasy) Causes extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

Opiates (heroin, morphine, opium, codeine) Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

Sedatives Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

Available Counseling, Treatment, Rehabilitation or Reentry Program

CES College does not provide in-house alcohol and drug prevention programs; however, the school does refer employees and students in need to local counseling and treatment facilities within the campus’s jurisdiction. Students are also encouraged to contact the local Alcoholics Anonymous Organization <http://www.aa.org/>.

The following is a sampling of local area information and treatment resources. CES COLLEGE does not endorse any of the institutions referenced below.

Valley Community Clinic

6801 Coldwater Canyon Avenue, Suite 1-B, North Hollywood CA, 91605 (818) 763-1718x392

Please talk to our Admissions/Student Services Representatives for further information

Questions: 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 1747 N. Market Blvd.

Suite 225 Sacramento California, 958334 P.O. Box 980818, West Sacramento, CA 95798-0818

Web site: www.bppe.ca.gov Phone: 916-574-8900, Fax: 916-263-1897.