

California Allied Health Institute

School Catalog



2031 East 65th St,
Unit 3,
Los Angeles, CA 90001

2023-2024

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Welcome

Dear Student,

The staff and faculty welcome's you to the California Allied Health Institute. Your career begins here, and I am excited that you will be joining us for your future in education. It is golden opportunity to join healthcare industry. According to the US Bureau of Labor Statistics, "Nursing Assistant is one of the fastest growing occupations in the United States with Opportunities to work with upward mobility in healthcare".

California Allied Health Institute offers an excellent teaching staff with real world experience, a student-centric environment equipped with up-to-date educational tools to achieve student success. From working on basic skills with our knowledgeable instructors to progressing through repetition at our active externship sites, we aim to have every student walk into their job feeling like it's their tenth year rather than the first day. This Catalog is designed to provide you with information and guidance regarding the school policies and procedures along with your rights and responsibilities. We with wishes, are glad to being a part of your educational journey and success!

Sincerely,

Catherine Ocrane

President/CEO

ACCURACY STATEMENT

California Allied Health Institute (CAHI) reserves the right to make changes at any time to any provision of this catalog. All information in this catalog is current, correct and is so certified as true by the Administrator. The catalog is updated annually. All matters contained herein are subject to change without prior notice and CAHI assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog.

The School catalog is available for students to download from the school website and physical copy is available at front desk and Library. The catalog is effective from June 01, 2021 to December 31, 2024. The translation help for the person who do not understand English is available, especially for Spanish and African languages.

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

MISSION

The mission of California Allied Health Institute is to offer professional and comprehensive Nursing and allied health programs that prepares students with the skills necessary to qualify for entry level positions in the medical field. Our goal is to provide effective and affordable training that is educational, practical and convenient.

OBJECTIVES

In support of its mission, the college's objectives are:

- To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;

- To provide students with all the materials, faculty and administrative support needed to successfully complete their program;
- To encourage and foster the value of life-long learning in our students;
- To provide students with the most up-to-date and comprehensive information available in their field of study;
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions.

DISCLOSURE STATEMENTS

- As a prospective student, you must review this catalog prior to signing an enrollment agreement. This catalog is updated annually, and the information reflected is property and approved content of California Allied Health Institute.
- **California Allied Health Institute (CAHI)** do not offer students access to Federal Student Aid programs. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds
- If student obtains loan to pay for this program, the student will have the responsibility to repay the full amount of the loan plus interest, less amount of any refund.
- The acceptance of the transfer of credits or credit hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits or clock hours earned at this institution will be accepted by another institution of the student's choice.
- CAHI has not any dormitory facility under its control.
- It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- Theory instructions will be provided at physical location of campus 13658 2031 E. 65th St, unit 3, Los Angeles, CA 90001; phone. (323) 861-1537. The clinical skills will be

performed at approved clinical facilities in the area. The instruction language is English only.

- CAHI do not have any transfer or articulation agreement with institution or with any other college or university.
- CAHI and any of program is not accredited from any accrediting agency recognized by United States Department of Education.
- CAHI do not offer residential services and has no responsibility to find or assist a student in finding housing.

Average housing rent in the area around campus is as follows

House Type	Rent average per month	
Studio	\$ 1000-1200	
1 Room Apartment	\$ 1200-1600	
2 Room Apartment	\$ 1700-2200	

For more information on housing please check the following websites;

www.apartmentfinder.com, www.zillow.com, www.trulia.com, www.apartments.com

A student or any person from public may file a complaint about this catalog or institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained from the Bureau's Internet Website: www.bppe.ca.gov

Any question a student may have regarding this school catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the State of California.

Department of Consumer Affairs,
The Bureau of Private Postsecondary Education,
1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818,

Website: www.bppe.ca.gov

Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

STATEMENT OF APPROVAL

California Allied Health Institute is a private institution and is approved to operate with from Bureau of Private Postsecondary Education. Approval to operate means the institution is in compliance with or exceeds the minimum standards of Bureau for Private Postsecondary Education. Further information regarding the institution may be obtained by contacting.

