

CET Nursing

School Catalog

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639 S New Hampshire Ave. Suite 301
Los Angeles, CA 90005
Phone (800) 363-5757
www.cetnursing.com

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GENERAL INFORMATION

History

CET-Nursing was founded in December 2001 as a vocational school in Whittier, CA, offering training in computer-related fields. In 2008, the Vocational Nursing program was approved. In 2009 CET-Nursing was purchased by ABC Vocational College, Inc., and relocated to the Los Angeles Wilshire District in 2012. In the same year, CET-Nursing received the Nursing Assistant program approved by the BPPE and the California Department of Public Health (CDPH).

Ownership and Officers

CET-Nursing is owned by Angie Suh, Chief Executive Officer/Director.

Mission

CET-Nursing is an educational institution with a team of professionals providing support to the community by offering vocational training in the allied health fields. We strive to present the highest standard in academic quality possible while maintaining affordable rates of tuition. Our mission is to assist graduates in obtaining employment in their desired occupations, and ensuring that employers are satisfied with CET-Nursing graduates.

Institutional Objectives

- retaining and developing a diverse, qualified faculty
- providing a personalized system of training for each student, as needed
- eliciting feedback to ensure student and employer satisfaction
- keeping tuition rates competitive

Approval/Licensure Statement

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

CET-Nursing's Nursing Assistant program is approved by the California Department of Public Health, PO Box 997377, MS 0500 Sacramento, CA 95899-7377, Phone: (916) 558-1784

Non-Discrimination Policy

CET-Nursing does not deny admission or discriminate against students on the basis of race, religion, sex, or ethnic origin. CET-Nursing will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

Recruiting advertising and promotional practices and efforts at CET-Nursing ensure that the prospective student can reasonably be expected to benefit from the training offered.

International Students

The CET-Nursing does not offer visa services to prospective students from other countries or English language services. CET-Nursing does not offer English as a Second Language instruction. All instruction occurs in English.

Language Proficiency Information

All prospective students must understand comprehensive English level of SLE Wonderlic minimum score of 11 or higher to be admitted to the Nurse Assistant program.

Degree Granting Programs

CET-Nursing does not offer any degree granting programs and is not accredited by an accrediting agency recognized by the United States Department of Education.

Administration and Faculty

CET-Nursing's administrative management consists of:

Angie Suh	Chief Executive Officer, Chief Operating Officer, Director, Registrar
Daniel Bahng	Assistant Director, Chief Operating Officer
Silva Aslanyan	Student Admissions

Faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with the students.

Maridel Luna	Program Director, CNA/HHA Registered Nurse, RN 68711 DSD/Care Training Services American Career College, LVN ACLS/BLS American heart association
Ruth Rideaux Dapremont	Instructor, part-time University of Phoenix MBA, Health Care Management, 2009 University of Phoenix Certificate, Gerontology Health Care, 2010 CA Licensed Vocational Nurse: VN 242973 Over 24 years in nursing and teaching
Debra Walker	Instructor, part-time LAUSD, LVN, 2000 CA Licensed Vocational Nurse: VN 194324 ACLS/BLS American heart association

Facilities

All courses are taught at 639 S New Hampshire Ave. #301, Los Angeles, CA 90005 in a residential learning environment. Parking for over 50 vehicles is available at a minimal cost. The facilities provide a pleasant, efficient atmosphere for adult education and training. Each classroom has a maximum capacity of 40 students. The clinical lab classroom has a male and female manikin, one skeleton, two gurneys, a patient lift with gait belt, a hospital curtain partition, a weight and height scale, two wheelchairs, three pair of crutches, a wash basin, a medicine cabinet, laundry cabinet, and five lab stations. Each lab station accommodates three students, and contains a motorized hospital bed, patient over-bed table, IV pole, and vital sign station.

Library resources are accessible on campus in the library and online. Resources include video tapes, CDs and DVDs, as well as current magazine publications and medical books. Students may access the on-campus library Monday through Friday 1:00 p.m. – 5:00 p.m. There is a check-in check-out system for removing resources from the library.

School Schedule and Calendar

The instructional programs at CET-Nursing are based on modules. The programs have specific start and end dates. School days are Monday through Friday:

Daytime Theory classes are from	9:00am~3:30pm
Daytime Clinical	7:00am~3:00pm or 3:00pm~11:00pm

Administrative office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

Classes are not scheduled on the following holidays:

New Year's Day
Easter Weekend (Good Friday, Saturday, Easter Sunday)
Memorial Day Weekend
Independence Day
Labor Day Weekend
Thanksgiving Day and the following day
Christmas Day

ADMINISTRATIVE POLICIES

Admission Requirements

Admission requirements are based upon the student's ability to meet the requirements of his or her chosen occupational goal. Strong motivation to learn and a desire to pursue a career are important considerations. Applicants must fulfill the following requirements to be enrolled as a regular student:

- Complete an application for admission.
- Possess a High school diploma or GED.

