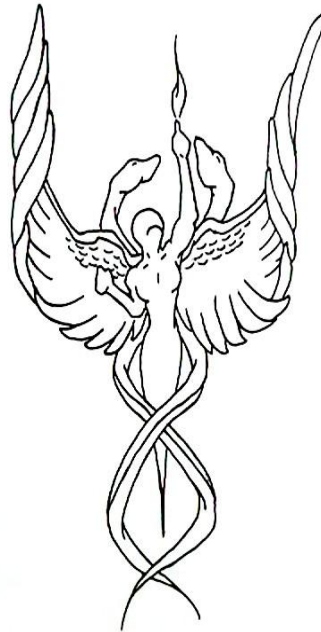


# MEDICAL ALLIED

## Career Center, Inc.

12631 Imperial Hwy. Suite D-108  
Santa Fe Springs, CA 90670  
Phone: (562) 807-2420 Fax: (562) 807-2421



# SCHOOL CATALOG

## 2013

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# INTRODUCTION

The Medical Allied Career Center, Inc. (MACC) school catalog is a compilation of the information, policies, procedures and practices developed by the school administration and faculty.

This school catalog is a guide to assist you in obtaining answers to many questions that you may have while enrolled in any program offered by the school. The policies and procedures will be in effect for you as long as you are enrolled in any program offered by the school.

This school catalog covers the period from July 1, 2012 to June 30, 2013. The next school catalog that will be published will cover the period from July 1, 2013 to June 30, 2014. Students will be informed of any changes made within the period covered by the school catalog.

MACC reserves the right to make changes affecting the course, policies, procedures, requirements, fees and/or any matters contained in this school catalog. All matters contained herein are subject to change without notice and the school does not assume any responsibility for any misinterpretation by the students of the policies and procedures as presented in this school catalog.

# Message from the President



It is with great pleasure that I introduce you to Medical Allied Career Center, Inc. (MACC), an affiliate of Continue CPR. Our school was established on August 2005 and has been serving students in the Los Angeles area since 2006. MACC believes that nursing is a scientific discipline with a distinct body of knowledge, manifested by the art of caring. Our school aspires to provide nursing and healthcare educational programs that foster intellectually and culturally diverse environment that enhances individual growth and development which would preserve knowledge and understanding that would benefit the needs of their respective clients. Thus, our faculty is committed to an educational philosophy that emphasizes adult learning and competency assessment. It brings me with great satisfaction to assure you that our school maintains a high standard in achieving our mission and will continuously find a way to improve and meet our goals.

We provide with the opportunity to start a career that will yield to greater endeavors. Our welcoming and friendly, yet professional, environment is always a plus when students are trying to make decisions regarding their educational training. We always aim to make our students feel comfortable in order to have an enjoyable educational experience.

Our faculty is constantly trying to make the students' educational experience enjoyable. Also our staff is always on top of the industry market assisting graduates to be placed in their chosen professions.

I hope that after studying this catalog you will have a better understanding and a better idea of our school and that you will be encouraged to start a new career in the field of healthcare and medicine. Please let us know how we can assist you during your stay here at MACC.

Elizabeth D. Gerber, RN, BSN, MSN, MEd.  
MACC President

# STATEMENT OF OWNERSHIP

Medical Allied Career Center, Inc. (MACC) is a privately held business corporation owned by Raymond Gerber and Elizabeth D. Gerber.

## HISTORY

In 1999, Raymond Gerber and Elizabeth D. Gerber, owners and founders of Medical Allied Career Center, Inc. (MACC) opened the first school, Continue CPR, a continuing Education School, that offers Health Provider Training and Certification Courses that includes Pharmacology, Critical Care, IV Certification & Blood Withdrawal, Basic EKG, Pediatric Advanced Life Support, Neonatal Resuscitation, Advanced Dysrhythmia, and Basic and Advanced Cardiac Life Support, Management of Assaultive Behavior and Monitor Technician Course.

With the apparent success of Continue CPR and in an effort to draw the 37 years of experience as a Registered Nurse of Elizabeth D. Gerber, its sister company, Medical Allied Career Center, Inc. (MACC) was established in August 2005 and has been serving students in the Los Angeles area since 2006. MACC offers Vocational Nursing Program with various areas of clinical specialties such as Patient Care, Administering Medication, Drawing Blood, Nutritional Counseling, Geriatric Care, Surgical Care, Pediatric Care, Obstetric Care, Clinical Care, Psychiatric Care, and Oncology Care. Other courses being offered are Nursing Assistant Program, Home Health Aide Program, Phlebotomy Technician and Medical Assistant.

## MISSION

Medical Allied Career Center, Inc. (MACC) aspires to provide nursing and healthcare educational programs that foster an intellectually and culturally diverse environment that enhances individual growth and development that would benefit the needs of their respective clients. To prepare a broad community of students to make lifelong learning commitments that result in personal, social, economic, and community contributions to an increasingly global interdependent world.

## SCHOOL PROFILE

Medical Allied Career Center, Inc. (MACC) is located at 12631 East Imperial Highway, Bldg. D, Suite 108, Santa Fe Springs, CA 90670, Phone # (562) 807-2420, Fax # (562) 807-2421 and website: [www.medicalalliedcareercenter.powersites.net](http://www.medicalalliedcareercenter.powersites.net). It is located in a gated business park complex with free parking spaces. It has a total of 5,500 square feet and holds 5 classrooms, 4 offices, lobby, file room, library, storage room and a teacher's lounge. Classroom A holds a maximum of 34 students while classroom B holds a maximum of 26 students. These are considered the 2 biggest classrooms and are used for lectures, presentations and skills. One (1) sink and weight scale are in Classroom B. Classrooms C, D and E holds a maximum of 16, 16 and 12 students respectively. Classrooms C and D are also used for lectures, presentations and skills. Classroom E is used as skills laboratory where mannequins, wheel chair, walkers and other skills supplies and equipments are found. Each classroom has television, video and DVD players, side tables, bed, and mannequins.

A pantry or a coffee room where a coffee machine, microwave, and a vending machine for snacks and drinks are found is made available for students to use. A teacher's lounge is provided for instructors to prepare their lessons and teaching plans. The library is 115.9 square



feet and holds 6 internet-based computers to be used by students for research. There are additional internet-based laptops for classroom use. More than 200 nursing/medical books are available for references. The location of the school is a close proximity to the Norwalk County Library and Cerritos College. Medical Allied Career Center, Inc. staff and employees are warm and willing to help their students by attending to their needs.

Prospective students are required to tour the school and discuss personal, educational, and occupational plans with Admission's Representative before enrolling.

## **APPROVAL TO OPERATE BY BPPE**

MEDICAL ALLIED CAREER CENTER, INC. (MACC- Institution Code: 44933284, School Code: 44933284) is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) under the terms of California Education Code (CEC) section 94890(a)(1) until December 31, 2014 per CEC section 94890(b).

## **ACCREDITATION/ APPROVAL**

The Bureau for Private Postsecondary Education (BPPE), Department of Health Services, Department of Public Health Laboratory Field Services, the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), South Bay Workforce Investment Board (SBWIB), Veterans' Affairs (VA), Student and Exchange Visitor Program (SEVP) and the Accrediting Bureau of Health Education Schools (ABHES) have accredited/ approved Medical Allied Career Center, Inc. with the following course offerings:

<b>Program</b>	<b>Clock Hours</b>	<b>Credits</b>
Vocational Nursing	1554	58.5
Phlebotomy Technician	84	
Nursing Assistant	150	
Home Health Aide	40	
Medical Assisting	720	33.5
Massage Therapy	720	33

The following are the agencies, which set the minimum standards for our program of studies in accordance with their individual requirements:

- Bureau for Private Postsecondary Education (BPPE) – institutional approval to offer the above mentioned programs
- Department of Health Services – approved Nursing Assistant and Home Health Aide Programs
- Department of Public Health Laboratory Field Services – approved Phlebotomy Technician Program
- Board of Vocational Nursing and Psychiatric Technicians (BVNPT) – approved and accredits Vocational Nursing Program
- Veterans' Affairs (VA) – approved to train eligible veterans and dependents under the GI Bill and Dependents Education Assistance programs.
- South Bay Workforce Investment Board (SBWIB) – approved to train for the Nursing Assistant program.
- Student and Exchange Visitor Program (SEVIS) – approved to train international student visa (M1)

- Accrediting Bureau of Health Education Schools (ABHES) – institutional accreditation to offer the above mentioned programs
- Department of Education – approved FSA for Vocational Nursing Program

## **UNANSWERED QUESTIONS AND COMPLAINTS**

*“Any question 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897”*

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

Any person or persons seeking to resolve problems or present complaints should first contact their immediate instructor in charge, or request further action through the school’s Director: Alfie Ignacio, RN or school’s Administrator, Elizabeth D. Gerber, RN. Unresolved complaints may be directed to:

**DEPARTMENT OF CONSUMER AFFAIRS  
BUREAU OF PRIVATE POSTSECONDARY EDUCATION  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(888) 370-7589      E-mail: [bppve@dca.ca.gov](mailto:bppve@dca.ca.gov)**

**DEPARTMENT OF HEALTH SERVICES  
1615 Capitol Ave, MS 3301  
PO Box 997416  
Sacramento, Ca 95899-7416**

**DEPARTMENT OF PUBLIC HEALTH  
LABORATORY FIELD SERVICES  
850 Marina Bay Parkway  
Richmond, CA 94804  
Telephone – (510) 620-3800**

**BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS  
2535 Capitol Oak Drive, Suite 205  
Sacramento, Ca 95833-2945  
Phone # (916) 2637800      Fax # (916) 2637859**

**ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS  
7777 Leesburg Pike, Suite 314  
N. Falls Church, Va 22043  
Phone # (703) 917-9503      Fax # (703) 917-4109**

# **ACADEMIC CALENDAR**

## **CLASS SCHEDULE**

PROGRAM	DAY	TIME
Vocational Nursing – Full Time	Monday – Friday Clinical	8:00AM – 4:30PM 7:00AM – 3:30PM
Vocational Nursing – Part Time	Thurs./Fri. or Mon./Wed. Sat/Sun (Clinical)	5:00PM – 9:30PM 7:00AM – 3:30PM
Phlebotomy Technician	Monday – Thursday Externship	5:00PM – 9:30PM Hosp./Clinic Hours
Nursing Assistant	Monday – Friday Clinical	8:00AM – 4:30PM 7:00AM – 3:30PM
Home Health Aide	Monday – Friday Lab/ Clinical	8:00AM – 4:30PM 8:00AM – 4:30PM
Medical Assisting	Monday – Friday Externship	9:00AM- 2:00PM Facility/Clinic Hrs.
Massage Therapy	Monday – Friday Externship	9:00AM- 2:00PM Facility/Clinic Hrs.

## **CANCELLATION OF CLASSES**

MACC reserves the right to discontinue or reschedule any class with insufficient enrollment. Students will be notified by phone/registered mail at least 2 weeks prior to class start date.

## **HOLIDAY SCHEDULE**

MACC will be closed on the following days for legal holidays and seasonal vacations:

Martin Luther King Day	Labor Day
President’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Veteran’s Day	New Year’s Day

Vacation break schedules are posted in the school calendar.

# STAFF, FACULTY AND ADVISORY BOARD

## Administrative Staff

### ***Elizabeth D. Gerber, R.N., President/Administrator***

Advanced Hazmat Life Support Provider and Instructor-University of Tucson/Tucson, AZ  
NRP Instructor for AAP-White Memorial Hosp/Los Angeles, CA  
S.T.A.B.L.E. Instructor-Long Beach Memorial Hosp. /Long Beach, CA  
BCLS, ACLS, PALS Instructor Courses-American Heart Association  
Regional Faculty for BLS/ACLS/PALS – American Heart Association  
Labor and Delivery Course/ Refresher Course in Critical Care/ Hemodynamics-Western Medical Center/Santa Ana, CA  
Master in Education-Philippine Normal University/Philippines  
Bachelor of Science in Nursing-Far Eastern University/Philippines  
AA Degree in Nursing-Cerritos College/Norwalk, CA  
Major in Science and minor in Math- University of Guam/Guam

### ***Raymond Gerber, CEO***

Jail and Station Procedures – Long Beach Police Academy  
Police Officer Training, Los Angeles Police Academy Department  
Critical Issues of Terrorism/ California Gang Seminar – National Law Enforcement Institute  
Paralegal - Paralegal Training Center

### ***Anna Maria Galvez, General Manager/Financial Aid Director***

Bachelor of Science in Commerce-Major in Financial Management, St. Scholastica's College, Manila, Philippines

### ***Albert Bernabe, Accounts Officer***

Bachelor of Science in Industrial Engineering – University of the Philippines, Manila, Philippines

### ***David Gerber, Admissions' Coordinator***

Vocational Nursing - Medical Allied Career Center, Inc, Santa Fe Springs, CA  
Home Health Aide - Medical Allied Career Center, Inc, Santa Fe Springs, CA  
Nursing Assistant - Medical Allied Career Center, Inc, Santa Fe Springs, CA

### ***Cynthia Figueroa, Administrative Assistant***

Associate's Degree – General Education (3 yrs.), Cerritos Community College, Norwalk, CA  
Associate's Degree – General Education (1 yr.), El Camino College, Torrance, CA

### ***Denia Martinez, Admissions' Representative***

Medical Billing/Front Office Assistant Certificate – Advanced College, South Gate, CA

### ***Vanessa Gerber, Executive Assistant***

Associate's Degree – Behavioral Science, Cerritos Community College, Norwalk, CA

### ***Matthew Gerber, Office Coordinator***

Vocational Nursing Certificate, Medical Allied Career Center, Santa Fe Springs, CA

## Faculty

### ***Alfie Jay C. Ignacio, Director -Vocational Nursing (Consultant)***

Doctor of Nursing Practice (DNP), Western University, Pomona, CA  
Master in Business Management, Tulane University-Freeman School of Business,  
University Alliance, Tampa, Florida  
Post Master Certificate Program, Clinical Nurse Specialist-Emergency/Critical Care,  
Mount St. Mary's College, Los Angeles, CA  
Master of Science in Nursing, Family Nurse Practitioner Program, California State University,  
Dominguez Hills, Carson, CA  
Bachelor of Science in Nursing, Union Christian College, San Fernando, La Union, Philippines

### ***Phillip Miller, Vocational Nursing Instructor (Consultant)***

Bachelor of Science-Nursing, California State University  
Associate in Arts Degree-Registered Nursing, Los Angeles Trade Technical College  
Certificate of Completion, LVN, Los Angeles Trade Technical College