BANKRUPTCY STATEMENT

California Allied Health Institute has never filed for a bankruptcy petition, operated as a debtor in possession, filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within that preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

OWNERSHIP

CALIFORNIA ALLIED HEALTH INSTITUTE IS OWNED BY Catherine Ocran and Helen Abafi.

ADMISSIONS

PROGRAM DESCRIPTIONS

NURSING ASSISTANT PROGRAM (160 Clock Hours)

Mission and Objectives:

This program will prepare the students to become an effective care giver under the direction of an RN Instructor. The student will be prepared to take the Certified Nursing Assistant state exam and become certified with California Department of Health. And perform as an entry level NA in various health care settings.

The graduates will be eligible for Nursing Assistant state exam and when pass the California department of Health will issue the license to work as Nursing Assistant, the job category 31-1014 of U.S. Labor Bureau.

Program Description

This program provides theoretical and clinical experiences necessary for the student to acquire the entry level competencies of a Nursing Assistant. Learning experience related to specific performance objectives, include formal classroom lectures, discussion, written and oral reports, simulated laboratory periods. It provides the student with job related competencies, employability skills and knowledge of the function, interrelatedness and needs of human body systems. Patient care activities of daily living, health and hygiene are provided for all ages in the health span, with an emphasis on gerontology.

Module #	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients' Rights	3	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention and Management of Catastrophe And & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	40
Module 9	Patient Care Procedures	7	20

Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long Term Care Residents	8	4
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
Module 17	Abuse	6	
	TOTAL:	60	100

ADMISSIONS REQUIREMENTS

CALIFORNIA ALLIED HEALTH INSTITUTE offer the following programs:

- Nursing Assistant Program

NURSING ASSISTANT

Nursing Assistant program are open to all persons who meet the following requirements.

1. Applicants must present evidence of a high school diploma, high school certification or GED

2. Applications who do not have high school diploma, high school certification or GED and are 18 years of age or older must demonstrate the ability to learn from the program instruction. Applicants must pass the school entrance test with minimum score of 11.
3. Provide evidence of good physical and mental health (through evidence of a physical performed by a licensed healthcare provider).
4. Provide evidence of meeting immunization requirements by providing a negative urine drug screening, evidence that the applicant is free of active tuberculosis, and has immunization for measles, mumps, rubella and varicella.
5. Provide evidence of California Department of Law Enforcement Background check and Drug Screening
6. Provide proof of current certification by the American Heart Association or American Red Cross Affiliation Cardiopulmonary Resuscitation (CPR) card with Basic Life Support (BLS) for Health Care Providers.

THE APPLICATION PROCESS

The application for admission process is as follows:

1. Complete an admissions application
2. Complete a personal interview with school representative
3. Tour the school facility
4. Take the school Entrance test
5. Receive and read all required pre-enrollment disclosure
 - ✓ School catalog with the program outline
 - ✓ Drug free school disclosure
 - ✓ Read the Enrollment Agreement
 - ✓ Make financial arrangement to cover tuition and fees

Upon completion of the application process, the school will consider the prospective student's application in totality. Once accepted, the applicant will be responsible for arrangements for tuition payments, signing the Enrollment Agreement, and paying for the criminal background check and registration fees. Once the Enrollment Agreement has been signed, the student will be required to attend a comprehensive orientation held prior to the first day of the class. Prospective students who were denied admission, and would like to view their file, may submit a written request. Access to view the file will be granted within 24 to 48 hours of the request.

School Entrance Test

School Entrance Test is an objective questions exam for general mathematics, and English language basic skills, which takes 15 minutes to complete. The SLE is offered by appointment. The initial cost of the SLE assessment is \$10 in the application fee.

GRADUATION REQUIREMENTS

Student will receive a certificate from California Allied Health Institute upon satisfactory completion of the program in which you enrolled when you;

- ✓ Complete each required course meeting each course's minimum standards in addition to obtaining an overall CGPA of 75% or higher and satisfy all financial obligations.
- ✓ At this time certificate of attendance and transcript will be issued to the graduate students.