CET-Nursing will accept as a recognized equivalent of secondary education a GED, passing results of the California High School Proficiency Exam, a DD214 that indicates high school equivalency, or a degree issued to the student that indicates the high school graduation.

- Meet with the admission representative.
- Achieve a passing score on the Wonderlic SLE Entrance Exam: (In addition to High school equivalency)
 - o Nurse Assistance score of 11
- Pass the required health status/drug screening tests, as validated by a physician before acceptance into the program.

Note: Being under the influence of alcohol, or drugs, including marijuana is prohibited while attending CET-Nursing or any off-site activity associated with the institution, such as clinical experiences and field trips.
- Pass a background check.
- Pay the required processing and registration fees.

Applicants must provide documentation of having a high school diploma, high school transcripts or GED diploma. Candidates will be asked to provide copies of their social security card and valid driver's license or identification, as well as any other pertinent educational documents, such as certificates and licenses.

Nurse Assistant applicants are required to take a physical/TB Test to evidence satisfactory health status, as validated by a physician, before final acceptance into the program. A copy of the complete physical examination must include negative TB skin test and/or negative chest X-ray. Copies of the test results must be submitted to the registration office. The student must be free of communicable diseases to be considered for admission to the program.

A former student who did not complete the program of study and/or has been terminated or withdrawn from the program is required to reapply for admission. The readmission policy is included in this catalog. A readmitted student is governed by the catalog current at the time of readmission.

Foreign students must have their transcripts translated and certified by an equivalency curriculum service.

Ability-to-Benefit

CET-Nursing does not accept ability-to-benefit students.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Transfer or Articulation Agreements

CET Nursing has not entered into any transfer or articulation agreements with any other college or university.

Non-Discrimination Policy

The school does not discriminate on any basis, including sex, age, race, national origin, creed, religion or disability. CET-Nursing complies with the provisions of Title 1 of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all amendments therein. CET-Nursing does not discriminate in administration of its educational policies, admission policies, loan programs, or other school-administered programs.

ACADEMIC POLICIES

Attendance Policy

Students are expected to be on time for and to attend all classes and clinical learning experiences. In order to earn a satisfactory grade, the student must adhere to the attendance policy, specifically policies related to make-up theory and/or clinical hours, and must abide by the mandatory ratio of 95% theory/clinical hours completed.

Punctuality: The faculty recognizes that punctuality is a desirable professional trait. Tardiness for either class or clinical experience is defined as “the student arriving late or leaving early from the assigned experiences.” The student will be sent off clinical for tardiness and be required to do make-up for clinical experiences missed. If the tardiness is habitual, the instructor will counsel the student.

Regular Attendance: attendance at scheduled classes, examinations, conferences, and assigned clinical experiences is crucial to meeting course and program objectives. All scheduled time missed by the student will be considered an absence. When serious illnesses and unexpected life events occur, the instructor may grant limited excused absences on an individual basis. After an extended illness of more than three days, a student is required to present written clearance from a physician to return to school. If for any reason a student is not able to attend a scheduled class, examination or clinical experience, the student should:

Call the business office at least one hour prior to the scheduled clinical or class time.

Call the assigned clinical instructor at least one hour prior to the scheduled clinical time (if reporting under the emergency situation). Students rotating to affiliating clinical agencies should follow reporting procedures as directed by the clinical instructor. Failure to follow procedure will result in a notation on the clinical performance evaluation. A second failure to follow the procedure in a single module may result in termination from the program.

Notify the Director and the instructor of absences from clinical experiences and examinations as they occur during the term. Absences from and makeup for clinical experience will be documented on the student’s clinical evaluation form.

Important: A student’s academic standing following prolonged or repeated absence may be jeopardized because of non-achievement of course objectives. Unexcused absenteeism may be considered reason for termination from the program.

Make-Up Policy (Nurse Assistant)

Theory Attendance Policy

1. **Absence:** Theory Attendance is strictly mandatory however, 2 days are allowed maximum. Excused absences can be accepted based on the administrative discretion and a doctor's note. All theory make-up lectures must be made up and no excuses will be allowed.

Clinical Attendance Policy

1. Make-up is allowed but must be notified 2 weeks in advance.
2. If, missed, student must notify the school immediately in case of an emergency.

Guidelines for making up written tests are as follows:

Students are expected to attend an examination on the day and time it is scheduled. Students who miss an examination or quiz due to an excused absence will be given an alternate test. The alternate test will be valued 5% less than the original examination or quiz. It is the responsibility of the student to contact the instructor within 24 hours of return to school to arrange a time for make-up of the missed examination or quiz. All examinations and quizzes must be made up within one week (five working days) after return to school. Pop quizzes may not be made-up. Examinations or quizzes not made up within this time period will be assigned a grade of 0%.

