



CALIFORNIA HEALTHCARE SKILLS CENTER  
(CHSC)

**2026-2027 STUDENT CATALOG**

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## **General Information**

### **Approvals/Disclosure Statement**

Welcome to California Healthcare Skills Center (CHSC)

Considering the increasing demands and challenges of quality healthcare within our community, training skilled and innovative healthcare professionals becomes the priority for hospitals and other healthcare institutions. We promote academic, laboratory (lab), and clinical experience through a conducive learning environment and competent instructors to provide the best healthcare education.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. California Healthcare Skills Center offers its Nursing student a diploma/certificate upon successful completion of the program. The student's successful completion of the program qualifies them to sit for the state examination. CHSC provides continuous education (CE) certification courses for Certified Nursing Assistants (CNA), Home Health Aids (HHA), Restorative Nursing Assistants (RNA) as well as Intravenous therapy and Blood Withdrawal Certification (IVBW) for LVNs. CHSC also offer American Heart Association (AHA) courses (BLS, ACLS, PALS, First Aid) for healthcare providers. All CHSC programs are for adults who are willing and ready to acquire the competencies needed to function with other healthcare professionals to improve patients' outcomes.

CHSC creates an effective, affordable, and innovative training environment for students to reach their full potential as partners with other healthcare providers.

**“The institution is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.”** Our competent administration, faculty, and staff members collaborate with the students as a team to ensure that goals, objectives, mission, values, philosophy, and vision are achieved. The progress of the student requires dedication and academic effort to achieve goals and a successful completion of training.

California Healthcare Skills Center has no “pending petitions in bankruptcy. California Healthcare Skills Center do not operate as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)”.

We care about your success and will support you by providing the assistance and step-by-step guidance that you need during your training. Thank you for choosing CHSC as your priority destination to achieve your educational goals. As you prepare to start your nursing education journey with us, we look forward to working with you.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834. P.O. Box 980818, Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone #'s: (888-370-7589 or by fax 916-263-1897 or by phone 916-431-6959)”



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

Prior to signing the enrollment agreement, **"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."**

### **Disclosure Statements**

These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the school performance sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement." Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with the school admission specialist prior to enrolling. CHSC is an unaccredited institution, and "a student enrolled in an unaccredited institution is not eligible for federal financial aid programs." The institution does not meet the U.S. department of Education criteria that would allow its students to participate in federal student aid programs."

California Healthcare Skills Center (CHSC) does not admit students from other countries. CHSC does not offer residential accommodations to students. CHSC does not offer distance education to students. All CHSC programs are offered in English language and face to face learning in a traditional classroom at 18710 Van Buren Blvd Riverside CA 92508.

### **Student Housing Availability Disclosure**

CHSC is a non-residential institution and has no dormitory facilities under its control for review. Students are responsible for their own housing, but the CHSC administrator may assist students in providing a map or directions on how to contact the various apartments around the school area.

There are available apartments and houses for rent located reasonably near the institution on Van Buren Riverside CA with a zip code of 92507, 92508, 92509. The average 1- 2-bedroom apartment is estimated to range from \$1,500 to \$2,000 around the school area.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. CHSC offers its graduates a certificate verifying completion of the course of study.

### **Disclaimer**

Information in this Catalog describes CHSC nursing programs at the time of publication. Changes may be made in policies, catalog, handbook, school calendar, curriculum, or costs. Such changes will be announced and posted prior to effective date.



### **Student with Disability**

Any student who needs accommodation because of an official documented disability should meet with the instructor in the first week of the academic term. California Healthcare Skills Center is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination based on disability, race, age, color, religion, nationality, belief, political affiliation, and sex, which includes all forms of sexual misconduct.

### **Non-Discrimination Statement and Equal Opportunity Provider (EOP)**

CHSC is an equal opportunity employer/program provider institution that does not discriminate based on sex, age, race, color, religion, physical, or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates.