### ***Elizabeth Gerber, Vocational Nursing/Phlebotomy Tech/Home Health Aide Instructor (Full-time)***

Advanced Hazmat Life Support Provider and Instructor-University of Tucson/Tucson, Arizona  
NRP Instructor for AAP-White Memorial Hosp/Los Angeles, CA  
S.T.A.B.L.E. Instructor-Long Beach Memorial Hosp./Long Beach, CA  
BCLS, ACLS, PALS Instructor Courses-American Heart Association  
Regional Faculty for BLS/ACLS/PALS – American Heart Association  
Labor and Delivery Course/ Refresher Course in Critical Care/ Hemodynamics-Western Medical  
Center/Santa Ana, CA  
Master in Education-Philippine Normal University, Philippines  
Bachelor of Science in Nursing-Far Eastern University, Philippines  
AA Degree in Nursing-Cerritos College, Norwalk, CA  
Major in Science and minor in Math-University of Guam, Guam

### ***Zenaida Mitu, Director – Nursing Assistant (Consultant)***

Bachelor of Science – Nursing, University of Santo Tomas, Manila, Philippines  
Philippine Nurses Association, America Inc. – Member – Southern California

### ***Paulette D. Evanuska, Vocational Nursing/ Phlebotomy Instructor (Part-time)***

Bachelor of Science – Maj. in Nursing, California State University, Dominguez Hills, Carson, CA  
Associate in Science – Maj. in Nursing, Mount Saint Mary's College, Los Angeles, CA  
Bachelor of Science - Maj. in Business Administration, Pacific Western University,  
Los Angeles, CA  
Cardiac Laboratory & Ultrasound Technology, US Naval Hospital, Academy of Health Sciences,  
San Diego, CA

### ***Sylvia L. Sadang, Vocational Nursing Instructor (Part-time)***

Panel Member, Item Writer, NCSBN/NCLEX Item Development  
Master's of Science in Nursing Education, Western Governor's University Distant Learning  
(on-going), Salt Lake, UT  
Bachelor of Science in Nursing, Virgen Milagrosa University Foundation, San Carlos City,  
Pangasinan, Philippines  
AA Degree (Pre-Nursing) University of the East, Manila, Philippines

***Emmanuel Alejandro Matza Sabater, Vocational Nursing Instructor (Full-time)***

Bachelor of Science in Nursing, Aquinas University, Legazpi City, Philippines  
Doctor of Dental Medicine, Centro Escolar University, Manila, Philippines  
Bachelor of Science in Zoology, University of the East, Manila, Philippines

***Janice T. Zilabbo, Vocational Nursing Instructor (Part-time)***

Master of Science in Nursing – major in Primary Health Care, St. Paul University, Tuguegarao, Philippines  
Bachelor of Science in Nursing, St. Paul University, Tuguegarao, Philippines

***Cristina Florence F. Bandong – Vocational Nursing Instructor (Part-time)***

Bachelor of Science in Nursing, St. Jude College of Nursing, Manila, Philippines

***Salvacion Agnes Liclican, Vocational Nursing Instructor (Adjunct)***

Bachelor of Science in Nursing, Arellano University, Philippines  
Graduate in Nursing, Lorma School of Nursing, Philippines

***John S. Norris III, Vocational Nursing Instructor (Consultant)***

Master in Nursing, Wichita State University, Wichita KS  
Bachelor of Science in Nursing, Wichita State University, Wichita KS  
Bachelor of Arts in Life Science, Kansas State University, Manhattan, KS

***Aida E. Cara, Vocational Nursing Instructor (Part-time)***

MA Major in Nursing, University of Santo Tomas, Manila, Philippines  
Bachelor of Science in Nursing, Chinese General Hospital College of Nursing & Liberal Arts, Manila, Philippines

***Emilia Rivas, Vocational Nursing/Nursing Assistant Instructor (Part-time)***

96 semester hrs. toward professional degree, Texas Wesleyan University, Ft. Worth, Texas  
Vocational Nursing, Mission Municipal Hospital, School of Vocational Nursing, Mission, Texas

***Larry Jackson, Nursing Assistant (Adjunct)***

BA Degree, California State University, Long Beach, CA  
Certificate – Vocational Nursing, Compton Community College, Compton, CA

***Adoracion Robeniol, Vocational Nursing (Part-time)***

Bachelor of Science in Nursing, St. Anne' School of Nursing, Manila, Philippines

***Antonio A. Palomo, Vocational Nursing (Part-time)***

Graduate Associate of Arts in Computer Science, Los Angeles College International, LA, CA  
Bachelor of Science in Nursing, West Visayas State University, Iloilo City, Philippines

***Brian Alexander, Massage Therapy Instructor (Part-time)***

Certificate – Swedish, Deep Tissue, Therapeutic, Sports and Shiatsu, Nova Institute of Health Technology, Whittier, CA

## Advisory Board

<b>Name</b>	<b>Course</b>	<b>Title/Occupation</b>	<b>Degree/Qualifications</b>
Lydia Rojas	Vocational Nursing	Registered Nurse/ CNO	Registered Nurse
Carol Hancock	Vocational Nursing	Registered Nurse/ Educator	Registered Nurse
John Lin	Vocational Nursing/Medical Assistant/Phlebotomy	Medical Doctor	Doctor of Medical
Zenaida Mitu	Vocational Nursing	Registered Nurse/ School Director	Registered Nurse
Sondra Gerber	Vocational Nursing/Nursing Assistant/HHA/ Phlebotomy	BCLS Instructor/ LVN	Certified Nurse Assistant/LVN/CHHA/ Phlebotomy
Khalid Khan	Medical Assistant/Phlebotomy	Medical Doctor	Doctor of Medicince
Vicky Rapadas	Home Health Aide	Registered Nurse/ Asst. Administrator/ DPCS	Registered Nurse
Lydia Oftadeh	Medical Assistant	Medical Doctor	Doctor of Medicine
Sunil Narkar	Massage Therapy	WCCP, CPDM	Certified Professional Disability Management

# **ADMISSION/ ENROLLMENT REQUIREMENTS**

All students regardless of race/ethnicity, ancestry, national origin, color, age, sex, sexual orientation, marital status, religious creed, disability, medical condition, are considered for acceptance according to the admissions standards stated in this catalog.

Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desired career area. Students who demonstrate special needs in hearing or sight related learning disabilities will be accommodated as best as possible in selected programs. Obvious sight disabilities could disqualify some students from some programs. For students with learning disabilities, instructors can provide tutoring help to increase a student's learning. The institution is handicap accessible.

All students will be required to undergo a tour prior to enrollment and to sign disclosures signifying that the institution has complied with state student disclosure requirements prior to enrollment.

## **Admission Requirement for Vocational Nursing:**

*Applicant must:*

1. Be 17 years old and above
2. Be high school graduate, GED holder or its equivalent.
3. Submit a complete admissions application
4. Submit proof of completed history and physical examination, TB clearance and immunization records.
5. Pass the Test of Essential Academic Skills (TEAS) entrance exam given by the school with at least Proficient level.
6. Submit three letters of recommendation.
7. Submit an essay "Why I want to be a part of the Nursing Program"
8. Submit proof of background check and passing drug screening.

The Program Director or designee evaluates the information received for completeness. A letter to the applicant is sent to applicant regarding status. If the file is complete, the Program Director or designee schedules applicant to meet with Medical Allied Career Center professional admission panel. The applicant receives a confirmation letter explaining the process, date, time and location of appointment. If the selected date and time provides a scheduling conflict for the applicant, the applicant may contact the Program Director to schedule a new date and time.

All applicants are required to complete a personal interview with the School Director or designee prior to signing an Enrollment Agreement. Personal interviews give the School Director an opportunity to conclude an applicant's qualifications for enrollment in any program.

## **Admission Requirement for Medical Assistant:**

The applicant must:

1. Be at least 18 years of age.
2. Submit valid ID
3. Complete and pass the scholastic level exam (Wonderlic Scholastic Level Exam)



4. Submit a valid high school diploma/transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.

High school diploma/transcript, GED or its equivalent taken outside the United States must be evaluated by American association of Collegiate Registrars and Admissions Officers (AACRAO) as required by the Department of Public Health

5. Sign a disqualifying penal code.
6. Submit completed physical examination report, TB test results/immunization record

### **Admission Requirement for Massage Therapy:**

The applicant must:

1. Be at least 18 years of age.
2. Submit valid ID
3. Complete and pass the scholastic level exam (Wonderlic Scholastic Level Exam)
4. Submit a valid high school diploma/transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.

High school diploma/transcript, GED or its equivalent taken outside the United States must be evaluated by American association of Collegiate Registrars and Admissions Officers (AACRAO) as required by the Department of Public Health

5. Sign a disqualifying penal code.
6. Submit completed physical examination report, TB test results/immunization record

### **Admission Requirement for Phlebotomy Technician:**

The applicant must:

1. Be at least 18 years of age.
2. Submit valid ID
3. Complete and pass the scholastic level exam (Wonderlic Scholastic Level Exam)
4. Submit a valid high school diploma/transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.

High school diploma/transcript, GED or its equivalent taken outside the United States must be evaluated by American association of Collegiate Registrars and Admissions Officers (AACRAO) as required by the Department of Public Health

5. Sign a disqualifying penal code.
6. Pass a criminal background check and drug screening.
7. Submit completed physical examination report, immunization record, and negative PPD test or chest X-ray report

### **Admission Requirement for Nursing Assistant:**

The applicant must:

1. Be at least 16 years of age. If applicant is 16 years of age, parental consent is required.
2. Complete and pass the scholastic level exam (Wonderlic Scholastic Level Exam)
3. Submit completed physical examination report, and TB test or chest X-ray report. TB

test must be done within the last 6 months. Chest X-ray is needed if tested positive for TB. Chest X-ray reports is valid for 2 years.

4. Sign a disqualifying penal code.
5. Pass a criminal background check and drug screening.
6. Submit valid ID
7. Submit a valid high school diploma/transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.

High school diploma/transcript, GED or its equivalent taken outside the United States must be evaluated by American association of Collegiate Registrars and Admissions Officers (AACRAO) as required by the Department of Public Health

### **Admission Requirement for Home Health Aide:**

The applicant must:

1. Be at least 16 years of age. If applicant is 16 years of age, parental consent is required.
2. Submit proof of Nurse Assistant State Certification.
3. Submit valid ID
4. Submit current BLS/CPR card (BLS Health Care Provider card by American Heart Association).
5. Submit completed physical examination report, and TB test or chest X-ray report. TB test must be done within the last 6 months. Chest X-ray is needed if tested positive for TB. Chest X-ray reports is valid for 2 years.

The final determination for admission is based on entrance test results, prior education, motivation, work experience, appropriate attitude, placement potential, and general attitude for the chosen field. Applicants are assessed on an individual basis to determine the prospective student's ability to successfully complete the program of study.

MACC does not require any English language proficiency information from the student enrolling in any of the programs offered by the school.

Previous training (vocational nursing) at a state-approved school will be considered with respect to the respective program upon demonstration of proficiency. The student must present his/her evidence of training in these areas and pass hands-on and terminology tests. Appropriate credit (not to exceed 50% of program hours) may be offered. This determination will be made and documented jointly by the School Director and respective instructors.

The school reserves the right to change tuition and fees, make curricular changes as necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

All applicants are required to complete a personal interview with the Program Director or designee prior to signing an Enrollment Agreement. Personal interviews give the Program Director an opportunity to conclude an applicant's qualifications for enrollment in any program.

## **NEW STUDENTS**

If you are not currently enrolled at MACC, or have not registered for classes for twelve consecutive months, you will need to complete an application for enrollment. This can be done in person at the Admissions office. Once the application has been completed, an appointment will be made.

## **CONTINUING STUDENTS**

Continuing Students (graduated and taking another program) are given a date and time to return for registration. Students who miss their registration appointment may register after their appointment during regular registration hours. Continuing students may not register after the program has begun, however, only after obtaining a special pass from the Director and slots are available may the student register for their choice of program.

# **ALTERNATE STUDENT POLICY**

### ***Policy:***

Medical Allied Career Center Inc. shall admit one (1) alternate student in each new class.

### ***Procedure:***

1. All alternate students shall be notified in writing of their alternate status and how they will proceed based on the students who have dropped out prior to commencement.
2. Prior to the clinical experience the alternates will be notified in writing of their verification to continue the course or be assigned into the next class.

### ***Sample letter to be signed by Alternate Students:***

I, \_\_\_\_\_ am fully informed about the alternate student policy of Medical Allied Career Center Inc. and will conform. I am aware of the possibility that could be withdrawn from the class if none of the approved students dropped once the Clinical Rotation starts where I will recommence the said course and will be given priority slot on the next available schedule.

All these I accept given this day \_\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# PROGRAMS

The following are the programs offered by Medical Allied Career Center, Inc. All programs are conducted on campus. All instructions will be in English language.

A certificate will be given upon successful completion of the program.

Breakdown of hours for Theory (or lecture hours), laboratory/clinical hours and externship:

<b>Program</b>	<b>Theory</b>	<b>Lab/Clinical</b>	<b>Externship</b>	<b>Credits</b>
Vocational Nursing	594	960	N/A	58.5
Phlebotomy Technician	40	4	40	
Nursing Assistant	50	100	N/A	
Home Health Aide	20	20	N/A	
Medical Assisting	395	165	160	33.5
Massage Therapy	390	170	160	33.0

## PROGRAM DESCRIPTION

### **Vocational Nursing**

***1554 Hours/ 52 weeks FT/ 82 weeks PT***

Under general supervision, the vocational nurses will provide a wide variety of direct patient care by performing the more responsible, non-registered nursing duties under the direction of a Registered Nurse; will perform assigned responsible patient care, utilizing specialized knowledge in the techniques, methods, procedures, and equipment required in support of the professional staff; will observe, record and report unusual conditions or behaviors; will take and record blood pressure, temperature, pulse, and respiration; will administer medications as prescribed by physicians; may adjust or discontinue flow of intravenous therapy; performs various types of catheterizations and irrigations; will provide for the safety, emotional and physical comfort of the patient; will learn and operate a wide variety of hospital equipment; will administer enemas, douches, irrigations, and catheterizations; will establish and maintain effective working relationships with the staff, patients and patients' families.

## PROGRAM OBJECTIVES

Upon completion of the Vocational Nursing Program, the student will be eligible for application for licensure as a Licensed Vocational Nurse and be able to:

1. Utilize the nursing process in using and practicing basic assessment (data collection), participating in planning, executing interventions in accordance with the care plan or treatment plan, and contributing to individualized nursing interventions under the direction and guidance of a registered nurse.
2. Provide patient/client care and perform basic nursing services as defined in scope of practice for Vocational Nursing.
3. Apply communication skills for the purpose of a continuity of patient/client care and education.
4. Provide assistance to influence the client's development in achieving an optimal level of self care.

5. Promote an understanding and appreciation of the principles of health and health education, and insight into disease treatment and prevention, and for the client's return to self-care.
6. Promote an awareness of essential social attributes necessary to perform safely and efficiently.
7. Perform safely and efficiently, while maintaining confidential positive interpersonal relationships, empathy, and patient advocacy.
8. Fulfill the social responsibility of being a role model for a positive health example in health care facilities, in the community, and in the home.