Important: Students cannot progress to the next module until all make-up is complete.

Leave of Absence

Students in the Vocational Nursing program may file a written request for leave of absence due to extenuating circumstances, which include, but are not limited to: a) medical reasons such as pregnancy, major illness or other health-related circumstances, or b) financial reasons that require working prior to resuming the program. The student must be in good academic standing to qualify.

A leave of absence may be for a period of no more than 60 calendar days, and only one leave of absence may be granted in each twelve-month period. If the student does not return from the scheduled leave of absence on the documented return date, the student will automatically be withdrawn from attendance at CET-Nursing, and will be notified in writing of this action. If the student is attending the Vocational Nursing program, he or she will be readmitted into the following class as seats are available to continue.

Leave of absences are not available for Nurse Assistant students.

Withdrawal and Readmission

Withdrawal: A student has the right to withdraw from a program at any time. When a student withdraws from any program, the student must give written notification of withdrawal. The student is required to clear all obligations in order to receive a withdrawal. Failure to comply with this policy means that CET-Nursing may not honor any request for transcripts. The student will automatically be withdrawn on the (10) tenth day following the last day of attendance.

Readmission: A student, who has withdrawn from a program, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed, and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis. The student will be charged the new cost of the course and any books and supplies offered at that time.

Termination Policy

Grounds for termination include unsatisfactory academic progress, excessive absenteeism, failure to satisfy financial obligations to the school and failure to comply with school rules.

Conduct Policy

The code of conduct was designed to protect the interests of CET-Nursing, students, patients, faculty and staff. All students at CET-Nursing are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others. CET-Nursing reserves the right to suspend or dismiss any student whose conduct in the opinion of the administration is disruptive or in any way interferes with the learning process. All students are also expected to follow HIPAA rules and regulations in school and clinical rotation. Some examples of misconduct are given here:

Examples of Misconduct

- Insubordination
- Willful abuse of the clinical site's building equipment or other property
- Smoking in unauthorized areas
- Excessive absenteeism or tardiness
- Absence without proper notification or adequate explanation
- Leaving assigned clinical site without permission
- Violation of the clinical site's safety rules
- Engaging in horseplay
- Failure to report an accident involving a patient, visitor, student or self
- Theft, regardless of value
- Dishonesty in dealing with the School or clinical site
- Reporting to the school under the influence of alcohol
- Possessing or using alcohol while at the school or clinical site
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics, and/or controlled substances at the School, clinical site property, or elsewhere
Note: Being under the influence of alcohol, or drugs, including marijuana is prohibited while attending CET-Nursing or any off-site activity associated with the institution, such as clinical experiences and field trips.
- Falsification of information on the student's application or other records
- Discourteous treatment or abusiveness toward fellow students, associate, patient, visitor or guest of clinical site
- Physical violence or threats toward any students, associates, patients, visitors or guests of the clinical site
- Unauthorized possession of firearms, explosives, knives, or other lethal weapons on CET property or clinical site
- Conviction of any crime that renders a student unsuitable for employment
- Gambling in the School or clinical site property
- Violation of the no-solicitation rule
- Failure to conform to dress and appearance standards
- Failure to notify the School when absent from either clinical or theory
- Removal of the School's or clinical site's equipment for personal use without approval
- Violation of the CET-Nursing sexual harassment policy
- Refusal to cooperate in an investigation (including drug/alcohol testing when there is reasonable suspicion by the clinical site or other suspected wrongdoing when cooperation is requested and the request is a reasonable one

Note: Being under the influence of alcohol, or drugs, including marijuana is prohibited while attending CET-Nursing or any off-site activity associated with the institution, such as clinical experiences and field trips.

- Misusing the availability of or the access to confidential information
- Cheating on a given examination

Misconduct with Immediate Termination

The following are some examples of actions which constitute cause for immediate termination:

- Conduct endangering life, safety or health of others
- Deliberate damage to material or property of patients, other students, associates, school or clinic site
- Conduct unbecoming a student at the clinical site, e.g., discourteous treatment of a patient or sexual harassment
- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a patient or the clinical site
- Falsifying personal School or clinical site records, including school application and physical or examination questionnaire
- Unauthorized possession of CET-Nursing, associate or patient property
- Failure to maintain satisfactory academic progress as outlined in the standards of satisfactory academic progress
- Unauthorized possession or use of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of CET-Nursing or clinical site
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knives, etc.) on the School property, including parking areas
- Conviction of criminal offense performed on the School premises
- Willful or repeated violation of the School's or clinical site's policies and procedures
- Willful disregard of the School's or clinical site's welfare; interference with operations or relationships with patients or associates
- Unauthorized disposition of the School's or clinical site's assets or equipment
- Failure to comply with the attendance policy
- Sexual harassment
- Fighting or use of foul language
- Violation of any conditions as set forth in the enrollment agreement
- Failure to meet all financial obligations

Final Exam and Licensure

NURSE ASSISTANT

Nurse Assistant students, upon completion of the course, will receive a certificate of completion from the school. When the student has completed the Nurse Assistant program and obtained a certificate of completion, he or she can take the Certified Nurse Assistant Certification Exam. When the student passes the Certified Nurse Assistant Certification Exam, the California Department of Public Health Services will issue a Certified Nurse Assistant License. The Certification is mandatory for employment.