METHODS OF INSTRUCTION

All programs at CAHI are residential and instructions are provided at campus. The audio visual aids are used.

CREDIT GRANTING POLICY

INTERNATIONAL STUDENTS

California Allied Health Institute do not offer visa services for foreign students. Only students who have U.S. visa can apply for any program offered by CAHI.

CREDIT GRANTING POLICY

An institution may grant credit to a student for prior experiential learning only if:

1. The prior learning is equivalent to a college or university level of learning;
2. The learning experience demonstrates a balance between theory and practice and;
3. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

No more than one fourth (1/4) of the credits i.e. for 120 credit awards only 30 credits may be awarded.

The institution will consider credit from other institutions accredited by an agency recognized by the U.S. Department of Education or the Council of Higher Education Accreditation (CHEA). Credit granting for those students who wish to receive credit for previous education is based on the Vocational Nursing Practice Act Rules and Regulations Section 2535 and the Board of Students who successfully completed academic courses and or have relevant knowledge and/or skills acquired in other accredited institutions will be given advanced standing in the program.

The standard transfer of credit procedure states that “an institution of higher learning accepts credit earned from another institution based on their own discretion.”

Credit Granting

Credit may be granted for relevant knowledge and /or skills acquired through prior experience, a course in a non-accredited institution, and individual study with a grade of "C" or better and should be equivalent to a course offered at CAHI for which credit is being requested. Qualified candidates must submit Credit Granting Form for examination for a course to be challenged, at least four (4) weeks prior to the start of the course.

All examination fees \$25.00/ course challenged exam should be paid one (1) week prior to the examination date.

Credit shall be determined by successful completion of a comprehensive examination and/or practical examination. Candidates will be given prior notice of the examination date. Objectives for both the written and/or practical examinations are made available to the student prior to the examination.

Candidates denied challenge credit for a course, or a portion, thereof would be notified in writing of the reasons for denial.

Candidates qualifying to challenge a course or portion thereof will be given the following information to assist in preparation for the examination.

- Textbooks assigned for the course
- Required reading lists
- Study guides
- Format of the examination
- Objectives of the course

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR

The transferability of credits you earn at CAHI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Nursing Assistant Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make this certain that your attendance at this institution will meet your education goals. This may include contacting institution to which you may seek to transfer after attending California Allied Health Institute to determine if your certificate will transfer.

TUTION AND FEE

Students should pay all required fees in accordance with stated policies or initiate arrangements with the Financial Office. The fees listed are subject to change.

TUITION INFORMATION:

Registration Fee (Non-Refundable) \$ 100.00
Tuition Fee (include lab supply) \$ 1400.00
STRF fee (Non-Refundable) \$ 2.50
TOTAL TUITION FEE FOR THE PROGRAM \$ 1502.50

Student Cost (out of pocket cost) \$495.00

School Entrance Test	\$10.00
Textbook & Workbook (set)	\$70.00
Student ID/2 School Patches	\$40.00
Student Tuition Recovery Fund	\$ 2.50
2 Sets of White Uniform	\$40.00
Live Scan	\$65.00
Physical Exam, TB Test	\$70.00
Medical Equipment	\$30.00
State Exam Fee	\$120.00
Assessment fee for credit transfer	\$ 50.00

Transfer of credit fee is 25% of the course fee

<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ <u>1502.50</u>
ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM	\$ <u>1997.50</u>
<u>CHARGES DUE UPON ENROLLMENT</u>	\$ <u>1502.50</u>

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.”

“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 North Market Blvd., Suite 225, Sacramento, California, 95834, **(916) 574-8900** or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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.”

RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program.

To re-enroll a student must follow the required admissions procedures. A re-enrollment fee of \$100.00 will be applied.

LICENSURE FOR NURSING ASSISTANT

In the state of California, the prospective nursing assistant must take and pass both the written and clinical exam administered by California Department of Public Health in addition to passing an FBI background screening. Information and schedule for applying for the California State Board Exam can be obtained by contacting at:

Regional Testing Center

15744 Goldenwest St Forum I Rm #112A, Huntington Beach, CA 92647

714-895-8708

www.regionaltestingcenter.org

ACADEMIC POLICIES

GRADING SYSTEM

Grades are based on class work, written examinations, and evaluation of skills and clinical. If you have difficulty maintaining progress, you will receive individual counselling.