### Vocational Nursing

### Clock Hours

### Credits

	<i>Theory</i>	<i>Lab/Clinical</i>	
Anatomy & Physiology	40		2.5
Psychology	40		2.5
Nutrition	40		2.5
Growth & Development	40		2.5
Fundamentals of Nursing	56	160	7.5
Pharmacology	54		3.5
Medical Surgical I	60	160	7.0
Medical Surgical II	60	224	8.5
Medical Surgical III	60	208	8.5
Pediatric Nursing	48	72	4.5
Maternity Nursing	48	72	4.5
Geriatric Nursing	24	32	2.25
Leadership & Supervision	24	32	2.25
<b>TOTAL</b>	<b>594 Hrs</b>	<b>960 Hrs</b>	<b>58.5Credits</b>

**Note:** Semester credit hour is equal to

- One lecture credit is equivalent to 15 contact hours
- One laboratory credit is equivalent to 30 contact hours
- One externship/clinical credit is equivalent to 45 contact hours

A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60 minute period.

### TUITION COSTS FOR FULL/PART TIME

Cost of instruction includes NCLEX Review, Basic EKG, IV Certification, BLS Certification and MAB and books and supplies. However, in case the student withdraws from the program, the documented cost of the book(s) and supplies will be charged but unearned instruction will be excluded.

Registration Fee (Non-Refundable)	\$	75.00
Student Tuition Recovery Fund (STRF) (Non-Refundable) (\$0.50 for every \$1,000 of Tuition Fee)	\$	14.50
Exam fee	\$	45.00
Tuition fee		\$29,365.50
(Pro rated upon withdrawal from the program. You are liable for		

the charges in each payment period. Refer to refund policy)

**TOTAL TUITION FEE FOR THE VN PROGRAM**

**\$29,500.00\***

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Supplemental books such as Drug Books, Medical Dictionaries, and Memory Notes may be purchased upon the discretion of the student. Entrance Exam fee is included in the student's total tuition fee.

**NOTE:** \*Total tuition fee for the VN Program does not include: ATI and HESI retakes, NCLEX-PN application to BVNPT, fee to take the NCLEX-PN (with Pearsonvue), live scan/fingerprint and VN license card.

**COURSE SYLLABUS**

**Course Title:** ANATOMY & PHYSIOLOGY

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Anatomy & Physiology includes instruction on structure and functions of the body system, observation and common disorders of the different systems of the body for the skin, bones and joints, muscular system, nervous system, brain and cranial nerves, sensory system, respiration, blood and circulation, the heart, endocrine system, digestion, urinary system, male and female reproductive system and lymphatic system. It also includes the application of the knowledge acquired in anatomy and physiology in understanding the structure, functions and pathology in taking care of various patients.

**Course Title:** NUTRITION

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Nutrition course includes the discussion of the basic principles of nutrition, the relationship of food and health and the importance of a healthy diet, the different processes of digestion, absorption and metabolism, and the functions of carbohydrates, lipids and fats, proteins, vitamins, minerals and water in the body. The course also includes discussion of the cultural, social, and religious influences, excesses and deficits, special care patients and nutritional support.

**Course Title:** PSYCHOLOGY

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Psychology course includes the discussion of the philosophy of individual worth, the essentials for developing one's potential in order to identify one's life role, the relationship of social needs and behavior, and other matters relating to the psychological behavior/influences of an individual.

**Course Title:** GROWTH AND DEVELOPMENT

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Growth and Development course includes the discussion of the nursing implications and fundamental concepts of growth and development, general characteristics, physical, mental, psychosocial and emotional development of pre-school child, school age child, adolescent, young adult, middle adult and older adult. It also includes assessment of needs for various age groups.

**Course Title:** FUNDAMENTALS OF NURSING

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Fundamentals of Nursing include classroom instruction, skills laboratory and clinical experiences in acute care and long-term facilities. It includes the discussion of nursing history, legal protection system, controls and importance of ethics in the role of a nurse, environmental and personal safety, basic nursing assessment and interventions, documentation, medical/surgical asepsis, communication, overview of anatomy and physiology, and death and dying.

**Course Title:** PHARMACOLOGY

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Pharmacology course includes discussion of the foundation and basic principles of pharmacology. It also includes the review of math, basic rules in calculations, legal aspects affecting the administration of medication, patient education and health promotion related to medications, and specific nursing behaviors that assist in successfully helping patients be compliant with their medication plans.

**Course Title:** MEDICAL SURGICAL I

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Medical Surgical Nursing I includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing process to plan care of patients with intravenous therapy and blood transfusion emphasis on the fluid, electrolyte, acid base balance, nutritional, skin and immune disorders; and in clients with preoperative and postoperative conditions.

**Course Title:** MEDICAL SURGICAL II

**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)

**Course Description:**

Medical Surgical Nursing II includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing interventions, nursing care plan, etiology and pathology in the care of clients with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders. The course also includes discussion of the medical and surgical management of respiratory disorders for a client with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders.

**Course Title:** MEDICAL SURGICAL III**No. of Weeks:** 8 Weeks (Full time)/ 12 Weeks (Part time)**Course Description:**

Medical Surgical Nursing III includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing interventions, etiology and pathology, and comprehensive nursing care and teaching plan for clients with neurological, sensory, endocrine, female and male reproductive and sexual disorders; HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies.

**Course Title:** MATERNITY NURSING**No. of Weeks:** 4 Weeks (Full time)/ 6 Weeks (Part time)**Course Description:**

Maternity Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the human reproductive anatomy and physiology prenatal development, the normal physiologic changes in pregnancy and nursing care of women with complications in pregnancy, and common disorders of the new born and nursing care of the newborn with congenital malformation.

**Course Title:** PEDIATRIC NURSING**No. of Weeks:** 4 Weeks (Full time)/ 6 Weeks (Part time)**Course Description:**

Pediatric Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the comprehensive nursing care & teaching plan for children with sensory, neurologic, musculoskeletal, respiratory, cardiovascular, hematologic, lymphatic, and gastrointestinal, genitourinary, skin, metabolic, communicable, emotional and behavioral condition. It also includes discussion of the important aspects that should be presented in patient teaching & home care planning for care of pediatric clients afflicted with various diseases.

**Course Title:** GERIATRIC NURSING**No. of Weeks:** 2 Weeks (Full time)/ 3 Weeks (Part time)**Course Description:**

Geriatric Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It includes the discussion of the difference of home health care from community and public health service care, the uniqueness of pediatric and gerontologic rehabilitation nursing and the common psychosocial events that occur to the older adult.

**Course Title:** LEADERSHIP/ SUPERVISION**No. of Weeks:** 2 Weeks (Full time)/ 3 Weeks (Part time)**Course Description:**

Leadership and Supervision includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It includes the discussion of the methods for applying for a job, what can be expected from an interview, advantages of membership in professional organizations and the Nurse Practice Act and how it affects the graduate and how licensing



process is completed. It also includes the discussion of the Computerized Adaptive Testing for National Council Licensure Examination and LVN candidate, career opportunities for the LVN and the guidelines to be an effective leader.

### **Method of Delivery:**

The method of instructional/ didactic delivery of the Vocational Nursing Program is on campus.

### **Requirements for Eligibility for Licensure:**

Upon successful completion of the Vocational Nursing Program and all financial indebtedness to the school has been settled, the student can apply for licensure examination to the Board of Vocational Nursing and Psychiatric Technicians. Below are the requirements of the Board:

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

## **PROGRAM DESCRIPTION**

### **Phlebotomy Technician 84 Hours/ 5.2 weeks**

Phlebotomy Technicians draw blood from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories or similar facility for medical purposes. They assemble equipment (such as needles, blood collection devices, gauze, tourniquet, cotton, and alcohol). They verify or record identity of patient or donor. They converse with patients to allay fear of procedure. They apply tourniquet to arm, locate vein, swab area with disinfectant, and insert needle into vein to draw blood into collection tube. (They may also prick finger instead of inserting needle.) They label and store blood container for processing. They may conduct interview, take vital signs and test blood samples to screen donors at a blood bank. They will be able to analyze information and make appropriate recommendations.

## **PROGRAM OBJECTIVES**

Upon completion of the Phlebotomy Technician Program, the student will be eligible to take the National Test to be a Certified Phlebotomy Technician and be able to:

1. Use of specimen collection equipment and know the collection procedures.
2. Know basics in anatomy, physiology, medical terminology, infection control, safety and best practices in the health care field.
3. Understand and be able to adhere to the proper protocols and procedures used in a laboratory environment.
4. Know the technical skills needed to competently and safely collect and handle blood specimens from a variety of patients.
5. Know the interpersonal skills needed to interact with others.

**Phlebotomy Technician**

**Clock Hours**

**Credits**

	<i><b>Theory</b></i>	<i><b>Lab/Clinical</b></i>	<i><b>Externship</b></i>	
<b>Basic</b>	<b>20.0</b>			
<b>Advanced</b>	<b>20.0</b>			
<b>Externship</b>		<b>4.0</b>	<b>40.0</b>	
<b>TOTAL</b>	<b>40.0Hrs</b>	<b>4.0 Hrs</b>	<b>40.0Hrs</b>	

**TUITION COSTS**

Cost of instruction includes BLS Certification and MAB, National Test fee and books and supplies. However, in case the student withdraws from the program, the documented cost of the book(s) and supplies will be charged but unearned instruction and National Test fee will be excluded.

Registration Fee (Non-Refundable)	\$ 75.00
Student Tuition Recovery Fund (STRF) (Non-Refundable) (\$0.50 for every \$1,000 of Tuition Fee)	\$ 1.00
Exam fee	\$ 10.00
Tuition fee (Pro rated upon withdrawal from the program. You are liable for the charges in each payment period. Refer to refund policy)	\$ 1,914.00

**TOTAL TUITION FEE FOR THE PHLEBOTOMY PROGRAM \$ 2,000.00**  
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Supplemental materials such as study guide/ reviewer may be purchased upon the discretion of the student. Entrance Exam fee and National Test fee are included in the student's total tuition fee.

**COURSE SYLLABUS**

**COURSE TITLE: PHLEBOTOMY**

**No. of Weeks: 4 Weeks Didactic**

**Course Description:**

The phlebotomy program trains the students to collect blood specimens by venipuncture and micro collection techniques for clinical laboratory tests or examination purposes. Students learn special precautions in drawing, handling and storing specimens. Risks and complications and how to address them are also covered. After completion of the program and passing the

approved certifying exam, the student will be eligible to apply for certification by the Laboratory Field Sciences, California Department of Health.

## **BASIC PROGRAM**

Students will learn about infection control and universal precautions and safety. They will learn about the anatomy and physiology of body systems with emphasis on the circulatory system. Proper selection and preparation of skin puncture site, blood collection equipment, post puncture care and disposal of sharps and needles and wastes will also be covered.

## **ADVANCED PROGRAM**

This program would cover advanced infectious disease control and biohazards. This covers anti-coagulation theory, knowledge of pre-analytical sources of error in specimen collection, transport processing and storage. Risk factors, complications and appropriate responses are also discussed. Legal issues related to blood collection are also covered.

### **Method of Delivery:**

The method of instructional/ didactic delivery of the Phlebotomy Technician Program is on campus.

### **Requirements for Eligibility for Licensure:**

Upon successful completion of the Phlebotomy Technician Program and all financial indebtedness to the school has been settled, the student is eligible for Phlebotomy Technician License. Below are the requirements of the California Department of Public Health:

1. The applicant should be a high school graduate or GED or Equivalent
2. Submit documentation and an application to a CA approved Phlebotomy Training Program
3. Attend a phlebotomy training program and complete the following
  - a. 20 hours of basic classes
  - b. 20 hours of advanced classes
  - c. 40 hours of practical training in a clinical setting
  - d. 50 successful venipunctures and 10 skin punctures on real patients
4. Obtain a certificate of completion from the phlebotomy training program
5. Submit documentation and an application to a CA approved Certification Organization to take a written phlebotomy examination
6. Pass a written phlebotomy examination and obtain a certificate of completion

## **PROGRAM DESCRIPTION**

### **Nursing Assistant 150 Hours/ 4 weeks**

Nursing Assistants work under the supervision of a nurse and provide assistance to patients with daily living tasks. Working closely with patients, nursing assistants are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical

equipment, and checking patient vital signs. Nursing Assistants give patients important social and emotional support and also provide vital information on patient conditions to nurses.

## **PROGRAM OBJECTIVES**

Upon completion of the Nursing Assistant Program, the student will be eligible to take the certification by the State of California and be able to:

1. Provide nursing care to patients in hospitals, nursing homes or long-term care settings.
2. Perform comfort and personal care measures in the health/home care setting.
3. Provide basic emotional, physical, psychological and spiritual support to clients in the health/home care settings.
4. Cooperate with the health care team members to coordinate delivery of nursing assistant care and seek guidance when necessary.
5. Exhibit professional conduct, appearance, and ethical behavior when providing nursing assistant care.
6. Demonstrate skills which provide for the restorative needs of clients.
7. Demonstrate effective written/oral communication in maintaining relationship with clients, families, and other health care members.
8. Maintain the rights of clients.
9. Perform nursing assistant care with regard to the principles of infection control.
10. Perform basic emergency procedure for all aged clients.
11. Demonstrate procedures in a safe therapeutic manner in the health/home care setting to meet federal/state mandates.
12. Demonstrate defensive driving techniques.
13. Conduct a self-inventory of personal strengths for the purpose of improving performance.
14. Identify the similarities/differences in the role of the nursing assistant in the health care setting and the role of the health nursing aide in the home care setting.

<b>Nursing Assistant</b>	<b>Clock Hours</b>		<b>Credits</b>
	<i><b>Theory</b></i>	<i><b>Lab/Clinical</b></i>	<b>Credits</b>
<b>Nursing Assistant</b>	<b>50 Hours</b>	<b>100 Hours</b>	

## **TUITION COSTS**

Cost of instruction includes BLS Certification and MAB and books and supplies. However, in case the student withdraws from the program, the documented cost of the book(s) and supplies will be charged but unearned instruction will be excluded.

Registration Fee (Non-Refundable)	\$ 75.00
Student Tuition Recovery Fund (STRF) (Non-Refundable) (\$0.50 for every \$1,000 of Tuition Fee)	\$ 1.00
Exam fee	\$ 10.00
Tuition fee	\$ 1,871.00
(Pro rated upon withdrawal from the program. You are liable for the charges in each payment period. Refer to refund policy)	

**TOTAL TUITION FEE FOR THE NA PROGRAM**

**\$ 1,957.00**

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Entrance Exam fee is included in the student's total tuition fee.