In order to work as a Nurse Assistant in California, you will be required to pass a certification examination administered by Pearsonvue.

Certified Nurse Assistant (CNA) Applicants

The applicant or training program should submit the following upon enrollment and before patient contact:

- This completed application form; **and**
- The second copy of the completed Request for Live Scan Services (BCIA 8016) form. Provided the above has been submitted to ATCS by the applicant or training program, the nurse assistant may work with proof of successful completion of the competency evaluation while the criminal record review is in progress. CDPH 283B (07/11) This form is available on our website at: www.cdph.ca.gov.

The Nurse Assistant application with the California Department of Public Health (CDPH283B) requires disclosure of any conviction other than a minor traffic violation or marijuana-related offenses specified in the marijuana reform legislation and codified at the Health and Safety code, sections 11361.5 and 11361.7.

For potential students who have any convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an “inquiry” with the Department by doing the following:

1. Fill out the top two sections of the CDPH283B form, and sign the applicant signature line. At the top of the form, write the following: **“CLEARNCE ONLY WITH LETTER”**. The school does not fill out any information on the form.
2. Write at the top of the LiveScan form (BCIA8016) **CLEARANCE ONLY WITH LETTER**, when filling out the form at the LiveScan vendor site.

CDPH will review LiveScan/DOJ results, determine if the individual is “cleared” or not “cleared”; and send the individual a letter explaining the results.

Students who submitted the CDPH283B application and Live Scan form to DOJ and want verbal acknowledgement regarding “clearance,” may call the Aide and Technician IVR line at (916) 327-2445 and request information from a phone representative regarding clearance.

Further questions may be referred to the Professional Certification Branch at cna@cdph.ca.gov or call (916) 327-2445.

HOME HEALTH AIDE

Home Health Aide students, upon completion and the passing of the CDPH or California Departments of Public Health license in Certified Nursing Assists, students will be able to read and record vital signs, cook for special dietary needs, personal hygiene, administer the basic safety techniques, respond to an emergency situations, aware be able to control the infection control and know the basic nutrition.

RESTORATIVE NURSING ASSISTANT

Restorative skills for CNAs (Certified Nursing Assistants) differ from Restorative Nursing Assistants (RNAs) in several ways. An RNA is required to have CNA training, with additional restorative training. CNAs, however, are simply required to acquire a basic competency level with restorative skills, in addition to all expected CNA duties. Because a CNA is typically involved with patients in the long term, a basic understanding of restorative and rehabilitative skills is necessary; CNAs require to perform a multitude of duties, including assisting your patients with rehabilitation and therapy.

Grading System and Grading Scale

When a grade is given for any theory portion of an educational program, or *Pass* or *Fail* for any clinical portion, the grade achieved will be the grade determined by the course instructor, who has the final authority for the grade. The scholastic progress of the student is reported at the end of each month, and grades are recorded on the student's permanent record (transcript).

CET-Nursing utilizes the percentage grading scale as the method of scoring each quiz, test, examination and/or project during a course, whether theory or clinical. Cumulative grades for each term in theory, as well as the final grade, will be determined using the percentage grading scale. *Pass* or *Fail* will be used for clinical courses.

The school's grading scale is as follows:

<u>Theory Percentages</u>	<u>Letter Grade</u>	<u>G.P.A</u>	<u>Description</u>
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
70% - 79%	C	2.00	Average
60% - 69%	D	1.00	Below Average
59% - Below	F	0.00	Unsatisfactory
No Grade			Incomplete

Clinical performance is evaluated as:

<i>Satisfactory</i>	The student has met clinical objectives based on course requirements
<i>Unsatisfactory</i>	The student has not met clinical objectives based on course requirements.

A student who fails to achieve a passing grade in the clinical portion of a course, cannot progress to the next level. Students must demonstrate overall satisfactory performance during the clinical assignments for each content area. Failure to improve performance to *Satisfactory* results in an unsatisfactory evaluation. A student who receives an overall unsatisfactory evaluation in clinical performance may be dismissed from the program.

Students are evaluated in the domains of cognitive, psychomotor, and affective behaviors. Clinical performance evaluations are based on evidence of student achievement of the course's clinical objectives. Clinical objectives will be measured through direct observation of actual performance (at least 75% of the grade). Written reports, charting, student care plans, preparation of clinical assignments and pre/post conference participation may be used to measure achievement, and will represent no more than 25% of the grade.