Theory Grades:

The theoretical evaluation is done to assess the student progress in meeting the course objectives of the program. All written examinations such as quizzes, midterm and final examinations will be announced.

The grading scale is follows as:

Grade	Percentage
A	92 – 100
B	83 – 91
C	75 – 82
D	66 – 74
F	0 - 65

- Below 75% - Fail (F) - - - D or Below
- Above 75% - Pass (P) - - - C or Better

B. Clinical Performances:

Satisfactory = Student has achieved the program objectives.

Unsatisfactory = Student is unsafe to administer basic patient care.

Clinical evaluation is done to assess the student's performance in the clinical laboratory. The evaluation reflects the student's attainment of the objectives of the program and is based on the instructor's observation of student performance.

- Students are evaluated on an on-going basis.
- Students are required to participate in the evaluation process.
- Students will be evaluated for each clinical rotation.
- A written is required for each clinical rotation.
- Students must sign their clinical evaluations with the instructor.

C. The Final Grade

- If the theory grade is **(PASS)** and the clinical rating is satisfactory, the final grade is **(P)**.
- However, if the clinical is marginal or unsatisfactory, the final grade is still an **(F)**.
- If the theory grade is an **(F)** and the clinical grade is satisfactory the final grade is still an **(F)**.

D. Make-up Examinations

- Make-up examinations will only be allowed for valid reasons (see attendance policy). The student must show valid proof of absence.
- Students requiring make-up examination will receive a grade no higher than the 75% of the actual score achieved.
- A make-up examination must be taken **no later than one week following the originally scheduled examination.**
- Other situations **may be considered excused under the careful evaluation and discretion of the Program Director.**
- *It is the students' responsibility to arrange a schedule with the instructor for the missed examination. **Failure to make-up an examination is equivalent to a grade of zero.***

E. Missed Final Exam

- If the grade issued is incomplete related to missed final examination due to extenuating circumstances, such as illness, military annual hearing, death in the immediate family, or other uncontrollable circumstances the student is allowed two weeks to take the final examination. **Failure to do so will lead to an (F) grade.**

If the student failed to take the final examination related to non-payment of dues, the student will be given 30-days to pay. **Failure to pay and pass the final exam will lead to an (F) grade.**

The student will not be allowed to continue with the program after the 30-day grace period and the student must re-enroll and pay again to be in the program.

REMEDIAL WORK AND REPEATED COURSES

The school does not offer remedial or make up work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

MEASUREMENT OF ACADEMIC PROGRAMS

The school measures all its academic programs in terms of clock hours. A clock hour is defined as a minimum of 50 minutes of instruction during a 60 minutes period in the presence of an instructor.

ATTENDANCE POLICY

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learn the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable when present on the job.

Though regular and punctual attendance to scheduled classes is expected, the school understands that emergencies and unforeseeable life situations occur that may lead the student to miss class. Student may maintain a minimum of 80% attendance in class and clinical. If a student misses a class or clinical, the hours recorded for the absence will be the number of hours listed on the schedule. If a student is not on an approved leave of absence and is absent more than five (5) consecutive school days, the student will be dismissed.

After an extended illness of more than three (3) days, a student is required to present written clearance from a physician to return to school. If for any reason a student is not able to attend a scheduled class or clinical. A record of attendance is kept for each student as a part of the student's permanent records. Student records are available to students upon request.

ABSENCE

Excused absences may be granted for any of the following reasons:

- ✓ Death in the immediate family (parent, spouse, child, sibling, in-law)

- ✓ Student's illness documented by a physician
- ✓ Illness or injury of an immediate family member (parent, spouse, child, sibling, in-law) documented by a physician.
- ✓ Military duty with documentation

TARDINESS

Student must come to class on time. Late arrivals may be excused at the discretion of the instructor. Tardiness is defined as arriving more than 5 minutes after the start of a regularly scheduled class. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student to reduce tardiness. Three (3) or more unexcused late arrivals will be marked as an absent.