## **History and Ownership**

California Healthcare Skills Center was founded in 2017 to provide affordable, innovative, and competent healthcare education and training to adult learners. California Healthcare Skills Center (DBA) as California Healthcare Skills Center (CHSC), is a private institution located at 18710 Van Buren Blvd, Riverside, CA 92508 where all class sessions are held.

### **CHSC Mission and Philosophy**

#### **Mission**

CHSC is committed to providing and maintaining high quality, inclusive, student focused, and affordable allied health educational training that enables diverse students to be competent, confident, and employment ready in the community that we serve.

#### **Philosophy**

Excellent nursing education is the key to providing high quality, inclusive, student focused, and affordable allied health education that enables diverse students to be competent, confident, and employed ready in the community that we serve. California Healthcare Skills Center's students will be prepared to provide safe and quality healthcare, prevent illness, and promote wellbeing among patients, families, and communities. Each student is unique and needs to learn new information and skills to reach his/her educational goal. Individual students have their learning potential and an approach that is driven by a unique culture, value, belief, environment, and life experiences. The environment of learning is very important to enhance knowledge, safety, and quality performance result to students. The teaching strategies at CHSC are therefore refined to meet the needs of individual students that we serve to optimize learning outcome.

### **Geographical Area**

#### **Geographic Description of the City of Riverside in Riverside County, California**

The geographical place where California Healthcare Skills Center (CHSC) programs are situated is the City of Riverside in Riverside County, California. Riverside and San Bernardino counties comprise what is known as the "Inland Empire", which is one of the fastest growing metropolitan areas in the nation. Riverside County is a large county bordered by San Bernardino County to the north, Orange County to the west, San Diego, and Imperial counties to the south and the state of Arizona to the east. More than two million people live in Riverside County, taking advantage of affordable housing, nearby beaches, mountains, hiking and bike trails, the Wine Country near Temecula and resorts that offer oases in the desert.

The City of Riverside, where CHSC is located is orange crest which is part of the central seat of Riverside County, California. The Riverside city is named for its location beside the Santa Ana River. It



is the most populous city in the Inland Empire and in Riverside County and is located about 50 miles east of downtown Los Angeles. It is also part of the greater Los Angeles area. Riverside is the 58th most populous city in the United States and 12th most populous city in California. According to the available census data in 2019 Riverside city has a population of 331,369 with 4,078 people per square mile. According to the United States census bureau, the city has a total area of 81.4 square miles, of which 81.1 is land, while 0.3 square miles is water. It has an elevation of 847 feet above sea level. Hills within the city limits include Mount Rubidoux, a city landmark and tourist attraction. The riverside is surrounded by small and large mountains, some of which get a dusting of winter snow. Riverside is about a 47-mile drive to the Pacific Ocean and is close to Orange County and Los Angeles County.

The city of Riverside has 28 designated “neighborhoods” within the city limits. These include Airport, Alessandro Heights, Arlanza, Arlington, Arlington Heights, Arlington South, Canyon Crest, Casa Blanca, Downtown, Eastside, Grand, Hawarden Hills, Hillside Hunter Industrial Park, La Sierra, La Sierra Acres, La Sierra Hills, La Sierra South, Magnolia Center, Mission Grove, Northside, Orange crest, Presidential Park, Ramona, Sycamore Canyon Park, Sycamore Canyon Springs, and the University. The City of Riverside is home to the University of California, Riverside (UCR). The University is in the northeastern part of the city. The university also hosts the Riverside Sports Complex. Other attractions in Riverside include the Fox Performing Arts Center, Museum of Riverside, which houses exhibits and artifacts of local history, the California Museum of Photography, and the California Citrus State Historic Park. The UCR Botanical Gardens contains 40 acres (16 ha) of unusual plants, with four miles (6 km) of walking trails. Riverside is also home to the Riverside Public Library system. Library Branches include: Arlanza, Arlington, La Sierra, Marcy, Main, Orange Terrace, Eastside Library, and Casa Blanca. Convention facilities are available at several locations. The Riverside Convention Center, remodeled in 2014, offers 66,000 sq ft indoors and 14,000 sq ft outdoor space. Also available is the Riverside Marriott with 14,000 sq ft indoors, and the Mission Inn with 15,000 sq ft indoors and 5,000 sq ft outdoors. All three facilities are located within walking distance of each other in downtown Riverside. Meetings with an academic focus held at the University of California, Riverside.