The clinical evaluation tool used in assessment of student achievement of the course's clinical objectives evaluates a composite of skills that must be satisfactorily demonstrated in order for the student to receive credit. At the month end and completion of each clinical rotation, written clinical performance evaluations are prepared and reviewed with the individual students.

Achievement of clinical objectives is reviewed with the student at the end of each clinical rotation day at post conference. Clinical performance pre and post conferences are held by the clinical instructor with the student throughout the rotation. Problem areas are written in anecdotal form, clearly identifying areas requiring improvement.

Standards of Satisfactory Academic Progress

CET has specific standards students are expected to achieve in order to maintain satisfactory academic progress in their programs of study. These standards are based on grades and the completion of program requirements within a maximum time frame. At CET, satisfactory progress for all students is defined by the following criteria:

- Students must complete their program within 1.5 times the normal duration of the program.
- Students must successfully meet or exceed the minimum grade percentage of 80% or better.

All students must meet the following minimum standards of academic achievement while enrolled at CET. The student's progress will be reviewed monthly and at the end of each module or program length in weeks to determine satisfactory academic progress. CET requires students to participate in remediation after failing a test.

To maintain satisfactory academic progress, a student must achieve a cumulative grade average of 80% for each module. In addition, students who are in educational programs that contain clinical hours must maintain a minimum of *Pass* by the end of each module. To maintain satisfactory academic progress, students attending on a full time basis have maximum time frames in which to earn their graduation diploma, as follows:

<u>Course Title:</u>	<u>Duration of Program</u>	<u>1.5 Times Duration of Program</u>
NURSE ASSISTANT	6 weeks	11 weeks
HOME HEALTH AIDE	5 days	8 days
RNA	2 days	3 days

Academic Probation

Students who do not maintain satisfactory progress will be placed on academic probation for a period not to exceed one semester or ¼ of the duration of the course. A student who falls below 80% in the theory portion of a course will be placed on academic probation and will be allowed to progress to the next term with a mandatory remedial contract (plan of correction). The student must demonstrate a grade improvement during the academic probation by meeting the curriculum objectives and mandatory remediation; failure to do so may result in termination from the program. Academic probation is further defined as follows:

- Failure to maintain grade point average of 80%
- Unsatisfactory clinical performance, including:
 - Does not meet specified course objective
 - Is unable to correctly apply learned processes

Is unable to demonstrate cognitive or motor skills needed for safe care of patients
Fails to demonstrate consistency in clinical performance

Remediation Policy

CET Nursing's policy on grades and other formal evaluations of students' performance in all facets of the academic program, including course work and supervised clinical practice, details the consequences of academic performance that is below satisfactory or expected levels and provides the procedures for appealing grades and any actions taken by the faculty as a consequence of unsatisfactory academic performance.

No later than one week after giving a grade lower than 80% in a required course, faculty must file a remediation plan with the registrar. The remediation plan may take many forms including, but not limited to, requiring the student to: retake the course in its entirety, retake a portion of the course, retake examinations, rewrite papers or complete a special project to demonstrate proficiency in the content area.

Once the student has completed the remediation plan, the instructor will inform the registrar and program director in writing. Failure to successfully remediate a required course will result in a full review of the student's academic performance by the faculty and may be grounds for termination from the program. When a remediation plan requires a student to retake the required course in its entirety, this requirement will be reflected on the transcript.

Special Remediation Programs:

In some instances, the faculty may require the student to undertake more extensive remediation actions and/or to follow a special program of matriculation. Special programs are developed by the program director in consultation with the student and the faculty. Because special programs usually involve extensive remediation, continuing in the program is normally contingent on successful completion of the requirements of any special program of matriculation.

Termination from the Program

With the exception of instances in which a single unacceptable evaluation results in termination, a student who receives her or his first grade below 80% in a course, or a grade of Fail in an evaluation for supervised clinical experience, will be provided with a formal plan for remediation, and his or her performance will be fully reviewed at the subsequent review meeting. Receipt of a second unsatisfactory grade, or a grade of Fail for clinical supervised experience, whether or not this or any prior unacceptable grade or evaluation was remediated, will result in the student being automatically placed on academic probation and provided with a plan for remediation. In any case, the cumulative receipt of three unacceptable grades or performance evaluations, whether remediated or not, will be viewed by the faculty as a sustained pattern of unacceptable performance and may result in the termination of the student from the program.

Termination of a student from the program may be decided at a regularly scheduled faculty meeting or at a meeting of the faculty scheduled for the purpose of reviewing a student's performance. Students terminated from the program under these circumstances may appeal to the program director for reinstatement. If the student believes that she/he has not been granted due process or that her or his rights have been violated, she/he may appeal the decision to the director of the school.