LEAVE OF ABSENCE

A leave of absence shall not exceed 60 days. A student requesting a leave of Absence must do so in writing. The letter must state both the reason for the leave of Absence and the time required. The decision shall be at the sole discretion of the Program Director.

A student, who does not return at the end of their Leave of Absence, will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from his or her physician permitting return to school. The school will permit a student to take one (1) Leave of Absence (LOA) during any program.

SATISFACTORY ACADEMIC PROGRESS

To remain in good standing, the student must maintain at least a cumulative grade point average of 75% or a C. Each student will be assessed at midterm for Satisfactory progress. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of the course or module. A student achieving a cumulative grade point average below 75% or a C at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation.

ACADEMIC PROBATION

The probation period shall not exceed one evaluation period. An evaluation period shall be once a week for the Nurse Assistant. A student must maintain a minimum academic grade point average of 75% or C or better during the probation period. Any student that fails to meet a minimum academic grade point average of 75% or C or better during the probation period shall be dismissed. They may appeal the dismissal by following the student appeals procedure outlined in this catalog. A student whose enrollment was terminated for unsatisfactory progress may re-enroll 6 months after that grievance date.

ATTENDANCE PROBATION

Students must maintain a minimum of 80% attendance in class and clinical. If a student overall attendance drops below 80%, the student is advised by the School Director and will be placed on probation for one evaluation period. At the end of one evaluation period. At the end of one evaluation period the student will be re-evaluated. If the following conditions are met, the probationary status will be lifted.

- Students are required to have an overall attendance rate of 80%
- Student must achieve a grade of "C" or higher

- Student must have a satisfactory progress report from the instructor

Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the School Director.

DISMISSAL

A Dismissed student has a right to appeal through the grievance procedure. California Allied Health Institute reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress
- Missing more than 20% of instruction time
- Not maintaining the minimum grade point average
- Not meeting financial responsibility to the school
- Violation of probationary status
- Non-compliance of the rules and regulations of the school
- Engagement in any illegal or criminal act such as: possession of firearms and/or other weapons, theft, vandalism of school property, possession or use of drugs on school premises or any other violation of state law.
- Any conduct that brings discredit or embarrassment to the school.

The School Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

GRIEVANCE POLICY

All grade disputes must be made within two weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not

resolved through dialogue between the instructor and the student, the student may contact the School Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The School Director shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt by the administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" the difference (s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

1747 North Market, Suite #225

Sacramento, CA

Phone: (888) 370-7589

The institution forbids any type of sexual harassment by its employees, job applicants, students or prospective students. Any student who feels they have been discriminated against must file a complaint.

STUDENT SERVICES

Faculty and staff at the school work along with the individual student to aid in making the duration of the program comfortable. All resources that are available are utilized to the fullest to assist the student in attaining his/her career goal. Student Services includes but not limited to financial advising, personal assistance, program orientation and placement assistance.

FINANCIAL ADVISING

Payment plans may be customized as needed, to help students meet their financial obligation to the school. This must be arranged with the Registrar upon registrar upon registration. Plans of payment will usually be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of \$75.00 is required to be paid at the time of registration.

ACADEMIC COUNSELING

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the Program Director if one is in need of academic counseling services during business hours.

PROGRAM ORIENTATION

A new student is oriented to the school's facilities, policies and procedures prior to the start of the program. A new student will receive a written course outline and list of competencies required for successful completion of each course, no later than first class meeting.

PLACEMENT ASSISTANCE SERVICES

The School Director serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local business and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position opening
- ✓ Maintaining employment once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Student and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance may, in all probability and likelihood, be an entry-level position.

The school shall not deny admission or discriminate against students enrolled on the basis of race, creed, color, sex, age, disability, sexual orientation, or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

GENERAL SCHOOL POLICIES

DRUG FREE POLICY

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

- 1) That the unlawful manufacturer, distribution, possession, or use of a controlled substance in the school is prohibited;
- 2) That violations of this prohibition will result in discharge or other appropriate actions;
- 3) That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statements, and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction;
- 4) All employees and students must certify that, as a condition of enrollment, employment, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
- 5) This policy is in compliance with the U.S. Department of Education and the Drug free Schools and Communities Act Amendment of 1989.