### **Purpose and Need**

The purpose of choosing Riverside as the home of CHSC is because it is situated at the heart of Inland empire in Southern California with geographically large, ethnically diverse, and rapidly growing population with the state’s greatest shortage of primary care physicians and care providers. Riverside County is the largest county in California (roughly the size of New Jersey in total area) and has more residents than 15 of the U.S. states. Riverside county has a large and rapidly growing geriatric population but has a paucity of aging resources, nursing services, and geriatric expertise (UCLA Geriatric Workforce Enhancement Program, n.d.). The Major gaps and health needs identified in Riverside include:

- Lack of geriatric and workforce preparedness
- Lack of integration between primary, preventive, acute health care services and long-term care services resulting in a fragmented system, impeding the quality of care of community-dwelling older adults and their family and paid caregivers
- Lack of interprofessional skill-based team care practices





- Lack of knowledge and skills in elder care among patients, families, and caregivers (UCLA Geriatric Workforce Enhancement Program. n.d.).

Learning about the increasing number of geriatric and sick population, the paucity of healthcare providers, nurses, and caregivers at Riverside County, the need to train more quality and safe nursing assistants is urgent. CHSC wishes to respond to the healthcare needs of the increasing geriatric population in Riverside through the nursing assistant training program. We are actively seeking affiliation with the following hospitals and sub-acute facilities below:

### **CHSC Facility Description**

This is a 2500 square foot (SF) building with a building height of one story which includes an alarm system. Located in Riverside County, California.

California Healthcare Skills center has 12 rooms including office spaces. The facility has three offices and four lecture rooms (Two lecture rooms hold up to 20 students, the other two lecture rooms hold up to 8 students maximum), three Skills rooms, one library with a sitting area, one large conference room, Kitchen area, two utility closet, and three bathrooms. Parking is in front of the building with handicap accessibility. Audiovisual equipment consists of two 60-inch televisions and one projector. Laptops are provided to each student's during school hours. CHSC has five fire extinguishers located in the hall, classroom, skills room, and by exits. CHSC has four beds with nursing equipment (see detailed inventory list). CHSC has two fax/printers and two paper shredders. For student reinforcement of hands-on learning, CHSC has two manikins and two IV simulated arms. The library consists of textbooks and drug books not older than 10 years old from various authors. The library also contains one copy/fax machine. Students can check out computers and books. The library has a quiet study area that has one table and sofa. The library offers textbooks on self-service shelves for students to use inside the library. Textbooks are provided through faculty donations and vendors.

### **The Acute Hospitals/Facilities**

- Riverside Community Hospital (4445 Magnolia Ave Riverside, CA 92501), a General Acute Care Hospital with Basic Emergency Services and a Level II Trauma Center as of 2006.
- Parkview Community Hospital Medical Center (3865 Jackson Street, Riverside, CA 92503), a General Acute Care Hospital with Basic Emergency Services as of 2006.
- Kaiser Foundation Hospital – Riverside (10800 Magnolia Ave, Riverside, CA 92505), a General Acute Care Hospital with Basic Emergency Services as of 2006; Kaiser Permanente Van Buren Medical Offices (3951 Van Buren Blvd, Riverside, CA 92503)
- Pacific Grove Hospital (5900 Brockton Ave, Riverside, CA 92506), a leading psychiatric and behavioral hospital.
- Riverside University Health System, Medical Center, Arlington campus (26520 Cactus Ave. Moreno Valley, CA. 92555)

Registration and enrollment are open to legible students on a first-come basis and continues until the classes are filled. Waiting lists begin for classes that are full. CHSC reserves the right to cancel a class if