Appeal Processes

A student may appeal a course grade, practicum evaluation, and any other formal evaluation made by faculty in connection with the course, or other program requirement if he or she believes that the grade or other evaluation was made on grounds that reflected bias, discrimination or other violation of the student's rights. The process and procedures for these appeals are provided below:

Appealing a Course Grade, Practicum Evaluation or Other Formal Evaluation

A student who decides to appeal a course grade, other formal evaluation, including formal evaluations associated with practicum, or other program requirements must appeal first to the course instructor or other faculty member responsible for the grade or evaluation. If the issue is not resolved at this level, an appeal can be made to the program director. The appeal must be made within 30 days of the student's receipt of the grade or evaluation or the right to appeal will be forfeited. The student initiates the appeal process by submitting a written appeal. The program director will reach a decision in the matter following investigation and, at his or her discretion, consultation with other faculty. If the outcome of the appeal is a recommendation for a change in a grade or other formal evaluation, appropriate actions (e.g., a change in a grade, evaluation, etc.) will be taken. In all cases, faculty members directly involved in the appeal will be kept informed of the appeal process and outcome.

A student who believes that the outcome of the appeal reflected bias, discrimination or other gross violation of student rights may appeal the decision to the director of the school. A written petition must be presented to the school director within seven working days of receiving the letter notifying the student of the program director's decision. The school director's decision is final. Failure to appeal within the allotted time period renders the program director's decision final.

Reinstatement

If a student has been terminated due to unsatisfactory academic progress, the student may request reinstatement by doing the following:

Petition the Nurse Reinstatement Committee (Director of School, Program Director and Academic Advisor) in writing. Included in this request should be

- The last nursing module completed;
- The cause for termination;
- Steps which have been taken to correct the situation; and
- Reasons why the committee should consider reinstating the student.

The Nurse Reinstatement Committee will meet together, make a decision and inform the student of their decision in writing within seven days of the request.

Course Incompletion

A grade of *Incomplete* may be awarded only when substantially all of the work in the course has been satisfactorily completed and a time for completing the remaining work has been arranged and approved by the instructor.

Course Repetition

Repetition of a course is allowed only with the approval of the program director.

Student Records / Right of Privacy

The Federal Act of Privacy of 1964 allows all students to review their academic records, including grades, attendance, and advising reports. Student records are confidential and only such agencies or individuals authorized by Law are allowed access without written permission of the student. Student records will be maintained at the primary school location for a minimum of five (5) years from the last date of attendance. Transcripts are maintained permanently. Students may request a review of their records by writing to the director of the school. All such reviews will be scheduled during regular school hours under appropriate supervision.

Graduation Requirements

Students will receive the appropriate Certificate of Completion if the following requirements have been met:

- All required courses in the student's program have been satisfactorily completed
- A minimum grade of 80% has been earned in all theory and clinical coursework, and a *Pass* grade in clinical coursework
- An overall attendance of 95% has been attained
- Financial obligations to CET Nursing have been satisfied and tuition fees have been paid
- Requirements for administrative departments (financial services, and placement) have been completed satisfactorily.
- All required coursework hours have been completed within the maximum time frame allowed: 1.5 (1½) times the normal duration of the training program

The following indicates the normal duration of the training programs:

Nurse Assistant	150 hours
Home Health Aide	40 hours
Restorative Nurse Assistant	16 hours

Each course is measured in class hours of classroom and laboratory instruction. The required hours for each course must be completed. A class hour is 50 minutes in length.

STUDENT SERVICES

Student Guidance

CET-Nursing staff and faculty members strive to maintain close communication with our students. As deemed appropriate, a staff or faculty member may refer the student to the Academic Advisor or School Director.

Student guidance is considered one of CET-Nursing's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending CET Nursing and continues throughout and beyond the term of education. The goal of the school is to support and guide students, and assist them in reducing or eliminating barriers that may interfere with their studies and ultimately their success.

Job Placement Assistance Service

CET Nursing measures its success by the success of its graduates. It is the position of the School that producing well qualified graduates and preparing them for meaningful employment is critical to its future success. For this reason, we maintain a vital interest in the job placement of our graduates.

In collaboration with the Program Director, a student sets goals and identifies employment opportunities. Graduating students are eligible to receive placement assistance after satisfying all financial obligations to the school.

Note: Placement assistance may be provided. However, it is understood that the school does not and cannot guarantee either employment, level of income or wage rate to any student or graduate.

Orientation

All enrolled students and applicants for CET's programs are provided with orientation on the educational system and services, and a tour of the facility and the school campus prior to the start of class.

Student Activities

CET Nursing plans for and encourages student participation in a variety of activities including the following:

Community health fairs

- Social & cultural events
- Forums
- Job fairs
- Activities relating to graduation

Housing

CET Nursing does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA, rental properties start at approximately \$750 per month.