Alcohol Policy

The unlawful possession, use, purchase, or distribution of alcohol on school property or as part of any school activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia – or the misuse of prescription drugs, including sharing, procuring, buying or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed – is prohibited on campus property or as part of any campus activity.

The overarching priority of the school with respect to alcohol and drug is to help ensure the safety and well-being of students and comply with all applicable laws.

The school believes that everyone has the right to work and study in an environment free from the effect of substance misuse and that those individuals who develop problematic levels of using may be a danger to themselves and others.

The objective of these policies reflects the school's desire to create an intentional community based on the principles of respect for oneself and others.

The Drug and Alcohol Policy objectives:

- To promote the safety and well-being of the school community and its members.
- To maintain a safe campus, where students can enjoy their learning environment amid a comfortable and coercion-free atmosphere.
- To provide information about alcohol and other drugs so that students can make responsible, healthy choices.
- To be in compliance with state, federal and local laws, that regulate the consumption of alcohol.

HARASSMENT POLICY

CAHI affirms the principle that the school community should be a place of work and learning for staff, faculty, students and guests, free of all forms of sexual, racial and religious harassment, intimidation or exploitation. All students, staff and faculty should be aware that the school is prepared to take action to prevent, and correct such behavior of individuals who engage in it, by being subject to disciplinary action up to and including termination from school.

- **Harassment**, is the use of threatening words or actions that are likely to, or do in fact, cause emotional distress. These include, but are not limited to:
 - Attempting or threatening to subject another person to unwanted physical or verbal contact.
 - Following another person in or about a public place or private places.
 - Directing obscene language or gestures at another person or group of people.

- Directing verbal abuse at another person.
- Creating a racially intimidating, hostile or offensive social or educational environment.
- Creating a religiously intimidating, hostile or offensive social or educational environment.
- Creating an intimidating, hostile or offensive environment based on a person's sexual orientation or sexual identity.

STUDENT CONDUCT

Expected behavioral conduct for training at CALIFORNIA ALLIED HEALTH INSTITUTE is the enhancement of professionalism. Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listening, coping with stress, problem solving, participates in teamwork, self-discipline, and appropriate dress code are expected standard of conduct required of all students on campus and at clinical sites.

Students must behave off school premises in a manner that reflects favorably upon their association with the school. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the school's satisfaction, the school may, in its sole discretion, suspend or terminate the student. Student must treat the school's equipment and facilities with proper care and concern. Any student who intentionally or carelessly defaces or damages any school property (as determined by the school) will be subject to disciplinary action and may be held liable for repair or replacement of such property.

Any student who is terminated for violating this conduct section may petition the School Director, in writing, for re-entry into the next available class of the student's program. Final determination related to re-entry will be at the sole discretion of the school.

SMOKING, FOOD AND BEVERAGES

To protect the health and safety of all persons, no smoking is allowed in the school – designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library at any time.

BREAK TIME

Classroom Breaks: Students are allowed 10 minutes break for every hour of instruction. Schedule of breaks is upon instructor discretion.

Clinical Breaks: Students are allowed 30 minutes for lunch break. Short breaks in the morning and the afternoon is upon instructor's discretion. Students are encouraged to bring their own food and eat at the facility lounge.

DRESS CODE

All student are required to wear name badges and uniform from EAGLESWING NURSING SCHOOL. The uniform is embroidered with the school logo. All students are required to wear leather (no mesh) athletic all white tennis, waterproof, and are in new or like-new condition. Also, clean socks must be worn at all times. Uniforms may be purchased from the school. All students are required to maintain the highest level of hygiene at all times. No artificial nails, natural colors, tattoos must be covered with an all-white under shirt, natural hair color (no loud color), minimum jewelry, small round earrings (two holes max per ear) no visible piercings, no tongue or belly piercings, nails ¼ inch length from nail bed, no chipped or peeling polish.