## **COURSE SYLLABUS**

**Course Title:** NURSING ASSISTANT

**No. of Weeks:** 4 Weeks

**Course Description:**

The course prepares the students to function as Nursing Assistant in nursing centers, hospitals and home care settings. It also emphasize the needs of individuals across life span like caring, understanding , protecting and respecting the person's and residents rights as persons with dignity and values. It includes understanding of the legal principles both federal and state laws with regards to their roles, range of functions and limitations. This also focuses on the role, limitations, responsibilities and professional boundaries.

**Method of Delivery:**

The method of instructional/ didactic delivery of the Nursing Assistant Program is on campus.

### **Requirements for Eligibility for Licensure:**

Upon successful completion of the Nursing Assistant Program and all financial indebtedness to the school has been settled, the student is eligible for CNA licensure examination. Below are the requirements of the California Department of Public Health:

1. The applicant should be at least 16 years old.
2. There should be 150 hours of training:
  - a. 50 hours of classroom work and
  - b. 100 hours of clinical training.
4. Applicants should submit their fingerprints to the Department of Justice for background checks
5. Applicants to a NA training programs should have a criminal record clearance upon enrollment.

## **PROGRAM DESCRIPTION**

**Home Health Aide**

***40 Hours/ 1 week***

Home health aides help elderly, convalescent, or disabled persons live in their own homes instead of health care facilities. Under the direction of nursing or medical staff, they provide health-related services, such as administering oral medications. Like nursing aides, home health aides may check patients' pulse rate, temperature, and respiration rate; help with simple prescribed exercises; and help patients to get in and out of bed, bathe, dress, and groom. Occasionally, they change nonsterile dressings, give massages and provide skin care, or assist with braces and artificial limbs. Experienced home health aides, with training, also may assist with medical equipment such as ventilators, which help patients breathe. Home Health Aide's

work with elderly or disabled persons, who need more extensive care than what family or friends can provide. Some help discharged hospital patients who have relatively short-term needs.

## **PROGRAM OBJECTIVES**

Upon completion of the Home Health Aide program, the student will be able to:

1. Understand how nursing practices, procedures, and philosophies have evolved to current high technology and integrated delivery systems.
2. Understand basic structure and function of the human body and will know medical word elements and abbreviations.
3. Know preventive health practices and potential hazards for patient, health care workers, and co-workers within the health care setting and maintaining a safe and healthful environment.
4. Understand and apply Universal Standard Precautions and infection control, use of good body mechanics, and rules of emergency care.
5. Understand principles of communication and know how these principles can be applied to patient care, conflict resolution, and effective health care team communications in a culturally diverse environment.
6. Understand the roles and responsibilities specific to nursing occupations and will understand current ethical and legal standards including patient rights.
7. Understand the necessity for key employability skills, work ethics, and professional growth and will apply these skills in preparing for, seeking, and maintaining employment and/or continuing education.
8. Discuss the value of family stability and well-being and the effect of potential disruptions on the client/patient treatment/care plan in the home.
9. Demonstrate knowledge and ability to carry out personal care services in the home.
10. Prepare a menu and a shopping list for a patient on a therapeutic diet.
11. Describe terminal illness, hospice care, living wills, and "Do Not Resuscitate" orders.
12. Demonstrate the ability to work with the medical and social needs of home care patients.
13. Perform each of the above entry-level tasks without supervision to the satisfaction of the instructor.

<b>Home Health Aide</b>	<b>Clock Hours</b>		<b>Credits</b>
	<i><b>Theory</b></i>	<i><b>Lab/Clinical</b></i>	<b>Credits</b>
<b>Home Health Aide</b>	<b>20 Hours</b>	<b>20 Hours</b>	

## **TUITION COSTS**

Cost of instruction includes books and supplies. However, in case the student withdraws from the program, the documented cost of the book(s) and supplies will be charged but unearned instruction will be excluded.

	<u>Full Time</u>
Registration Fee (Non-Refundable)	\$ 75.00
Student Tuition Recovery Fund (STRF) (Non-Refundable) (\$0.50 for every \$1,000 of Tuition Fee)	\$ .50
Tuition fee (Pro rated upon withdrawal from the program. You are liable for the charges in each payment period. Refer to refund policy)	\$ 527.00
<b>Total tuition and other fees</b>	<b>\$ 602.50</b> =====

### COURSE SYLLABUS:

**Course Title:** HOME HEALTH AIDE

**No. of Weeks:** 1 Week

**Course Description:**

A home health aide is an individual who works in the home of the disable, convalescent or elderly person. The services that they provide are health related such as assisting patient with the medication, checking vital signs, changing bandages, giving massage, range of motion, and assist in light house work in the patient's bedroom. They are under the supervision of a RN.

**Method of Delivery:**

The method of instructional/ didactic delivery of the Home Health Aide Program is on campus.

**Requirements for Eligibility for Licensure:**

Upon successful completion of the Home Health Aide Program and all financial indebtedness to the school has been settled, the student is eligible for HHA License. Below are the requirements of the California Department of Public Health:

1. The applicant should be at least 16 years old.
2. There should be at least 40 hours of training:
  - a. 20 hours of classroom work and
  - b. 20 hours of clinical training.
3. The applicant should have a CNA license

### PROGRAM DESCRIPTION

**Medical Assisting**

***720 clock hours/ 30 weeks***

The courses in this program offer the student an introduction to both the clinical (back office) and the administrative skills of a medical front office. Clinical skills that the student will learn include but are not limited to giving injections; administering medications; obtaining vital signs; such as blood pressure, and recording patient history. They will also learn to draw blood, collect and process lab specimens, and perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and

insurance procedures, and telephone techniques. After award of the certificate, the student will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices

Methods of instruction are in campus (theory and laboratory) and outside work (externship).

Key instructional resources and materials include required books and DVDs and a variety of reference books in the library.

## **PROGRAM OBJECTIVES**

The objective of the Medical Assisting Program is to prepare students for a successful career working in the medical field as a Medical Assistant. Medical Allied Career Center Inc. offers a certificate in Medical Assistant.

Course name	Lecture	Lab. Hrs.	Total Clock Hrs.	Sem Credit Hrs
Computer Concepts	20	20	40	2.0
Anatomy & Physiology	60	0	60	4.0
Medical Terminology	60	0	60	4.0
Medical Office Procedures	20	20	40	2.0
Medical Law & Ethics	20	20	40	2.0
Pharmacology	40	0	40	2.5
CPR	40	0	40	2.5
Psychology of Human Behavior	30	0	30	2.0
Clinical Procedures	30	30	60	3.0
Laboratory Procedures	30	30	60	3.0
Career Development	45	45	90	4.5
Externship			160	2.0
<b>Totals</b>	<b>395</b>	<b>165</b>	<b>20</b>	<b>33.5</b>

## **TUITION COSTS**

Cost of instruction includes books and supplies. However, in case the student withdraws from the program, the documented cost of the book(s) and supplies will be charged but unearned instruction will be excluded.



	<b><u>Full Time</u></b>
Tuition fee	\$4,413.00
Registration Fee (Non-Refundable)	\$ 75.00
Student Tuition Recovery Fund (STRF) (Non-Refundable) (\$0.50 for every \$1,000 of Tuition Fee)	\$ 2.00
Exam Fee	\$ 10.00
<b>Total tuition and other fees</b>	<b><u>\$4,500.00</u></b>

## **COURSE SYLLABUS:**

The student must complete the following graduation requirements to attain the Certificate in Medical Assisting:

Total Credits:	33.5
Total Course Length in Clock Hours	720

### **CS100 Computer Concepts**

This course perform Basic Keyboarding Skills / Computer Concepts including locating the keys on the keyboard, typing medical correspondence and basic reports, identify and properly utilize office machines, computerized systems and medical software such as efficiently maintain and understand different types of medical correspondence and medical reports, apply computer application skills using variety electronic programs including both practice management software and EMR software.

### **MA 100 Anatomy and Physiology**

This course cover the role of the medical assistant in regard to diet and nutrition, introduction to anatomy and physiology, body systems, common diseases, diagnoses, and treatments.

**Graduates:** Comprehend and explain to the patient the importance of diet and nutrition. Effectively convey and educate patients regarding the proper diet and nutrition guidelines. Identify categories of patients that require special diets or diet modifications.

Identify and apply the knowledge of all body systems, their structure and functions, and their common diseases, symptoms and etiologies.

Assist the physician with the regimen of diagnostic and treatment modalities as they relate to each body system.

### **MA101 Medical Terminology**

This course consists of Basic structure of medical words, Word element combinations, Medical terms for specialties, Medical abbreviations.

**Graduates:** Define and use entire basic structure of medical words and be able to accurately identify in the correct context, i. e. root, prefix, suffix, combinations, spelling and definitions, Build and dissect medical terms from roots/suffixes to understand the word element combinations that create medical terminology, Understand the various medical terminology for each specialty, Recognize and identify acceptable medical abbreviations.

### **MA102 Medical Office Procedures**

This course holds Clerical duties, Medical records, Appointments, Office procedures, Information and resources, Admissions scheduling, Bank statements and deposits, Day sheets, Billing, Accounts payable, Accounts receivable, Petty cash, Adjustments, Credit Balance, Refunds, Non-sufficient funds, Collections, Third-parties, Referrals, Coding, Insurance claims, Fee schedules, Bookkeeping systems, Office management duties, Effective communication.

**Graduates:** Perform basic clerical functions, Prepare and maintain medical records, schedule and manage appointments, apply concepts for office procedures, locate resources and information for patients and employers, schedule inpatient and outpatient admissions, prepare and reconcile a bank statement and deposit record, post entries on a day sheet, perform billing and collection procedures, perform accounts payable procedure, perform accounts receivable procedures, establish and maintain a petty cash fund, post adjustments, process credit balance, process refunds, post non-sufficient funds (NSF) post collection agency payments, apply third party guidelines, obtain managed care referrals and pre-certification, perform diagnostic and procedural coding, prepare and submit insurance claims, use physician fee schedule, use manual and computerized bookkeeping systems, and maintain medical facility.

### **MA103 Medical Laws and Ethics**

This course provides knowledge in documentation, federal and state guidelines, established policies, liability coverage, risk management, health laws and regulations.

**Graduates:** Prepares document accurately, institute federal and state guidelines when releasing medical records or information, follow established policies when initiating or terminating medical treatment, understand the importance of maintaining liability coverage once employed in the industry, perform risk management procedures, comply with federal, state, and local health laws and regulations.

### **MA104 Pharmacology**

This course provides the scientific basis and principles for variety special applications, such as a study of drug actions in the health sciences, math and metric conversions, use of drug references, common abbreviations, legal aspects, laws and regulations, the use of drugs as therapeutic agents in medicine or tools in scientific research.

**Graduates:** Demonstrate accurate occupational math and metric conversions for proper medication and administration, properly utilized PDR, drug handbook and other drug references to identify a drug classification, usual dosage, usual side effects, and contradictions, identify and define common abbreviations that are accepted in prescription writing, understand legal aspects of writing prescriptions, including federal and state laws, comply with federal, state, and local health laws and regulations.

### **MA105 CPR**

This course know what to do in a cardiac, breathing or first aid emergency with an emphasis on hands-on learning, first aid / CPR course give students the skills to save a life in an emergency procedure which performed in an effort to manual preserve intact brain function.

**Graduates:** Help patients to avoid heart attack, cardiac arrest, stroke, and choking by giving CPR / first aid.

## **MA106 Psychology of Human Behavior**

This course study and observe the abnormal behavior patterns, patients with special needs, empathy for terminally ill patients, support groups for terminally ill patients, being a patient advocate, developmental stages of life, heredity, culture, and environment.

**Graduates:** Define and understand abnormal behavior patterns, identify and respond appropriately when working/caring for patients with special needs, use empathy when treating terminally ill patients, identify common stages that terminally ill patients struggling with terminal illness, identify common stages that terminally ill patients go through and list organizations/support groups that can assist patients and family members of patients struggling with terminal illness, advocate on behalf of family/patients, having ability to deal and communicate with family, identify and discuss developmental stages of life, analyze the effect of hereditary, cultural, and environmental influences.

## **MA107 Clinical Procedures**

This course study and holds the patients history, aseptic technique, vital signs, treatment protocols, emergencies and office surgical procedures, test results, records for medications and immunizations, wrapping for sterilization, standard precautions, parenteral medications, maintenance of treatment and examination area, patient preparation, assisting the physician with examinations and treatments, assisting the physician with minor surgical procedures, electrocardiograms, respiratory testing, screening, sterilization, first aid and CPR, patient instructions.

**Graduates:** Obtain chief complaint, recording patient history, apply principles of aseptic and techniques control, take vital signs, recognized and understand various treatment protocols, recognized emergencies and treatment and minor office surgical procedures, screen and follow up patient test result, maintain medication and immunization records, wrap items for autoclaving, use standard precautions, prepare and administer oral and parenteral medications as directed by physician, prepare and maintain examination and treatment area, prepare patient for examination and treatments, assist physician with routine and specialty examinations and treatments, assist physician with minor office surgical procedures.

## **MA108 Laboratory Procedures**

This course studies the laboratory quality control, CLIA-waived tests, biohazards, specimens, patient's instructions (collection of urine and feces).

**Graduates:** Should practice quality control, perform selected CLIA-waived tests that assist with diagnostics and treatment, ( urinalysis, hematology testing, chemistry testing, immunology testing, microbiology testing, kit testing ) pregnancy, quick strep, dip sticks, dispose of bio hazardous materials, collect, label and process specimens,( perform venipuncture, perform capillary puncture, perform wound collection procedures, obtain throat for microbiological testing) instruct patients in the collection of a clean catch mid stream urine specimen, instruct patients in the collection of a fecal specimen.

## **CD100 Career Development**

This course prepares student essentials for employment and practice professionalism.

**Graduates:** Perform the essential requirements for employment such as resume writing, effective interviewing dressing professionally and up appropriately, demonstrate professionalism by; exhibiting dependability, punctuality and positive work ethic, exhibiting a positive attitude and a sense of responsibility, maintaining confidentiality at all times, being cognizant of ethical boundaries, exhibiting initiative, adapting to change, expressing a responsible attitude, being courteous and diplomatic, conducting work within scope of education, training, and ability.

### **MA109 Externship**

A clinical externship is required for the completion of the program.

The following is considered in choosing placing and maintaining clinical site affiliations:

#### **(a) Assignment**

Clinical externships include placement at a facility that performs various types of activities that will expose the student to the necessary skills required of the profession and includes a minimum of 160 clock hours.

#### **(b) Activities**

An externship experience includes assisting clinical staff members with daily tasks, while under the supervision of staff. Students are oriented to the facility and the daily routine of the facility. They initially observe administrative and clinical procedures and then begin to perform tasks and procedures. As their externship experience progress, they move into more advanced tasks and procedures. Students case logs/check list are maintained to ensure a variety of tasks are performed and attendance is documented.