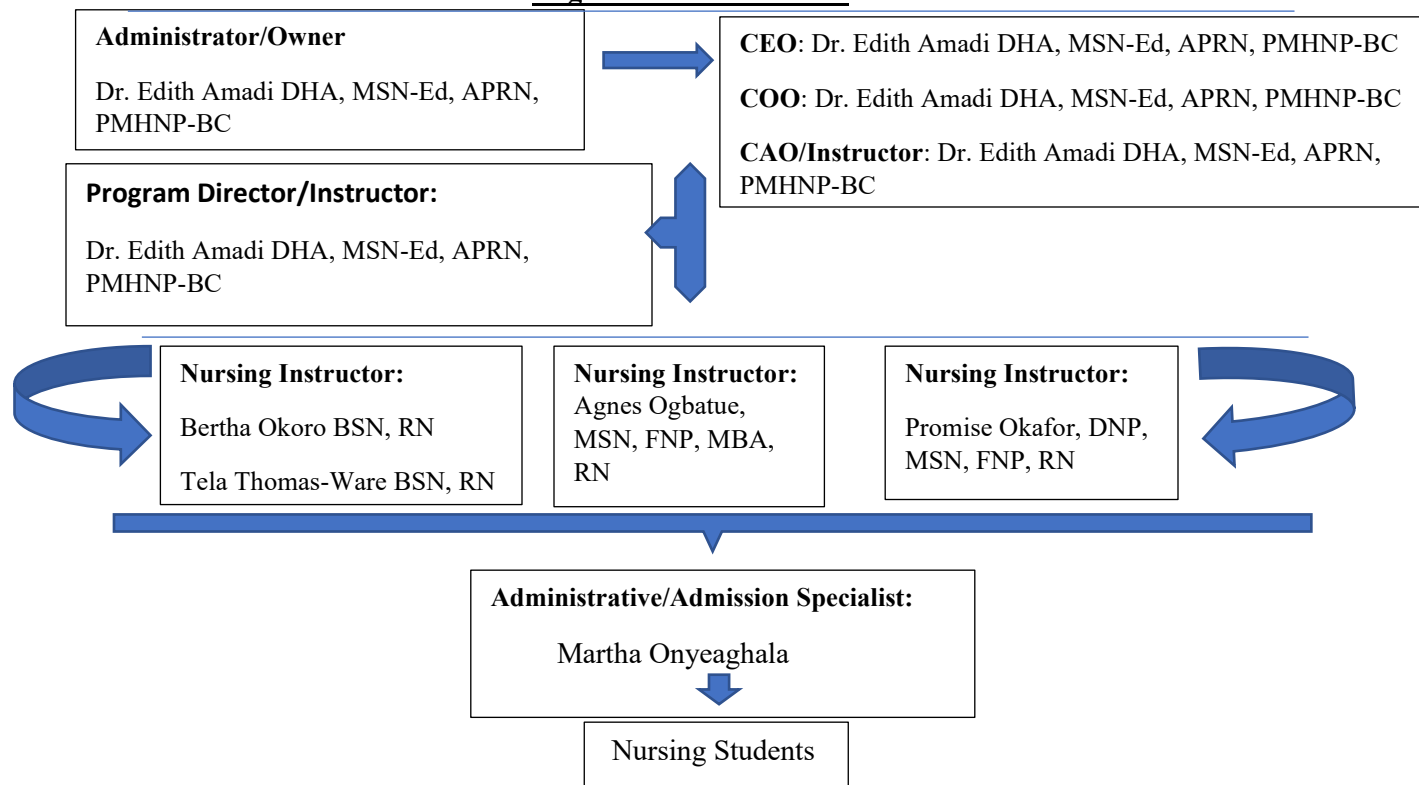
student registration/enrollment or average attendance falls below the number requirements. **The Acute and Skilled Nursing Facilities that share clinical affiliations with CHSC students include:**

- Villa Healthcare Center, 8965 Magnolia Ave, Riverside CA, 92503.
- Riverside Village West Health Center, 17050 Arnold Drive Riverside, CA 92518.
- Corona Post-acute 2600 S Main St, Corona, CA 92882
- Totally Kids Rehabilitation Hospital, 1720 Mountain View Ave, Loma Linda, CA 92354
- San Bernadino Community Hospital (Dignity Health), 1805 Medical Center Dr, San Bernardino, CA 92411
- Valentine's Medical Clinic, 8990 Garfield St Ste 6, Riverside, CA 92503
- The Village Hemet, 2200 W Acacia Ave, Hemet, CA 92545

The demand for nursing assistants and limited supply of healthcare personnel at Riverside creates the challenge to train more nursing assistants at Riverside to meet the health care needs of the residents.