PROGRAMS OF STUDY

NURSE ASSISTANT PROGRAM

Description:

Upon successfully completing the course (cumulative grade average of 80% and “pass” all clinical hours) you will be awarded a certificate and qualify to take the State Competency Test to be a Certified Nurse Assistant (CNA). This course prepares students to seek entry-level employment in various health care settings, including, skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals and day care facilities for the elderly.

Program Objectives:

- Be proficient in skills such as medical terminology, anatomy, physiology, and communication.
- Describe the legal importance of working within the established scope of nursing assistant practice.
- Demonstrate accurate and appropriate documentation and charting skills.
- Understand the theory and steps for procedures and patient care.
- Perform all skills as outlined proficiently and professionally.
- Exhibit behavior that supports and provides residents and patient’s rights.
- Help residents and patients maintain their optimal level of independence and function ability.
- Form a relationship, communication, and interact competently on a one-to-one basis with their residents and patients.
- Demonstrate sensitivity to residents and patients emotional, social and mental health needs through skillful, directed interactions.
- Demonstrate observational and documentation skills needed to assess resident’s/patients health, physical condition and well-being.

Clock Hours: 150

Weeks: 6

Program Delivery: Residential

Standard Occupational Code (SOC): **31-1014.00 - Nursing Assistants**

Sample of reported job titles: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA).

Program Outline:

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours
Module I	Introduction	2	0	0	2
Module II	Patients’ Rights	2	0	1	3
Module III	Interpersonal Skills	2	0	0	2
Module IV	Prevention Management of Catastrophe and Unusual Occurrence	1	0	1	2
Module V	Body Mechanics	2	1	3	6

Module VI	Medical and Surgical Asepsis	2	2	6	10
Module VII	Weights and Measures	1	0	1	2
Module VIII	Patient Care Skills	14	10	34	58
Module IX	Patient Care Procedures	7	5	15	27
Module X	Vital Signs	3	3	3	9
Module XI	Nutrition	2	2	4	8
Module XII	Emergency Procedures	2	0	1	3
Module XIII	Long-Term Care Patient	2	0	0	2
Module XIV	Rehabilitative Nursing	2	1	3	6
Module XV	Observation and Charting	4	1	3	8
Module XVI	Death and Dying	2	0	0	2
	Total	50	25	75	150

HOME HEALTH AIDE

Description:

Upon successfully completing the course (cumulative grade average of 80% and “pass” all clinical hours) you will be awarded a certificate from school from the California Department of Public Health (CDPH). This course prepares students to seek entry-level employment in various health care settings, including, skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals and day care facilities for the elderly.

Program Objectives:

- Describe the role of the home health aide, outline the responsibilities involved in caring for home-bound patients, and differentiate the home health aide’s role from other care providers.
- Explain how to create a safe environment for the home health aide and the patient by identifying and describing OSHA regulations and other safe care requirements.
- Identify and describe proper communication skills with patients, families, other healthcare providers, and insurance companies.
- Describe typical duties and care responsibilities for patients of all ages and levels of health, with a focus on identifying issues and care concerns for specific populations.
- Identify credible sources of dietary information and describe how to plan, purchase, store, and serve food to patients with different dietary restrictions and health concerns.
- Identify and describe specific care regimens performed by the home health aide.
- Identify and describe exercises designed to help patients gain and maintain strength and flexibility.
- Explain how to take and record vital signs and collect bodily specimens for testing.

Clock Hours: 40

Days: 5

Program Delivery: Residential

Standard Occupational Code (SOC): **31-1011.00 - Home Health Aides**

Sample of reported job titles: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurses Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver.

Program Outline:

Course Number	Course Title	Theory Hours	Clinical Hours	Total Hours
Module I	Introduction to Aide and Agency role	2	0	2
Module II	Interpretation of Medical and Social Needs of People Being Served	5	0	5
Module III	Personal Care Services	5	15	20
Module IV	Nutrition	5	3	8
Module V	Cleaning and Care Tasks in the Home	3	2	5
	Total	20	20	40

RESTORATIVE NURSE ASSISTANT

Description:

Upon successfully completing the course (cumulative grade average of 80% and “pass” all clinical hours) you will be awarded a certificate from school. This course prepares students to seek entry-level employment in various health care settings, including, skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals and day care facilities for the elderly.

Program Objectives:

- Identify qualities, such as being patient, respectful, etc., required for a nurse assistant to work in a long term - care facility.
- Describe areas of responsibility and give examples of each.
- Provide a safe environment; meet the patients’ physical needs through activities such as feeding, bathing, dressing and toileting.
- Meet the psycho-social needs of the long-term resident with normal function and cognitive challenges.
- Identify ways to prevent or control the spread of infection.
- Identify resident rights and appropriate procedures for abuse prevention and reporting.
- And lastly, upon completion of the program, the student will receive a Certificate of Completion

Clock Hours: 16

Days: 2

Program Delivery: Residential

Standard Occupational Code (SOC): Code not available for Restorative Nurse Assistant as April 19, 2017.