PERSONAL PROPERTY AND LOSS POLICY

All students are responsible for safekeeping of their personal properties while in the school premises and in the clinical area. The school is not held responsible for any losses.

CLINICAL PERSONAL APPEARANCE

Female Students

1. Hair should be properly fixed, off the collar and face while within the clinical area premises. Neither fancy hair ornaments nor fancy hairdo is allowed; only white ribbon or black tie will be allowed.
2. Fingernails should be kept clean and trimmed. No acrylic nails allowed, only white or natural nail polish will be allowed.
3. Simple and light make-up is allowed; no heavy make-up will be allowed.
4. Cologne/Perfume is not allowed.
5. Policy on jewelry as follows:
 - a. Plain small stud earrings (1 pair only) are allowed.
 - b. No bracelets should be worn during class and clinical hours.
 - c. Only plain wedding band ring is allowed in clinical.
6. No visible tattoos are allowed.
7. No visible body piercing is allowed.
8. Female prescribed white school uniform with school patch on the left arm must be worn in the clinical site.
9. Undergarments should be plain white or beige.
10. Hose/socks should be plain white.
11. Prescribed short white lab coats or white sweater (short) are allowed during winter.
12. Prescribed white nursing shoes must be worn in clinical. Shoes must be kept, cleaned and polished (See Appendix D for sample pictures).

Male Students

1. The following are not allowed for male students:
 - a. Pony tail and braided hair.
 - b. Earrings
 - c. Visible tattoos
 - d. Visible body piercing
2. Male prescribed white school uniform with a patch on the left arm must be worn in the clinical.
3. Prescribed white nursing shoes must be worn in clinical. Shoes must be kept cleaned and polished at all times.
4. Socks should be plain white only.
5. Undershirt should be plain white and V-neck.
6. Prescribed short white lab coats or white sweaters are allowed during winter.

CONFIDENTIALITY POLICY

Students should maintain confidentiality at all times. The student will exercise respect and strict confidentiality in all related manners. This means that in no way can any information identifying a patient be communicated to anyone who is not involved in providing patient care. This includes even acknowledging that a person is in fact a patient in a particular facility. A hospitalization is

considered a confidential matter. Conversations regarding patients will be conducted only at appropriate times and places, and with appropriate person, and for learning purposes only will be shared, without fully identifying the patient.

COMPUTER POLICIES

Computers should only be used with permission from the school's administrative staff. The student should obtain permission before printing any material. Students are encouraged to use the internet for research purposes only.

The following computer uses are prohibited:

- Email (checking and sending)
- Searching for non-course related topics
- Checking on any personal blogs and sites, such as Facebook, Instagram, Twitter, ENS.

PHOTOCOPYING SERVICES

A photocopier is provided for students' use, student can print but have to pay the minimum charges per page decided by management.

Sign-in Policy

All students are required to sign-in in designated log books before each use of the following facilities, equipment and materials.

- Learning Media/Library
- Computer Lab
- Skills Laboratory

STUDENT RECORDS

Permanent student educational records are filed and maintained in the administrative office for each individual student. CALIFORNIA ALLIED HEALTH INSTITUTE guarantees each student access to that student's records. CAHI requires written consent from the student for release of records

in response to each third – party request, unless otherwise required by law. The school provides and permits access to student and school records as required for any accreditation process initiated by the school or commission for Independent Education. Student’s desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. The records are maintained for 5 years at campus and 2 years off campus.

INSTITUTIONAL FACILITY AND EQUIPMENT

CALIFORNIA ALLIED HEALTH INSTITUTE is located at

**2031 E. 65th St, Unit 3,
Los Angeles, CA 90001**

California Allied Health Institute E.T.C is equipped with the required equipment and has adequate facility to meet the goals of offered course programs. **E.T.C** has following physical facilities but not limited to:

Classroom: There is one classroom of 350 square feet with capacity of 20 students. The classroom is equipped with one whiteboards, Material posters on the walls, an overhead projector, Table and Chairs for the students, Instructors Desk, Computer and Printer.