### Organizational Structure



### Office Hours

MONDAY: 8:00 AM - 4:30 PM

TUESDAY: 8:00 AM – 4:30 PM

WEDNESDAY: 8:00 AM - 4:30PM

THURSDAY: 8:00 AM – 4:30 PM

FRIDAY: 8:00 AM - 4:30 PM

SATURDAY: 8:00 AM - 4:30 PM

\* Sundays and evening classes are by appointment and special arrangement



## **Nursing Assistant Training Program Purpose and Learning Objectives**

### **Purpose:**

The purpose of the California Healthcare Skills Center (CHSC) Nursing Assistant Training Program is to prepare and assist students to complete the course and sit for the California Department of Public Health (CDPH) certification exam. The nursing assistant training program enables students to develop basic nursing skills, experience, and knowledge to serve various patient populations in health care setting. At the successful completion of the nursing assistant training program, the student will obtain a certificate of completion from CHSC as well as CDPH to secure a Certified Nurse Assistant job in a healthcare setting. The nurse assistant's name will also be included in the California CNA registry by CDPH.

### **Learning Objectives**

**After the successful completion of the program hours, the Nursing Assistant (NA) graduates will:**

1. Become knowledgeable and competent partners in providing quality patient care.
2. follow CDPH approved curriculum, modules, lesson plan, and clinical skills in compliance with state and federal regulations.
3. Discuss the different functions of body systems appropriate to the NA scope of practice.
4. Describe the roles and responsibility of NA, including ethics, communication, legal responsibilities, abuse laws, and CDPH code of regulations.
5. Demonstrate professional communication skills including recording and reporting, legal and ethical responsibilities.
6. Demonstrate safety, infection control, and prevention practices to comply with standards of NA practice.
7. Identify stages of growth and development in patients.
8. Define common medical terms and abbreviations used in health care.
9. Demonstrate competence proficiency in the following CDPH approved Modules Skills:
10. Communication and interpersonal relationships.
11. Demonstrate competence proficiency in the following Safety and infection control.
12. Demonstrate competence proficiency in the following Personal care procedures.
13. Demonstrate competence proficiency in the following Vital signs.
14. Nutritional requirements and techniques and competency in assisting with Elimination.
15. Admission, transfer, and discharge procedures.
16. Demonstrate competence proficiency in the following Exercise and activity.
17. Demonstrate competence proficiency in the following Unsterile warm and cold applications.
18. Demonstrate competence proficiency in the following Care to clients with special needs.
19. Demonstrate competence proficiency in the following End of life care.
20. Demonstrate competence proficiency in the Care of clients with cognitive impairment.
21. Demonstrate competence proficiency in the following privacy and confidentiality laws.
22. Demonstrate behaviors consistent with professional work ethics.
23. Adhere to the policies and procedures of school and clinical sites.
24. Successfully help the student to complete the national CNA training and board examination with a passing score.



## **Home Health Aide Training Program Purpose and Learning Objectives**

### **Purpose:**

The purpose of California Healthcare Skills Center (CHSC) 40-hour Home Health Aide Training Program is to prepare and assist students to complete the certification course approved by the California Department of Public Health (CDPH) after a successful completion of the Nursing Assistant Training Program. The HHA training enables the student to develop basic nursing skills, experience, and knowledge to serve various patient populations in their homes. At the successful completion of the training program, the student will obtain a certificate of completion from CHSC as well as CDPH to secure a HHA job in a healthcare setting. The HHA name will also be included in the HHA CA registry by CDPH.