31-1014.00 - Nursing Assistants

Sample of reported job titles: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA).

Program Outline:

Course Number	Course Title	Total Hours
Module I	Leadership Keys to Success	
Module II	Medical Overview	
Module III	Demonstrating Clinical Competency: 1. Cognition 2. Hearing and Communication 3. Dysphasia and Eating 4. Joint Mobility 5. Activities of Daily Living Training 6. Functional Mobility	
	Total	16 Hrs.

TUITION POLICIES

Tuition Payment Policy

CET-Nursing's tuition and fees for all programs may be satisfied with payment by check, money order, or credit card. Cash payment for tuition and fees will only be accepted when paid at the admissions office. CET-Nursing's tuition payment policy is subject to change at any time at the discretion of the school. Prospective students have two options available for the payment of tuition and fees. These options are as follows:

- Full payment by the student, at the student's request
- Installment payment by the student

Financial Assistance

Payments must be made as agreed at the time of enrollment; if payments are not made as agreed, the student may be suspended from school until the delinquency has been addressed. Some private or public agencies

may be willing to provide tuition assistance for those individuals who meet the particular agency requirements.

CET Nursing does not participate in state or federal financial aid programs. 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, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Tuition and Fee Schedule

Program	Registration Fee Non-Refundable	*Student Tuition Recovery Fund Non-Refundable	Textbooks & Supplies	Tuition	**Total Cost
Nurse Assistant	\$105.00	\$0	\$535.00	\$1,425.00	\$2,065.00
Home Health Aide	\$0	\$0	\$0	\$ 500.00	\$ 500.00
Restorative Nurse Assistant	\$0	\$0	\$0	\$ 250.00	\$ 250.00

* *Student Tuition Recovery Fund (STRF) = 0*

** *Estimated charges for the period of attendance and the entire program.*

Students have the responsibility for financing educational costs.

Parking Fees:

Parking is available at a low cost of \$40 for 6 weeks to the student outside the CET-Nursing facility. The school has no responsibility or control of the parking fees paid to clinical sites.

For any fees paid, CET-Nursing will accept personal checks drawn on United States banks, money orders or cash. Checks returned by a student’s bank for any reason will result in the following: suspension from enrollment, denial of subsequent registration, and detention of transcript until financial obligation has been satisfied. A service charge of \$35.00 will be charged for any returned check.

Repayment Policy

All financial obligations are to be met prior to withdrawal or graduation from the program. Arrangements for repayment of tuition are to be made prior to withdrawal or graduation. The student who becomes indebted to CET-Nursing due to unpaid deferred tuition, damage or loss of equipment/materials, or other reason may be denied further enrollment and release of official academic transcripts. Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

Student Tuition Recovery Fund (STRF)

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

a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

Refund Policy

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at

- any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: CET Nursing, 639 S. New Hampshire Avenue, #301, Los Angeles, CA 90005. This can be done by mail or by hand delivery.
 3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
 4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
 5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$105.00.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$105.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 10 consecutive days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

DRUG & ALCOHOL ABUSE POLICY

CET-Nursing supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by an employee or student on Concorde's property or as part of any Concorde activity is prohibited. Any student or employee of Concorde found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on Concorde property or at Concorde events shall be subject to disciplinary action. For employees, the school will take appropriate personnel action for such infractions, up to and including dismissal. Students who violate this policy will be subject to sanctions that include suspension and dismissal from Concorde. For purposes of this policy, "conviction" means a finding of guilt or imposition of sentence or both by any judicial body charged with the responsibility of the federal or state criminal drug statutes. Health Risks Abuse of alcohol and use of drugs is harmful to one's physical, mental, and social well-being. With excessive drug use, life becomes centered on drugs to the exclusion of health, work, school, family, and general well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy one's health. Increasing tolerance developed by the user complicates the effects of drug use. This tolerance may be psychological, physiological, or both and may lead to greater danger of overdose. Alcoholism takes a toll on personal finances, health, social relationships, and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure himself or herself or others and may subject the person to criminal prosecution. The following summarizes the effects and dangers of the major categories of drugs: Amphetamines: Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines. Narcotics: Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death. Depressants: These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses. Hallucinogens: These drugs may cause psychosis, convulsions, coma, and psychological dependency.

GRIEVANCE POLICY

Persons seeking to resolve problems or complaints can file a complaint with the Bureau at any time, according to CEC 94909 (a)(3)(c).

A student or any member of the public may file a complaint about this institution with one of three State-sponsored organizations listed below.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 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 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.

Complaints can also be directed to:

California Department of Public Health
Licensing and Certification
ATCS – MS3301
1615 Capitol Avenue
P.O. Box 997416
Sacramento, CA 95899-7416
916.552.8849
Web site: www.dhps.ca.gov

CONSUMER PROTECTION

CET-Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et seq.)