## **PROGRAM DESCRIPTION**

### ***Massage Therapy*** ***720 clock hours/ 30 weeks***

The courses in this program familiarize students with the theory and hands-on skills necessary for entry-level positions as a Massage Therapist. The training program prepares graduates work in spas, clinics, chiropractic office, nursing homes, health club as well as in satisfying private practice. Our curriculum meets all educational requirements for state licensure as a Massage Therapist. The program equips graduates with the skills they need to work in the rapidly growing industry of massage therapy.

Administrative skills that the student will learn include appointment scheduling, work ethics and professional and personal development and finances.

Methods of instruction are in campus (theory and laboratory) and outside work (externship).

Key instructional resources and materials include required books including a variety of reference books in the library and DVDs and practical hands-on training.

## **PROGRAM OBJECTIVES**

The objective of the Massage Therapy Program is to prepare students for a successful career

working in the medical field as a Massage Therapist. Medical Allied Career Center Inc. offers a certificate in Massage Therapy.

The certificate program in Massage Therapy consists of a total of 720 contact hours, 33 Semester Credits of study.

Course name	Lecture	Lab. Hrs.	Total Clock Hrs.	Sem Credit Hrs
Anatomy & Physiology	40	0	40	2.5
Introduction to Massage Therapy	50	0	50	3.0
Hygiene & Nutrition	30	0	30	2.0
Medical Office Procedures	40	0	40	2.5
Basic Massage Application	30	30	60	3.0
Swedish Massage, Deep Tissue & Kinesiology	40	40	80	4.0
Sports Massage, Reflexology & Shiatsu Massage	40	40	80	4.0
Pregnancy Massage/Hot Stone/SPA Massage/Special Application	40	40	80	4.0
Career Development	80	20	100	6.0
Externship			160	2.0
<b>Totals</b>	<b>390</b>	<b>170</b>	<b>720</b>	<b>33.0</b>

## TUITION COSTS

Cost of instruction includes books and supplies. However, in case the student withdraws from the program, the documented cost of the book(s) and supplies will be charged but unearned instruction will be excluded.

	<b><u>Full Time</u></b>
Tuition fee	\$2,414.00
Registration Fee (Non-Refundable)	\$ 75.00
Student Tuition Recovery Fund (STRF) (Non-Refundable) (\$0.50 for every \$1,000 of Tuition Fee)	\$ 1.00

Exam Fee	\$ 10.00
<b>Total tuition and other fees</b>	<b>\$2,500.00</b> =====

**COURSE SYLLABUS:**

The student must complete the following graduation requirements to attain the Certificate in Massage Therapy:

Total Credits:	33
Total Course Length in Clock Hours	720

**MT 100 Anatomy and Physiology**

This course covers introduction to anatomy and physiology, body systems, common diseases, diagnoses, and treatments related to massage therapy.

**Graduates:** Identify and apply the knowledge of all body systems, their structure and functions, and their common diseases, symptoms and etiologies and be able to explain to clients the benefits of massage required in their specific needs.

**MT100A Introduction to Massage Therapy**

This class is designed to provide students with basic skills and principles involved in the practices of massage therapy. Class content provides an introduction to massage therapy and the healthcare system, home health care, history of massage therapy and the profession of massage.

**Graduates:** The graduate will learn a wide range of massage techniques; assess a client's individual needs and how to develop a customized massage program to meet those needs.

**MT101 Hygiene and Nutrition**

This course covers diet and nutrition applied to clients. It covers professionalism through dress code and good hygiene.

**Graduates:** Comprehend and explain to the patient the importance of diet and nutrition. Effectively convey and educate patients regarding the proper diet and nutrition guidelines. Identify categories of patients that require special diets or diet modifications. Graduates' appearance will be able to reflect the inner state of professionalism.

**MT102 Medical Office Procedures**

This course provides knowledge in documentation, federal and state guidelines, established policies, liability coverage, risk management, health laws and regulations.

This course equips graduates with skills to do appointments, office procedures, payments, insurance claims, work ethics and effective communications.

**Graduates:** Perform basic clerical functions. Prepare and maintain patient records, schedule

and manage appointments, apply concepts for office procedures, process payments. The graduates learn professionalism, social and communication skills and business ethics. Graduates should know how to prepare documentation, familiarize with federal and state guidelines, established policies, liability coverage, risk management, health laws and regulations.

### **MT103 Basic Massage Application**

This course is designed to provide students with knowledge on various massage techniques, theories and application such therapeutic massage, aromatherapy, acupressure and oils.

**Graduates:** Examines the history, effects, benefits and procedures for complete body massage which includes practical studies.

### **MT104 Swedish Massage, Deep Tissue & Kinesiology**

This course provides students the knowledge about physiology and neurology of muscle tissue and movement, and origins and insertions of muscles. Also, learn neuromuscular techniques to palpate the muscles and to relieve chronic tension in the body.

**Graduates:** Should know the techniques involved with deep tissue massage and Swedish massage such as long gliding strokes that are aimed at relaxation and increased physical well-being. Should know the body's movement and of specific muscles in detail. Deep tissue massage focuses on the various deep layers of body tissue, often applied to long-term problem areas.

### **MT105 Sports Massage, Reflexology & Shiatsu Massage**

This course provides knowledge of other applications. Learn the reflexology techniques to perform relaxing foot massage that also addresses the whole body since areas of the foot "reflect" conditions/areas of the entire body. Shiatsu massage provides notification techniques through the use of finger pressure.

**Graduates:** Should be able to perform sports massage to help prepare athletes for sporting activities before and after athletic events, and help them recover from the exertion of sporting activities, care of muscle ache fatigue and soreness.

Reflexology provides students with a system of massaging the feet, and/or hands with the intention of affecting other parts of the body. Will be able to use finger pressure and stretches for body relaxation, done on a floor mat without the use of oil.

### **MT106 Pregnancy Massage/Hot Stone/ SPA Massage and Special Applications**

This course will help students understand the many adaptations during pregnancy including their emotions and a massage therapist can most safely and effectively support these clients.

Hot Stone focuses on using the stones in a full body massage, deepen stone work with focus on using the stones in specific therapeutic applications which softens scar tissue, facilitate release of tight musculature and, most profoundly, of facial restrictions.

Class content provides techniques such as hydrotherapy, aromatherapy, counter strain and lymphatic.

**Graduates:** Should know how to apply warm stones to the body either in a stationary position,

or used as “gliding tools” along with oil. They should be able to massage pregnant women taking into account the special needs, such as body positioning and cautions. Will have the skills involved in working in a spa setting. Graduates also learn other applications such as chair massage and lymphatic massage which is deep massage work that flushes toxins out of the body.

### **CD100 Career Development**

This course prepares student essentials for employment and practice professionalism.

**Graduates:** Perform the essential requirements for employment such as resume writing, effective interviewing dressing up professionally and appropriately, demonstrate professionalism by; exhibiting dependability, punctuality and positive work ethic, exhibiting a positive attitude and a sense of responsibility, maintaining confidentiality at all times, being cognizant of ethical boundaries, exhibiting initiative, adapting to change, expressing a responsible attitude, being courteous and diplomatic, conducting work within scope of education, training, and ability.

### **MT109 Externship**

A practical externship is required for the completion of the program.

The following is considered in choosing placing and maintaining clinical site affiliations:

#### **(a) Assignment**

Clinical externships include placement at a facility that performs various types of activities that will expose the student to the necessary skills required of the profession and includes a minimum of 160 clock hours.

#### **(b) Activities**

An externship experience includes assisting clinical staff members with daily tasks, while under the supervision of staff. Students are oriented to the facility and the daily routine of the facility. They initially observe administrative and clinical procedures and then begin to perform tasks and procedures. As their externship experience progress, they move into more advanced tasks and procedures. Students case logs/check list are maintained to ensure a variety of tasks are performed and attendance is documented.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The following requirements must be met in order for students to achieve satisfactory academic progress (SAP) and be awarded a *Certificate of Completion* from Medical Allied Career Center, Inc.

A student must maintain SAP in order to remain in training. SAP is cumulative and it includes all periods of attendance, which are counted towards the maximum timeframe allotted. SAP is applied to all students equally and measured throughout each course. In order to comply with the school’s SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement.



2. Achieve the qualitative standard requirement with a minimum of grade point average of 1.7 and maintain a cumulative grade point average of 1.7 (75% or "C-" grade on a letter scale).
3. Complete the quantitative standard requirement of the program within 150% of the normal time frame for completing the program. The maximum time frame in which a student must complete his or her program is a period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. All periods of attendance are counted towards the maximum time frame and the clock hours completed (e.g. 52 weeks in length must be completed within a maximum time frame of 78 weeks).
4. Successfully passing the final exam.
5. Maintain satisfactory attendance (80% and above).

MACC satisfactory academic progress is evaluated in increments that coincide with the payment periods. To ensure completion of the program within the maximum time frame, the school requires students to successfully complete a minimum of 67% of the clock hours attempted in each payment period in order to graduate within 150% of the normal time frame.

A student must achieve the minimum standards to be considered to be making satisfactory progress. A student who fails to maintain satisfactory progress will be placed on academic probation until the deficiencies are corrected or brought his/her coursework back to satisfactory level (within a one-week period). While on academic probation, the student remains eligible for all Title IV financial aid funds. Students who have been on probation and fail to correct the deficiencies by the end of the probationary period may face suspension or dismissal from the school.

The Instructor shall inform the Director of any student who is failing their class. The Director shall schedule a meeting with the student within a week of this notification. At the meeting, the Director shall advise the student on ways to improve his or her academic performance and shall make clear other available student options, such as withdrawal from their program.

Any student, who incurs two (2) verbal warnings and a written one, will be placed on one-week probation. A student who fails a class will be automatically placed on academic probation until he/she has brought his/her coursework back to a satisfactory level (within a one-week period) and has made-up failed class work. A note describing this remedial action will be placed in the student's file.

The Director will inform the Administrator of any student on probation. The Director will ensure that adequate counseling and support is given to any student failing his or her coursework. If improvement is not evident immediately after the terms of the probation, and the reasons behind it have been made known to the student, the student may face dismissal from the school. If the director determines that the conditions, which caused the interruption, have been rectified the student will be taken out of probation status.

## **APPEALS**

Should a student disagree with the application of the satisfactory academic progress standards:

1. the student first discuss the problem with the appropriate instructor(s)
2. if still dissatisfied, the student may then appeal in writing to the Director with supporting documents regarding his/her remediation
3. School Director must receive the appeal within ten (10) business days of being notified of the dismissal.

School Director has the authority to waive standards for satisfactory progress in those cases where it can be shown that there are extenuating circumstances that may have caused student not to meet satisfactory academic progress. Once the director makes the decision, the decision is final and may not be further appealed.

## **GRADUATION REQUIREMENTS**

A certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate of completion are those who have satisfactorily completed their program of study with the appropriate number of hours and cumulative grade point average of 75%, who have passed the final exam with a letter grade of C- or better, attended the mandatory NCLEX Review, achieved a score of at least 900 on the proctored HESI exit exam and 72% or higher on the ATI proctored exit exam which has a predicated probability of 95% passing the NCLEX PN, and who have fully paid all tuition and other charges. If a third-party is paying for the program, the school will not issue the program completion record until the program has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

Terminated student please see page 47 titled "Termination, Appeal and Reinstatement".

**Note:** Students who are pre-registered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. If a student is absent for a test, he/she will be given an opportunity to take the test at the earliest convenience of the instructor. Make-up classes may be required at the discretion of the instructor and with the approval of the School Director. A student is considered tardy when arriving 15 minutes or more after the start of class, or leaving 15 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

## **ATTENDANCE POLICIES**

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades; enjoy school more, and are more employable after leaving adult school. For these reasons, we feel that a student must satisfy academic and attendance requirements.

### **EXCUSED ABSENTEEISM**

Medical Allied Career Center considers absences in the training program as a regular work. Frequent absences will keep the students out from gaining and developing knowledge, professional work attitude and skills necessary for learning. The school takes absences or tardiness seriously and makes very limited allowances for it. The following rules apply for absences:

1. ALL absences (excused and unexcused) in theory and/or clinical must be made up.
2. A student with more than six (6) absent days will be placed on academic probation

The student shall make the written explanation of each absence to the assigned faculty member or to the Program Director.

An excuse for absence from school may be approved on the basis of any one (1) or more of the following conditions:

1. Death of a relative: the absence arising from this condition is limited to a period of two (2) days unless a reasonable cause may be shown by the student for a longer absence.
  - a.) Relative is defined as immediate family only. This includes grandparents, parents, siblings and significant other.
2. Personal illness: if she/he deems it advisable, the Program Director may require a medical certificate
3. Observance of religious holidays: any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed of belief.
4. Court Appearance/Subpoena: if she/he deems it advisable, the Program Director may require the court documents.
5. Emergency or set of circumstances which in the judgment of the Program Director constitutes a good and sufficient cause for absence from school.

### **UNEXCUSED ABSENTEEISM**

The following rules would apply regarding unexcused absences:

1. Any absence not justified by one (1) of the above categories will be judged unexcused. Final course grades or marks will not automatically be reduced because of an unexcused absence, but there will be a zero (0) given for any work for which credit is given during the period of the unexcused absence(s). A written warning would be given to the student.
2. Two unexcused absences would result to academic probation.
3. The student will be automatically withdrawn or dismissed from the program if more than 3 unexcused absences are incurred.

### **TARDINESS**

All students are required to arrive in class on time and to stay for the entire class sitting. The following rules should be considered by the students:

1. A tardy is defined as arriving 15 minutes after the contracted time for class/clinical.
2. Three (3) tardy is equivalent to one unexcused absence and a written warning would be given to the student.
3. If after receiving one unexcused absence due to 3 tardy and the student would still be late for more than fifteen (15) minutes in class, the student will have an hour of make-up work/clinical per hour missed.
4. Six (6) tardy would result to attendance probation.
5. Nine (9) tardy would automatically dismiss the student from the program

**Theory:**

Student will be responsible for making up work or tests within seven (7) days of observed excused or unexcused absence.

1. Faculty member shall meet with student within twenty-four (24) hours of student returning to school.
2. Faculty members shall evaluate time and course objectives the student has missed, as well as the student's past history of absences.
3. The faculty member shall assign student case studies, independent study, written examination and computer tutorial or research reports.
4. The make-up work with due date will be signed by both students and faculty member and turned into Program Director or designee.
5. Program Director or designee shall review make-up work against course curriculum and approve the assigned make-up work or request additional work from the student within twenty-four (24) hours of receiving make-up work.
6. A student may not progress to the next module until all the theory and clinical make-up hours are completed.

### ***Clinical:***

Student will be responsible for making up clinical time within seven (7) days of observed excused absence in clinical lab or clinical area with clients/patients.