Skills Lab: There is one big skills lab with all the required equipment and supplies. The Nursing Assistant Skills Lab is around 250 square feet with two patient beds with mannequins. The skills lab is equipped with emergency kit, wash basin, weighing balance and other required supplies to operate as patient care unit.

Computer Lab: The lab is of 120 square feet. The computer lab has 3 working computer desktops. All the computers are window based with internet supply to edify the teaching quality. The MS Office is installed on computers for student assignments and other work.

Library: The Library is in the computer lab. The Library hosts Nursing and general books, journals, reference books, CDs and computer desktop for online resources. Library can also be available for conference, meetings and interviews.

Supply Room: Is located in the Employee kitchen/ break room it had all required supplies.

Bathrooms: Bathroom: Girls restroom rights as you walk in to the right of the entrance

Bathroom: Boys restroom is located outside to the right of the entrance

Break Area: Kitchen and outside the balcony is used for student break.

The training facilities are designated with the total learning and comfort needs of the students as the main focus.

- ✓ Our educational environment is created with lecture, demonstration/practice and testing.
- ✓ It is equipped with medical supplies required for demonstration in the relevant programs.
- ✓ The administrative offices are located on-site adding to the convenience for students
- ✓ The classroom is equipped with multi-media technology.
- ✓ There is adequate parking for all student.
- ✓ Care of Facilities – We rely on all students, staff and guests to care for our facilities with pride.
- ✓ There is to be no eating or drinking in the classrooms and on the entrance patio.
- ✓ Kindly refrain from littering. Trash bins are provided for disposal of trash.

PROGRAM CANCELLATION AND REFUND POLICY

CANCELLATIONS

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the agreement, all monies paid will be refunded.

STUDENT'S RIGHT TO CANCEL – WITHIN THE CANCELLATION PERIOD

1. You have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Cancellation will occur when student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amount paid **within 45 days of cancellation**.
2. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following

the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.

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

STUDENT'S RIGHT TO CANCEL – AFTER THE CANCELLATION PERIOD

1. After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a **pro rata refund** if you have completed **60% or less** of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refunds are based on the portion of the program not completed, less the non-refundable registration fee of \$100. Students who withdraw after the cancellation period will receive a refund **within 45 days of withdrawal**.
2. Uniforms, patches, books, medical equipment, and ID will be **charged in full**.

TERMINATION DATE

The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

A student can be dismissed, at the discretion of the School Director, for insufficient progress, non-payment of costs, or failure to comply with the rules.

If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.

For a student who is on a leave of absence, the termination date is the date student was scheduled to return from the leave of absence and failed to do so.

Withdrawals

Any student wishing to officially withdraw from the school must notify the School Director in person or send a letter by certified mail. A student who missed school for 5 consecutive days and does not notify the School Director will be considered unofficially withdrawn. To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date student attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution, he/she will not be returning or the first date the student was to return from leave but did not. All accounts are subjected to the school's refund policy based on the withdrawal date.

HOURS OF OPERATIONS

The hours of operation are as follows;

The school is open from Monday to Friday from 8:00 am to 4:30 pm.

FACULTY AND STAFF

Staff:

Catherine Ocran

Administrator

Leticia Adenugba

Front Desk/Admissions

Samantha Guerrero

HR/Financial Officer

Nonso

IT Officer

Kulwant Singh

Registrar

Stephen Eshun

NA Program Director

Faculty:

Helen Abafi, LVN

Instructor, Nursing Assistant Program

Ms. Helen has earned diploma in Licensed Vocational Nurse from Casa Loma College School of Nursing in 2012. She has experience of working as nurse at various facilities from 2012 to 2019. She had worked for California Department of Corrections and Rehab. from July 2014 to July 2015.

ANNEXURE-I SCHOOL HOLIDAYS 2023 AND 2024

	2023	2024
New Year's Day	January 1	January 1
Martin Luther King Day	January 20	January 18
President's Day	February 17	February 15
Memorial Day	May 25	May 31
Independence Day	July 4	July 4
Labor Day	September 7	September 6
Veterans Day	November 11	November 11
Thanksgiving Day	November 26	November 25
Christmas	December 25	December 25