### **Learning Objectives**

**After the successful completion of the program hours, the home health aide graduates will:**

1. Become knowledgeable and competent partners in providing quality patient care.
2. Follow CDPH approved curriculum, modules, lesson plan, and clinical skills in compliance with state and federal regulations.
3. Discuss the different functions of body systems appropriate to the Nursing Assistant scope of practice.
4. Describe the roles and responsibility of home health aide, including ethics, communication, legal responsibilities, abuse laws, and CDPH code of regulations.
5. Demonstrate professional communication skills including recording and reporting, legal and ethical responsibilities.
6. Demonstrate safety, infection control, and prevention practices to comply with standards of home health aide practice.
7. Identify stages of growth and development in patients.
8. Define common medical terms and abbreviations used in health care.
9. Demonstrate competence proficiency in the following CDPH approved modules skills:
10. Demonstrates Communication and interpersonal relationships.
11. Discuss and Demonstrates Safety and infection control.
12. Demonstrates Personal care procedures and Perform Vital signs.
13. Discuss Nutritional requirements and techniques.
14. Demonstrate Admission, transfer, and discharge procedures.
15. Discuss and assist with Exercise and activity.
16. Discuss and assist with Elimination.
17. Discuss and apply unsterile warm and cold applications.
18. Discuss and demonstrate Care to clients with special needs.
19. Discuss and demonstrate End of Life care.
20. Discuss and demonstrate Care of clients with cognitive impairment.
21. Comply with privacy and confidentiality laws.
22. Demonstrate behaviors consistent with professional work ethics.
23. Adhere to the policies and procedures of school and clinical sites.
24. Successfully help the student to complete the home health aide training and obtain CHSC completion certificate and CDPH certificate.



## **Equipment**

**All the equipment used by the CHSC Nursing educational program are purchased and owned:**

CHSC will make every effort to provide students with supplies and equipment to prepare for their theory and clinical skills experience.

The CHSC Skills Lab is equipped with the basic supplies to promote learning. The large classrooms for theory are spacious to accommodate 15 to 20 students. There are comfortable chairs and tables as well as a whiteboard, projector, display screen, and posters to optimize classroom learning. The computer lab is equipped with 15 Laptop computers, set up to enhance students' learning.

### **Library:**

CHSC library shall house the learning resources and reference material that are no older than ten (10) years. Reference textbooks and drug books shall be made available for student use in the lab and/or classroom. Video/DVD for nursing skills will be available for students review on the campus site during skills lab time.

## **Resources Faculty**

1. (3) Offices
2. (4) Laptops
3. Internet access
4. Book consultant Information  
(Evolve Elsevier Nursing Education (314) 447-8420 Office)
5. Faculty Mailboxes
6. Associate Faculty Workroom
7. Parking
8. Access to Printer
9. Access to Fax Machine and Copy Machine
10. Participation in student's graduation Professional Development
11. Room for professional development
12. Faculty orientation
13. Access to the school library and teaching materials
14. Bimonthly faculty meetings
15. Instructor Binders with all the forms needed for clinicals.
16. Guest Lectures
17. Conductive Classroom Teaching Materials and Supplies
18. Adequate administrative support
19. Access to Daily Lesson Plan and instructional plan



## 20. Facility Building Description

Quantity	Facility Name	Dimensions
1	Lecture Hall	15' x 16'
1	Receptionist Office	7' x 5'
1	Program Director Office	11' x 9'
1	Assistant Director Office	11' x 8'
1	Classroom #2	11' x 9'
1	Classroom #3	11' x 9'
1	Conference Room	17.5' x 13'
1	Kitchenette	9' x 7.5'
1	Lab Clinical Room #1	13' x 21'
1	Lab Clinical Room #2	16' x 10'
1	Lab	9' x 15'
1	Library	7.5' x 8'
1	Student Lounge	7.5' x 9'
1	Storage #1	6' x 2'
1	Storage #2	10' x 4'
1	Restroom #1 (M/F)	5' x 6.5'
2	Restrooms Front of Building (M/F)	7' x 5'

### Lab and Equipment Supplies for NATP and HHA

The skills lab consists of two manikins with three beds and three bedside tables. Laundry hamper, Vital signs, and bedside care equipment. One IV pole and CPR equipment with 2 AED. Desks available for 20 students as needed for the skills lab.