1. Faculty member shall meet with student within twenty-four (24) hours of student returning to school.
2. Faculty member shall evaluate time and course clinical objectives the student has missed, as well as the student's past history of absences.
3. The faculty member shall assign clinical time in the lab or clinical time with patient/client care in the clinical setting.
4. The make-up clinical date or dates will be signed by both student and faculty member turned into the Program Director or designee.
5. Program Director or designee shall review clinical time against course curriculum and approve the assigned clinical make-up hours or request additional hours from the student within twenty-four (24) hours of receiving clinical make-up hours.
6. A student may not progress to the next module until all theory and clinical make-up hours are completed.

### **LEAVE OF ABSENCE**

Occasionally circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Students who find it necessary to take a leave of absence must submit a written request to the Program Director.

The Leave of Absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. If student does not return when scheduled he or she may be terminated and their last day of actual attendance will be used for refund purposes.

A student who has been granted a LOA from the program must petition the school to be permitted to re-enter. If re-entry is granted the student will return with a probationary status, provided space is available in the class.

Due to the scheduling of the program, Vocational Nursing Program students are not allowed to

have a Leave of Absence.

***Pregnancy:***

A physician must verify absences of more than two consecutive days related to any medical condition. The physician must also document a full medical release without restrictions.

1. The school may require medical clearance for any health condition and will require medical clearance for pregnancy. A leave of absence may be granted for the birth of a child or significant illness.
2. The student must provide the school with full medical clearance when returning to school after a Medical leave of absence. **The student will be re-admitted on a space-available basis.**

***Attendance Pride:***

Each student who has perfect attendance at the end of the program shall receive a Certificate of Perfect Attendance, a trophy, and his/her name will be put in the graduation program

***Termination:***

1. A student terminated for unsatisfactory attendance will not be allowed to re-enter the program for the duration of the term.
2. A student who has been terminated from the program must petition the school to be permitted to re-enter. If allowed to re-enter, the student will return in a probationary status.
3. Students are allowed to appeal termination for unsatisfactory attendance if major extenuating circumstances existed. The appeal must be made in writing directly to the Program Director. The director, in conjunction with the principal, and faculty representative, will have the authority to make a decision related to the appeal.

**Attendance Policy for Phlebotomy Technician/ Nursing Assistant/ Home Health Aide Students**

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility.

The student **MUST** pass theory hours before being allowed for clinical rotation. No student will be allowed to join the class after the first day of the first session.

No absence, tardiness or early departure is allowed in the Phlebotomy Training Program.

**Make-up Policy for Class Missed**

Students who have missed time from class will be required to complete and make-up their class in another full session on that topic at a later time and certificate will be dated with the new completion date.

# GRADING AND EVALUATION PROCEDURES

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the program syllabus. The grading scale is as follows:

Letter Grade	Range/Percentage	Indicator/Interpretation
A+	96 – 100%	Excellent
A	94 – 95%	Excellent
A-	92 – 93%	Excellent
B+	89 – 91%	Above Average
B	87 – 88%	Above Average
B-	84 - 86%	Good
C+	82 – 83%	Average
C	79 - 81%	Average
C-	75 - 78%	Below Average
D/F	74 and below	Failing
I		Incomplete
W		Withdrawn
<b>Clinical Grade</b>		
P		Pass
F		Fail

## METHODS OF EVALUATION

Medical Allied Career Center, Inc. utilizes various methods to assess the students' progress to provide the faculty with the tools to certify a student competency upon completion of the program.

These methods are:

1. Course and module evaluation and grades. Students are evaluated in each of their courses through written examinations assignments group projects and performance checklist. The methods of evaluation for each course or modules are described in the syllabus.
2. The academic progress of each student will be reviewed at the end of each term and at the end of the training. Faculty will provide each student will summative evaluations of his/her progress including recommendations for strengthening academic or professional competencies. Copies of these evaluations will be maintained in the students file.
3. Satisfactory academic progress – the student has met all requirements and may progress to the next term.
4. Satisfactory academic progress with identified areas that needs improvement where students are making satisfactory academic progress but have some specific areas that the faculty would have identified the needs of remediation. This may include the following enhancements additional examination additional written assignments or specific activities identified by program faculty. Student will be expected to complete the recommended remediation activities before progressing to the next term.
5. The program faculty oversees the academic progress of program for students throughout their education.

### **Methods of Evaluation for Theory:**

Quizzes/Exams	30%
Class Participation/Homework	15%
Attendance/Professionalism	15%
Midterm/Final Exam	40%
Course Grades and cumulative Grades:	<hr/> 100%

Students must take note that only one make-up examination would be allowed for each course and this must be taken by the student within one week after the said examination. It is the student's responsibility to arrange the schedule for the missed exam. Other acceptable methods for make-up include case study, written examination (always announced), attendance at seminars or workshops, auto-tutorial laboratory and research reports depending on instructors directive.

### **Methods for Evaluation for Clinical:**

Clinical evaluation will compose of the following and be graded as follows:

Quiz/Drug Study/Drug Calculation	20%
Case Study Presentation	20%
Nursing Care Plan	20%
Final Evaluation	40%
Total	<hr/> 100%

Less than 75% = Fail

75% or more = Pass

### **APPLICATION OF GRADES AND CREDITS**

The chart above describes the impact of each grade on a student's academic progress. For calculating the rate progress, grades of "F" (failure), "W" (withdrawn), and "I" (incomplete) are counted as hours attempted, but not as hours successfully completed. A "W" will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving an "F". The student must repeat any required program for which a grade of "F" or "W" is received. Students will only be allowed to repeat programs in which they received a "D" or below. In the case of a "D" or "F", the better of the two grades is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A "W" grade is not replaced when a student repeats the program. Full tuition will be charged for any portion of the program or program lab that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required program work. The student must be satisfactorily passing the program at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an F and will affect the student's CGPA. The school reserves the right to extend the time needed to make-up an incomplete grade.

## **GRADES AND GRADE CHANGES**

MACC's Director has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the instructor will be happy to answer any questions you might have regarding these policies and standards.

- The grade given to each student shall be the grade determined by the instructor of the program, and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or in competency, it shall be final.
- No grade may be challenged by a student more than one (1) year from the end of the term in which the program was taken. If the Institution Director has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that Institution.

## **GRADE CHANGES**

Students must file petitions in the Admissions Office for any evaluative or non-evaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the program. If the resolution is not reached within 30 days, the inquiry should be directed to the School Director.

## **ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE**

Students who have previously attended another school or college accredited by an agency recognized by the United States Department of Education (ED) or Council for Higher Education Accreditation (CHEA), per BVNPT, may receive 150 hours credit for such attendance when proof is presented at time of enrollment and proper review of the transcript(s).

Credits will be granted if the class credits meet the school's curriculum. The school does not have any agreement with other institutions.

Acceptance of a maximum of 150 credit hours from other schools and institutions is at the sole discretion of MACC. A student may obtain credits for previous academic study.

## **TRANSFER OF CREDITS POLICY**

MACC issues academic credit to its graduates who complete the required clock hours of instruction.

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

**“The transferability of credits you earn at Medical Allied Career Center, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing 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 certain that**



**your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Medical Allied Career Center, Inc. to determine if your certificate will transfer.”**

## **CREDIT GRANTING POLICY FOR VOCATIONAL NURSING**

1. Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years. This includes the following courses:
  - Accredited Vocational or Practical Nursing courses
  - Accredited Registered Nursing courses
  - Accredited Psychiatric Technician courses
  - Armed Services Nursing courses
  - Other courses determined to be equivalent to courses in the program
2. Any student requesting transfer from another accredited nursing program into Medical Allied Career Center, Inc., Vocational Nursing Program must submit the following requirements:
  - Application Form
  - Transcript of records/copies of certificates of completion
  - Letter of referral showing good standing
  - Copies of course syllabi and catalog descriptions
3. The School will review the submitted documents for meeting the required transfer criteria considering the following:
  - A grade of “C” or better for all established program prerequisites
  - Minimum cumulative grade point average of 2.0 in previous programs
  - The content and hours of transferring courses and must be equivalent to courses offered at Medical Allied Career Center, Inc.
4. Credits will be determined by written and practical examinations. Transfer credits will be subject under the Director’s discretion and the students will be placed depending on space availability and successful completion of the courses.
5. Credit, to a maximum of 150 hours, may be granted according to the relationship of the examination score and length of work experience or class hours. Such credit will be granted during the first 7 weeks of the program.
6. Students with credits transferred may have the possibility of not having the same graduation date as to the original students under vocational nursing program.
7. If the transfer student is not competent in clinical areas, the instructor will have to meet with the Program Director to determine if the student will continue in class or will be asked to start next semester.

### ***Challenge to credit Procedure:***

1. An application must be submitted at least four weeks before class begins.
2. Applicants must complete a written examination with a minimum score of 75%.

3. Credit, to a maximum of 150 hours, may be granted according to the relationship of the examination score and length of work experience or class hours. Such credit will be granted during the first 7 weeks of the program.
4. Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Their experience must be equivalent to the course they are requesting. These individuals must successfully complete a comprehensive and/or skills examination to be given 6 weeks before the start of the class. The student then will be given the objectives for both written and practical examinations before the testing date.
5. If the student wishes to repeat the course, the student must sign a waiver stating that he/she has voluntarily agreed to repeat the course.

***Sample Waiver Form for Repeating a Course:***

I, \_\_\_\_\_ with Student ID # \_\_\_\_\_ hereby acknowledge that I will be taking up the course \_\_\_\_\_ for the first term. I understand that I have the right to transfer credits that I have earned from another institution or challenge the credits through a written and practical examination but I agree to repeat this course. If I fail to successfully complete this course I can no longer ask to transfer my credits.

I also have received, read and understood the credit granting policy of Medical Allied Career Center, Inc.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Director's Signature

***Limitation:***

Credit granted will not exceed two modules. Course work taken at Medical Allied Career Center, Inc. is not automatically transferable to another institution.

Transfers of credit are controlled by each receiving institution based upon their policies. Students who wish to transfer credit hours for courses or programs completed at Medical Allied Career Center, Inc. should check with the institution they wish to attend. Policies for the transfer of credit for previous training vary from institution to institution. An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution. These decisions are based on internal policies and Medical Allied Career Center, Inc. has no control over them. Medical Allied Career Center, Inc. cannot assure the transferability of its credits to any other post-secondary education institution.

# **ACADEMIC/ ATTENDANCE PROBATION AND DISMISSAL POLICY**

## **ACADEMIC PROBATION**

If the student grades fall below the standard or below 75%, a conference will be held with the student which would result in two weeks probation. At this time, a remediation plan would be developed. If the student is unsuccessful and fails the course, the student is now on academic probation. The student is then required to repeat the failed class during his/her probationary period unless the course is not offered at the time. The failed course must be repeated at the earliest time.

## **ACADEMIC DISMISSAL**

Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 75% in programs attempted.

Students who are on academic probation and earn a quarter grade-point-averages of 75% or better shall not be dismissed as long as this minimum quarter grade-point-average is maintained.

Students shall be subject to automatic dismissal if exhibited any of the following inappropriate behaviors during school time or on school premises. The following are behaviors MACC considers to be inappropriate and will not tolerate:

1. Falsification of student records, or other Company records.
2. Theft, deliberate or careless damage or destruction of any school property or the property of any student.
3. Removing or borrowing school property without authorization.
4. Unauthorized use of school equipment, time, materials, or facilities.
5. Provoking a fight or fighting during class, or while on school premises.
6. Participating in horseplay or practical jokes during class, or on school property.
7. Carrying firearms or any other dangerous weapons on school premises at any time.
8. Engaging in a criminal conduct whether or not related to school performance.
9. Causing, creating or participating in a disruption of any kind during class on school property.
10. Insubordination, including but not limited to failure or refusal to obey the orders of instructions of a school director, or instructor.
11. Using abusive language at any time on school premises.
12. Failure to obtain permission to leave class for any reason during class instruction time.
13. Sleeping or malingering during class.
14. Making personal telephone calls during class on school telephones, except in case of emergency or extreme circumstances.
15. Wearing extreme, unprofessional or inappropriate styles of dress or hair while at class.
16. Violation of any safety, health, security, school policies, rules or procedures.
17. Committing a fraudulent act or a breach of trust under any circumstances.
18. Unlawful harassment.
19. Possession or use of alcohol, or being under the influence of alcohol while in class or on school property.

20. Distribution, sale or purchase of an illegal or controlled substance while in class or on school property.
21. Possession or use of illegal controlled substance, or being under the influence of an illegal or controlled substance while in class or on school property.
22. Violation of school code of conduct such as cheating.
23. Cheating, plagiarism, dishonesty

### **APPEAL OF DISMISSAL**

Students who have been dismissed may request reinstatement after two (2) quarters have elapsed. They shall submit a written petition requesting readmission to the school in compliance with school procedures. Readmission may be granted, denied, or postponed subject to the fulfillment of conditions as prescribed by the school. Students must file a petition to return prior to the day for new and returning students to register in person.

### **READMISSION AFTER DISMISSAL**

Students who have been dismissed may request reinstatement after two (2) payment periods have elapsed. They shall submit a written petition requesting readmission to the Institution in compliance with Institution procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the Institution. Students must file a petition to return prior to the day for new and returning students to register in person.

### **PROGRAM RETAKE POLICY**

The program retake policy is offered to students who have unsuccessfully completed a program and received a failing grade (F). The student will be charged tuition at the appropriate rate.

### **MAXIMUM TIME IN WHICH TO COMPLETE**

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of hours in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame allowed.

### **ATTENDANCE PROBATION**

Director monitors daily attendance records of all active students and calls those students that have missed that day. Students are required to have an **overall attendance rate of 80% or more** to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-fourth of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A student who has missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

# REMEDIATION POLICIES

1. If the student's grades fall below the standard, a conference will be held with the student this would result in two weeks probation. At this time, a remediation plan would be developed. If the student is unsuccessful and fails the course, the student is now on academic probation. The student is then required to repeat the failed class during his/her probationary period unless the course is not offered at the time. The failed course must be repeated at the earliest time.
2. While the student is on probationary period, he/she must maintain a cumulative GPA of at least 75%. Once achieved, probationary status will be removed. If a student fails to achieve a GPA of 75% in the current course, the student may continue the program but is now on a secondary probationary period. If the student receives a cumulative GPA of 75%, probationary status will be removed but if the student still fails to receive a GPA of 75% on this current term, the student will be withdrawn from the program.
3. Financial aid recipients placed on probation will still be eligible for financial aid; however, funds will not be disbursed unless probationary status has been uplifted.

## TERMINATION, APPEAL AND REINSTATEMENT

Should students find it necessary to discontinue their training, they should arrange to meet with the Director to discuss their situation and submit written notification of their request. Students shall be terminated for failure to:

- meet minimum standards for academic progress,
- meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director. Students terminated please see page 59 titled "Complaint Grievance Procedure"

### UNOFFICIAL WITHDRAWAL

If the student fails to attend school for more than 5 consecutive days or misses 25 hours of class work, the school will consider the student a drop and automatically withdraw him/her from the program.

### AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 14 consecutive class days of the program.
- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to maintain satisfactory progress for two consecutive terms.
- Failure to fulfill financial agreements.
- Failing any course/subject in the program twice during one enrollment period.

**NOTE: Per Department of Health Guidelines, short courses are not allowed any absent day or tardiness.**

### **APPEAL**

Suspended or terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

## **STUDENT'S RIGHTS (STUDENT'S PROTECTION ACT)**

Medical Allied Career Center, Inc. is in compliance with the articles and provisions of the Maxine Water Student Protection Act. Such act will guarantee fair and honest operations to promote the welfare of the students. The school has not authorized external representatives and has not entered into a contract with individuals or agencies to conduct and perform recruiting activities outside of its premises. All information to be disseminated to prospective students will originate from the institution. The school will provide and disclose to prospective students information to assist in making decisions to proceed with their career.

All inquiries received regarding any or all of the program courses offered by Medical Allied Career Center, Inc. will be provided with a copy of the agreement with general description of the program instruction and nay equipment to be used during the program.

The Agreement shall contain the following information:

- The total number of classes, hours and lesions required to complete the program
- The total amount that the student is obliged to pay, including all fees, charges and expenses itemized that might be paid to complete the program
- The total amount charged for each item of equipment which will not exceed the Fair Market Value
- Schedule of payments
- The student's right to withdraw from the program of instruction and obtain a refund and an explanation of the refund rights and how the amount will be determined including a hypothetical example
- A detailed explanation of the student's to cancel
- A clear statement that the student is not eligible for protection and recovery from the Student Tuition Recovery Fund (STRF) if the student is not a resident of California
- A statement saying that the student is not eligible for payment for the STRF if the student's entire tuition and fees are paid by the 3<sup>rd</sup> party organization

Applicants would also be provided information on the percentage of students completing the program course, percentage of students who completed the program and obtained employment, information on state licensure examination required for applicable program course and the passing rate of graduates of the program offered by the institution from the most calendar year that ended.

Current catalogs or brochure containing information on program course offered, occupational; or job titles to which the program is represented to lead, length of program, faculty and qualifications schedule of tuition payments, fees and all other charges and expenses necessary for completion of the course, cancellation or refund rights under the Student Recovery Tuition Fund and all other material facts concerning the institution that might reasonably affects the student decision to enroll will also be provided.

Medical Allied Career Center, Inc. will pursue the welfare and education well being of students as embodies in its Mission Statement to provide quality education and to promote service to diversity population.

## **CURRICULUM EVALUATION POLICY**

***Policy:*** Curriculum shall be evaluated on ongoing basis utilizing the following methodology.

1. The Program Director or designee shall visit classrooms, clinical labs and clinical facilities to observe discuss and document observations and conversations on a monthly basis. Concerns shall be documented to include plans to provide feedback on planned program revisions.
2. Concerns identified shall be presented in a monthly faculty meeting and the quarterly advisory board meeting. Recommendations shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.
3. The Program Director provides education for the faculty and ensures feedback to each classroom, lab or clinical site.
4. At the completion of each module the student shall complete an evaluation on both the instructor and the curriculum. The information shall be reviewed by the Program Director and summarized. The summary and areas of concern shall be presented at the faculty and advisory board meetings. Identified concerns shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.
5. At the completion of each module the Program Director and the faculty shall review the student's current status, including exam scores, papers, class and clinical performance. Recommendations shall be reviewed and plan for change developed to include scheduled dates for implementation an education for faculty,
6. When Medical Allied Career Center, Inc. receives feedback on licensure exam results the information shall be reviewed by the Program Director and faculty. Recommendations shall be developed and plans for change drafted to include scheduled dates for implementation and education of faculty.
7. The Medical Allied Career Center, Inc. will send to each graduated student at 1 year, 3 year and 5 year increments a questionnaire to evaluate how the student is doing and request information on how well the students feel the program prepared them for the workplace.

# CLINICAL FACILITIES EVALUATION POLICY

**Policy:** Clinical Facilities shall be evaluated on ongoing basis utilizing the following methodology:

1. The Program Director or designee shall visit, discuss and document conversations on a bi-monthly basis for each clinical site in which the student are assigned. Concerns shall be documented to include plans to provide feedback on planned program revisions.
2. Concerns identified shall be presented in a monthly faculty meeting and the quarterly advisory board meeting. Recommendations shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.
3. The Program Director provides education for the faculty and ensures feedback to each clinical site.
4. At the completion of each module the student shall complete an evaluation on both the instructor, facility and the curriculum. The information shall be reviewed by the Program Director and summarized. The summary and areas of concern shall be presented at the faculty and advisory board meetings. Identified concerns shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.

## RETENTION OF RECORDS

MACC will maintain student records for five (5) years, as required by state law. Student transcripts will be maintained for fifty (50) years. Financial payment documents will be kept for a period of at least five (5) years after completion or withdrawal of the student. Students have a right to access their records during normal business hours. Students 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's administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have the right to review student records. No outside personnel will be allowed to view records except for the appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena via court order. A transcript for program work will be issued upon request by the student. Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of \$10.00 each. Students may request special processing to expedite their request for an additional fee of \$7.00 per request.

The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse any service to the student who has unsettled financial obligations.

The school may disclose to government agency, accrediting agency and court subpoena, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not to disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin,



student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **TUITION PAYMENT, FINANCIAL PLAN**

### **TUITION PAYMENT METHODS**

MACC accepts payment for tuition, books, equipment and other fees through cash, check or credit card payment. At the school's discretion, installment payments may also be arranged. MACC also offers a student financial loan at 8% interest per year. MACC now participates in federal and state financial aid programs. Eligible students can now avail of the Federal Student Aid – Title IV. All outstanding student account balances are billed directly to the student upon graduation or termination. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a financial aid plan. All financial arrangements must be made before the beginning of classes.

### **POLICY ON ISSUANCE OF FEDERAL STUDENT FINANCIAL AID**

Student financial aid refers to funding intended to help students pay educational expenses including tuition and fees, room and board, books and supplies, etc. for education at a college, university, or private school. Most financial aid is awarded in accordance with demonstrated need for assistance, as determined by use of the Free Application for Federal Student Aid (FAFSA). Students are advised and counseled on all financial aid funds available.

Medical Allied Career Center, Inc. (MACC) participates in the student financial aid programs funded by the U.S. Department of Education.

Pell grants and direct loans are processed for those students who are qualified to receive the financial aid from the U.S. Department of Education. Students are required to sign a federal fund authorization-credit balance so that the grant or the loan received from the Department of Education will be automatically credited to their school account.

### **FINANCIAL PLAN**

Medical Allied Career Center, Inc. has set forth a financial plan in order to help better serve its students. Medical Allied Career Center, Inc. complies with the need of the student and permits the student to pay 20% or more of the full amount of the tuition and the balance to be paid in monthly equal payments (for classes that exceed more than 1 month). Monthly payments

should be paid every first day of the month.

MACC now participates in federal and state financial aid programs. Eligible students can now avail of the Federal Student Aid – Title IV.

Upon entering Medical Allied Career Center, Inc., the student must pay a \$75.00 Registration Fee, this fee covers the processing and assessment of the student's application. Once the student enrolls in a class, the financial department will assess the student's tuition and will work with the student to establish a Payment Plan. The student must make the first payment within the first week of enrollment; the monthly payments, which will be assigned to the student, have to be paid on the assigned dates. If the student fails to make a payment on the date assigned by the financial officer, the student will have to pay a \$25.00 late payment fee. Payments are accepted in cash, check and credit card.

### **EXAMPLE OF PAYMENT PLAN**

ENROLLMENT DATE:	January 5, 2009
TOTAL TUITION COST:	\$22,575.00 (VN Full Time – 13 months)
FIRST PAYMENT DUE:	\$4,575.00 on January 5, 2009
MONTHLY INSTALLMENT DUE EVERY 1 <sup>ST</sup> DAY OF THE MONTH:	\$1,384.62

Another option the student has when making payments is taking advantage of our loan services here at Medical Allied Career Center, Inc. MACC is providing financial loans to students at an interest rate of 8% per year. This is yet another step Medical Allied Career Center, Inc. will take to better serve our students and make their educational experience enjoyable and beneficial.

### **FEE SCHEDULE**

**Except for the Registration Fee of \$75.00 and STRF fee, all other charges are refundable,** per the terms of cancellation and refund policies specified in the catalog in effect at the time of your enrollment, as well as your enrollment agreement.

### **COLLECTION OF DELINQUENT TUITION ACCOUNTS**

MACC reserves the right to collect tuition owed for instruction provided to the student. Tuitions not paid within 5 days from the due date are considered delinquent and subject to the following collection policy:

1. First letter of notification is mailed to the student's home address extending a courteous grace period of 10 days to settle delinquent amount.
2. If delinquency persists, a second letter of notification is mailed to the student's home informing them of the school's intent to refer account to collection if delinquent amount is not settled within 10 days.
3. A third and final registered notice is mailed to the student's home informing them of the school's decision to refer the account to an outside collection agency for further action.

Late fee of \$25.00 will be charged if the tuition fee is paid after the 5<sup>th</sup> day of the month.

**“If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.”**

## **CANCELLATION, WITHDRAWAL AND REFUND POLICIES**

### **CANCELLATION POLICY**

1. Notice of cancellation shall be in writing, and withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
2. This institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if the notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. This institution shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Deliver your notice to cancel to the school, and direct it to the attention of the school director.

### **WITHDRAWAL FROM PROGRAM**

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is within seven working days beginning on the first day of your first class attendance, the School will remit a prorated refund less the registration fee and STRF fee, if applicable, which is not to exceed \$75.00 for registration fee, within thirty (30) days following your withdrawal. You are obligated to only pay for educational services rendered and for unreturned equipment or materials. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid plus the amount owed for any unreturned or damaged equipment/materials.

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

received. Any remaining amount will be paid to you (the student).

For a record of charges, see the list on the first page of the Enrollment Agreement. **IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU HAVE ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY (30) DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.**

**Note: Students, whose entire tuition and fees are paid by a third party organization, are not eligible for a refund.**

## **REFUND POLICIES**

You have the right to cancel the Enrollment Agreement for a program of instruction until the midnight of the fifth business day after your first class attendance. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or telegram. A written notice of cancellation sent by mail is only effective when deposited in the mail properly addressed and with the proper postage affixed. The school will provide you with two (2) Notice of Cancellation forms that will be attached to your Enrollment Agreement.

However, you do not necessarily have to use the written notice provided at the time of your enrollment, and may use any written notice that has your signature, as long as it shows that you no longer wish to be bound by this agreement starting on the date of the notice. If the school has given you any books or other printed materials, you must return them in good condition to the school within ten (10) days following the date of your Notice of Cancellation.

If you cancel this Agreement within five working days from the start date of your first class, the School will refund any money that you paid, less a \$75 registration fee and any deduction for damaged books or other printed materials not timely returned in good condition, within thirty (30) days after your Notice of Cancellation is received.

The student has a full refund of all charges except the amount of the registration fee and STRF fee listed in the fee schedule in the catalog (amount retained may not exceed \$75 for registration fee) if the student cancels this agreement prior or on the first day of instruction. Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

If the school cancels or discontinues a course or educational program, the school will refund all of the charges.

If you are entitled to a refund, the refund is to be made within 30 days of the date the school determines, or is notified, of your cancellation or withdrawal.

## **HYPOTHETICAL REFUND EXAMPLE**

Assume that a student, upon enrollment as a Pharmacy Technician in a 720 hour program, pays \$9,150 for tuition, \$75 non-refundable registration fee, \$25 non-refundable STRF fee, \$475 textbook charges, and \$100 for materials as specified in the Enrollment Agreement and

withdraws after completing 100 hours without returning the textbooks and materials he/she obtained. The refund to the student would be \$7,858.00 based upon the calculations stated below. If the student returns the textbooks and materials in **good condition** within ten (10) days following his/her withdrawal, the School shall refund the amount the student paid for the textbooks and textbook and materials. The following calculation shown below is how a refund will be calculated:

\$9,800 total paid	Minus	\$675 registration/STRF fee/books/materials = \$ 9,125 (The amount the school may retain)	
\$9,125	Divided by	720 hours in the program (Hourly charge for the program)	= \$12.67
\$12.67	Multiplied by	100 hours of instruction attended (Owed by the student for instruction received)	= \$1,267
\$9,125	Minus	\$1,267	= \$7,858 (Total refund amount due back to student)

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$8,433 (\$7,858 + \$575).

For the purpose of determining the amount they owe for the time they attended, they shall be deemed to have withdrawn from the program when any of the following occurs:

- They notify the school of their withdrawal or the actual date of withdrawal.
- The school terminates their enrollment agreement.
- They fail to attend classes for a straight 14 calendar days. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

## **DISCLOSURES**

### **STUDENT TUITION RECOVERY FUND DISCLOSURES (STRF)**

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

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

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

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

MACC has never filed for a bankruptcy petition, operated as a debtor in possession, filed a petition within the receding 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.

## **STATE REGISTRATION DISCLOSURE**

We are registered with the state of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration forms.

## **DISCLOSURE STATEMENTS**

To protect your rights as a student, we offer the following information:

1. 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. You are to receive a copy of this catalog prior to your signing an enrollment agreement or contract.
2. The contract or agreement you sign shall not become operative (enforceable) until you

attend the first class or session of instruction.

## **RETURN OF TITLE IV FUNDS**

In accordance with federal regulations, when a recipient of Title IV grant or loan assistance withdraws from an institution or when the student receives all failing grades (D or F) during a payment period or period of enrollment in which the recipient began attendance, Medical Allied Career Center, Inc. (MACC) is responsible to determine the withdrawal date and amount of grant and/or loan assistance that the student earned.

If a student received less assistance than what was earned, he/she may be able to receive those funds. On the other hand, if the student received more assistance than earned, the unearned funds must be returned by the school and/or aid recipient to the appropriate aid program.

Note: The Return of Title IV funds calculation is different from MACC's tuition refund calculation.

### **WITHDRAWAL DATE**

A student's withdrawal date varies depending on the type of withdrawal.

### **OFFICIAL NOTIFICATION PROVIDED BY THE STUDENT**

A student is considered officially withdrawn if the Admissions and Records Office is notified by the student in writing (e.g., completing an Add/Drop Form) or by phone of an intent to withdraw.

If a student completes an Add/Drop form, the withdrawal date is the date the student submits a completed form to the office.

If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic, or fax mail.

### **NO OFFICIAL NOTIFICATION PROVIDED BY THE STUDENT**

If a student ceases attendance without providing official notification, the withdrawal date will be the last day of attendance at an academically-related activity, if documented by the School. In the case when an official notification was not provided by the student because of circumstances beyond the student's control, i.e., illness, accident, grievous personal loss or other circumstances, the date related to the onset of that circumstance will be used as the withdrawal date. This date will be determined by the School Director.

In some instances, a faculty member may request an administrative withdrawal on behalf of a student and that withdrawal date will be recorded.

The school may always use as the withdrawal date the date that is reported as the last date of attendance at an academically-related activity by a faculty member on a class roster, grade roster/sheet, or other documented source, e.g., grade book. The faculty member will maintain the documentation of the last date of attendance.

## **DATE OF DETERMINATION THAT THE STUDENT WITHDREW**

The date of determination that a student withdrew varies depending upon the type of withdrawal: official notification was provided/ no official notification was provided.

### **OFFICIAL NOTIFICATION PROVIDED**

The date of determination is the date the student provides MACC official notification or begins the withdrawal process, whichever is earlier.

On a regular basis within a term, the Financial Aid Office will generate a report of financial aid recipients' changes in enrollment to assist in monitoring official withdrawals (W's) and administrative withdrawals (AW's).

### **NO OFFICIAL NOTIFICATION PROVIDED**

The date that MACC becomes aware that the student has ceased attendance will be the date of determination. This date will be identified no later than 30 days after the end of a term.

At the end of a term after the assignment of grades, the Financial Aid Office will generate a report of financial aid recipients that received any combination of "W", "AW", and "X" grades.

## **CALCULATION OF EARNED TITLE IV ASSISTANCE**

The amount of Title IV federal aid assistance earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student completed 30% of a term, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a term, all awarded aid has been earned.

Pell Grant, SEOG Grant, and Direct Loans are included in the calculation.

## **POST-WITHDRAWAL DISBURSEMENTS**

If the total amount of the Title IV grants and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, MACC will credit the student's account for all or part of the amount of the post-withdrawal disbursement of grant assistance (not loan), up to the amount of the allowable charges.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the school will disburse the funds within 90 days of the date of determination of the student's withdrawal date.

MACC maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the school decides not to make this post-withdrawal disbursement, it will inform the student in writing.



## **RETURN OF UNEARNED FUNDS TO TITLE IV**

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursements will be made.

### **BY THE SCHOOL**

If a student has received excess funds, the School must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds.
- The funds will be returned in the order below as prescribed by federal regulations, within 30 days from the date of determination that a student withdrew.
  - Unsubsidized Direct Stafford Loans
  - Subsidized Direct Stafford Loans
  - Direct PLUS Loans
  - Federal Pell Grants (50%)
  - Federal SEOG (50%)

### **BY THE STUDENT**

In the event that there is remaining unearned aid, the student is responsible for returning those funds. If the aid to be returned is in the form of a loan that has been released to the student (or parent if a PLUS loan) borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of the time. If the aid to be returned is in the form of grant funds, the law provides that the student may repay 50% of a federal grant rather than 100%. The School will return the student's grant obligation to the appropriate federal program.

Both the school's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

## **DRUG AND SUBSTANCE ABUSE POLICY**

Medical Allied Career Center, Inc. is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. Our commitment to helping promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drugs and the health hazards they pose and the possible legal consequences of participating in drug related activities. Any inquiries regarding this program can

be made confidentially through the School Director.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and / or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Department of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW  
Room 3124, GSA Regional Office Bldg., #3  
Washington, DC 20202-1571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

- **LA County Health Services Alcohol & Drug** (323) 221-1746
- **So. CA Alcohol & Drug Program** (323) 780-4357
- **L.A. Center for Alcohol and Drug** (213) 626-6411
- **Nat'l Council on Alcoholism & Drug-L.A. County**(800) 622-2255

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

## **CONDUCT POLICY**

Student must conduct themselves in a professional manner at all times by displaying respect, courtesy and tolerance. Student whose conduct reflects discredit upon themselves or the school will be subject to expulsion. The student must adhere to conduct that will not interfere with the learning process of any student, the classroom/ lecture presentation by the instructor, or the progress of the class in general. The instructor may take disciplinary measures.

Students are expected to treat all faculty family and healthcare workers with dignity and respect. Conflict should be resolved in diplomatic manner. Students should be sensitive to and tolerant of at all time. Student must be tolerant in the clinical skills laboratory practice and group discussion.

The Administration reserves the right to expel student on any of the following:

1. Breach of the school enrollment agreement
2. Carrying concealed or potentially dangerous weapon
3. Cheating, plagiarism, dishonesty
4. Computer crime
5. Conduct that reflects unfavorably towards the school and its students
6. Demonstrating poor judgment or inability to function properly, which could put patient safety in jeopardy
7. Entering classes or clinical sites while under the influence or effect of alcohol, drugs narcotics and dangerous substances of any kind
8. Failure to abide the rules and regulations of clinical sites
9. Failure to pay charges when due
10. Falsifying school records
11. Violation of the dress code
12. Insulting or harassing of the faculty, administration or student
13. Non-compliant with the rules and policies of the school
14. Unsatisfactory academic progress
15. Use of profanity
16. Vandalism of school property

A student who dropped out from the program due to absences maybe readmitted to the next class after two (2) payment periods to complete the program.

## **CLASSROOM AND CLINICAL BEHAVIOR**

### ***Cellular Phones:***

Clinical institutions prohibit the use of cellular phones. In the classroom setting, cellular phones must be turned off.

### ***Expectations from Students:***

1. Respect the learning/classroom environment and the dignity and rights of all persons. Be tolerant of differing opinions.
2. Extend courtesy in discourse. Please do not interrupt speakers. Avoid distractions such as cell phones, beepers, and irrelevant discussions. Do not eat or drink in class without permission.
3. Exhibit concern for others and promote a caring environment. Think about how your behavior affects others. Help distressed peers find appropriate resources/assistance.
4. Familiarize yourself with the course and instructor expectations. Read the course syllabi.
5. Grades should reflect individual work, unless group work is authorized. Maintain the code of academic honesty.

6. Mentally prepare yourself for listening. Resist distractions, emotional reactions, or boredom.
7. Attend classes regularly and on time. Instead of closing your notebook early, listen carefully to information given near the end of class; summary statements and instructions may be important. Moreover, leaving class early distracts from a lecture.
8. Prepare for class by completing readings and assignments. Avoid procrastinating and set realistic goals.
9. Show initiative and desire to excel and make your studies a priority. Avoid over-committing your time to activities that do not support your goals.

### ***Ethical Responsibilities:***

Honesty and integrity are expected in academic work and in professional practice.

Behaviors that violate academic honesty and practice include, but are not limited to:

1. Knowingly furnishing false information (verbal or written)
2. Falsifying written information or documentation
3. Cheating
4. Plagiarism
5. Theft
6. Unsafe behavior in the clinical arena
7. Transgression of professional boundaries
8. Breaching of confidentiality

Violation of academic or professional honesty and integrity standards can result in denial of credit in a course and/or academic probation or dismissal from the program.

### ***Plagiarism:***

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students found guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed as a result of academic misconduct.

### ***Clinical Behavior:***

1. Students must report on time and in full uniform with needed equipment – i.e. stethoscope, B/P cuff, scissors, pen light
2. Students are expected to report on and off to a designated personnel during clinical experiences
3. Gum chewing and profanity are unacceptable behavior in both the classroom and clinical agency setting.
4. Students are advised that the clinical agencies are non-smoking facilities. It is recommended that smokers use breath mints in the clinical agency setting.
5. Students are not allowed to leave clinical sites without prior permission from Clinical Instructor.

### ***Confidentiality:***

Confidentiality is an essential component of professional nursing practice. N All records,

treatments and interventions may only be discussed with member of the health care team who are directly involved in that client's care.

### ***Sexual Harassment:***

Medical Allied Career Center, Inc. expects the students to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 1972 and anyone in violation would be duly penalized.

### ***Scope of Sexual Harassment***

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either or implicitly a term or condition of an individual's employment or academic standing.
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

An individual who believes that he or she has been wrongfully accused of sexual harassment may file a complaint. Bad faith allegations or use of this policy for purposes other than those for which it is intended shall result in disciplinary action against the accuser. Disciplinary actions against employees may include but are not limited to: warning, reprimand, demotion, suspension, or dismissal. Disciplinary actions against students include but are not limited to warning, reprimand, probation, suspension or expulsion.

### ***Privacy Rights of Students:***

Medical Allied Career Center, Inc. is committed to protecting the privacy rights of students. In general, student records, files or general information are not released to anyone other than the student. The school will not give out scholastic or personal information about students. This can sometimes create difficulties with student families. The school will take messages in an emergency situation, but will not provide families or friends with the means to contact the student. If students want people to know how to find them when they are in class or in clinical, it is the student's responsibility to inform them.

## **DRESS CODE POLICY**

Medical Allied Career Center, Inc. requires all students, faculty and employees to dress appropriately and behave professionally. This includes cleanliness and personal hygiene.

### ***Dress Code for Clinical Experience:***

1. Male and female students are to wear burgundy school uniform with school patch and school ID. Only white sweaters may be worn.
2. On some units, street clothes, hospital provided scrubs, or colored tops are to worn. Students will be advised when these variations apply.
3. All students must wear clean, white clinical shoes\*, hose, and undergarments.

4. Hair must be styled neatly and worn above the collar.
5. Makeup, if used, should be conservative.
6. Use of cologne/perfume is not permitted.
7. Nails are to be clean and short with smooth edges. If nail polish is worn, it should be a natural color and unchipped.
8. A wedding band is the only ring allowed in the clinical area.
9. No neck chains, ornamental pins, or bracelets are to be worn with the uniform.
10. Persons with pierced ears may wear **only one small, plain, post earrings per earlobe**. Any other body piercing must be covered.
11. Anybody arts (tattoo) must be covered.
12. A watch with a second hand is necessary.
13. Students are responsible for purchasing shoes, white hose, watch with second hand, bandage scissors, stethoscope and pen light.

\*Sandals and clogs are NOT acceptable substitutes for clinical shoes. (All white, leather athletic shoes that meet agency guidelines are acceptable.)

## **GRIEVANCE POLICY**

### ***Reporting Procedure:***

Any student, staff member, or faculty member who would like to file a grievance may follow the formal complaint procedure for the Medical Allied Career Center, Inc. and/or may contact the Board of vocational Nursing and Psychiatric Technicians.

A. Complaints and grievances regarding grades and other topics related to students program of student would go through the following procedures:

1. Students must log in to the Students Complaint Sheet and must set an appointment to discuss the problem with the individual involved to have case settled.
2. If there is no mutual understanding within the individuals, the student submit a formal Student Grievance Form to be signed by the Director of the School who will inform the individual concerned about situation where he/she must respond in writing within 5 working business days.
3. If the student is still dissatisfied with the response, a committee meeting will be held where all persons involved with the incident would be present. Final decision will be released after review of all evidences. (Approximately 10 days) The School Director has the final authority.
4. All Student Grievance Forms are available in the Registrar's office.

B. For unresolved cases, the student may write, call or fax:

1. Directly to the Board of Vocational Nursing and Psychiatric Technicians at 2535 Capital Oak Drive, Suite 205, Sacramento, CA 95833-2945. Telephone number 916-263-7800 Fax 916-263-7859.
2. Department of Consumer Affairs Bureau of Private Postsecondary Vocational Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento 95833. Telephone no. 916-431-6959.

# COMPLAINT GRIEVANCE PROCEDURE

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. 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. Please read the following student complaint procedure:

- (1) All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;
- (2) Complaints may be rejected if, after investigation, they are determined to be unfounded or to compromise or resolve the complaints in a reasonable manner, including the payment of a refund;
- (3) A summary of the complaint, its disposition, and the reasons will be placed, along with any other related documents, in the student’s file, and an appropriate entry in the log of student complaints will be made.
- (4) If the complaint is valid, the institution will determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
- (5) The institution will implement reasonable policies or procedures to avoid similar complaints in the future;
- (6) Students should communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.
- (7) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director.
- (8) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the student must submit the complaint in writing.
- (9) If a student complains in writing, MACC shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution’s investigation and disposition of the matter. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be provided.
- (10) The student’s participation in the complaint procedure and the disposition of a student’s complaint shall not limit or waive any of the student’s rights or remedies. Any document signed by the student that purports to limit or waive the student’s rights and remedies is void.
- (11) The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Department of Consumer Affairs. The student may contact the Department for further details. Unresolved complaints may be directed to:

Department of Consumer Affairs,  
1625 North Market Blvd, Suite S-308,  
Sacramento, CA 95834  
Phone (916) 574-8200 \* Fax (916) 574-8613 \* [www.dca.ca.gov](http://www.dca.ca.gov).

## STUDENT AND CAREER SERVICES

To serve all our students better, Medical Allied Career Center, Inc. offers Student and Career Services. These services are set forth to make your career training experience as easy as possible and to ensure the quality and well being of all students. Some of the Student Services we offer include:

- ✓ Awards
- ✓ Carpooling
- ✓ Graduation Ceremony
- ✓ Orientation (a mandatory informative meeting for all new students)
- ✓ Parking Passes
- ✓ School IDs

MACC also offer the following student services:

- Tutorial services will be made available to all students who seek extra assistance because of academic difficulties with their instructor. Every instructor who conducts tutorial programs should send out a written report to monitor the student's progress. A Tutorial Program written form should be submitted to the Program Director for review. Additional fees for tutoring will be charged accordingly.
- Advising and Guidance Services wherein the student experiencing personal problems unrelated to their educational training will be referred to counselors or outside agencies where they could receive additional assistance. However, the staff and faculty members would assist in advising and guiding students in working out solutions related to academic problems.
- The school will offer job placement assistance to the graduates. A letter of recommendation will be given to the students upon request. Interested hospitals and extended/long-term care facilities should set up an appointment with the Program Director to discuss their staffing needs. A workshop on career development will be given to all graduates to ensure that the students has the job seeking skills, such as resume writing, interviewing techniques and filing out an application.

**MACC cannot guarantee employment or salary amounts, however, every effort will be made to bring together the potential employers with appropriately skilled graduates.**

- The school will offer NCLEX-PN review classes. This is open not only for enrolled MACC students but also for students from other schools. However, students from other schools will have to pay an amount for the class and materials to be used. MACC students are required to complete the review class before they are allowed to graduate.



All programs are “non-residential.” MACC has no responsibility to find or assist a student in finding housing.

## **STATEMENT OF NON-DISCRIMINATION**

Medical Allied Career Center, Inc. does not discriminate in its enrollment practices on the basis of race, religion, national origin, sexual orientation, gender or ethnicity.

# CATALOG

This School Catalog will serve as a guideline tool for students' use for all programs offered by Medical Allied Career Center, Inc. (MACC)

I have received, read, understood and agree to comply with all of the policies and procedures of Medical Allied Career Center, Inc. (MACC)

\_\_\_\_\_  
Students Printed Name

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date