Equipment	Date	Comments
30 Tables/desks/chairs	03/21/22	
3 Whiteboard – large	03/21/22	
2 TV/DVD player	03/21/22	
2 DVDs	03/21/22	
Several Reference Books	03/21/22	
10 boxes of Disposable exam gloves – Boxes of varied sizes	03/21/22	
3 Hospital Beds and 1 gurney table	03/21/22	
2 full body Mannequins	03/21/22	
6 CPR Adult Mannequins	03/21/22	
6 CPR children Mannequins	03/21/22	
6 CPR Infant Mannequins	03/21/22	
1 ACLS Mannequin	03/21/22	
3 Call Lights	03/21/22	
4 Overbed Table	03/21/22	
1 Beside Table with drawers for equipment placement	03/21/22	
2 Wheelchair with footrest and brakes	03/21/22	
1 Geri chair	03/21/22	
1 Hoyer Lift	03/21/22	



2 Restraints for slip knot, 2 mittens, 1 Jacket restraint	03/21/22	
1 pair of Heel/Elbow Protectors	03/21/22	
1 Walker with wheels	03/21/22	
Mobility devices (Crutches, walker, canes)	03/21/22	
4 Transfer belts	03/21/22	
1 intubation head mannequin and 5 Tracheostomy care kits. 30 gauze pks for wound care, dressings, and supplies for basic care	03/21/22	
2 IV Pole and several iv infusion bags 100 IV and blood withdrawal kits	03/21/22	
1 Medication Cart with various medication samples and 6 injector-pads for practice, 1 pill crusher, 1 pill cutter, powder for reconstitution, tablets, capsules, insulin's, syrup, inhalers, nasal spray, eye drops, ointment	03/21/22	
Medication supplies and 4 boxes of NS prefilled syringes and needles, 20 insulin vials and needles, Lovenox inj. and other practice vials and ampules 1 medication administration record.	03/21/22	
wound/dressing cart with wound care supplies, 50 Band-Aids, misc. sizes, and types	03/21/22	
2 stimulated iv Arms with 20 Tegaderm, dressing, 10 Rolls of tape	03/21/22	
1 Crash cart with 30 injection ampules and vials	03/21/22	
1 cart with wound dressing supplies, 10 different bandages, 1 pack if wound swabs and 20 biohazard specimen bags	03/21/22	
1 Ambulatory weighing scale/height measuring device	03/21/22	
1 non-electric/non-digital standing or bathroom scale	03/21/22	
6 Waste basket with plastic liner	03/21/22	
1 pack of tongue blade for stool specimen – five (5)	03/21/22	
2 Measuring Tape for the height of bedridden patient	03/21/22	
4 Graduated cylinders – CLEAR PLASTIC	03/21/22	
3 Bedpans (standard and fracture)	03/21/22	
3 Urinal – MALE	03/21/22	
1 Bedside Commode	03/21/22	
15 Specimen cups	03/21/22	
6 Chux – 2 elastic stockings 1 pair of nonskid socks	03/21/22	
1 Incontinent Briefs – package	03/21/22	
10 Specimen cups/biohazard bags	03/21/22	
4 Foley Catheter with closed drainage system bag	03/21/22	
6 boxes of Alcohol Wipes	03/21/22	
4 Sphygmomanometer – Manual	03/21/22	
2 packs Thermometer Covers/probes– Disposable – box	03/21/22	
10 Thermometers – Digital or Electric – several	03/21/22	
1 Thermometer – mercury – free oral/rectal – several oral	03/21/22	
6 Aneroid blood pressure cuffs	03/21/22	
6 stethoscope and 1 teaching Stethoscope	03/21/22	





2 Hamper with packs of red biohazard bags	03/21/22	
Isolation gowns – 2 packages	03/21/22	
Masks – 2 boxes and 5 Eye Protection – facial screen	03/21/22	
2 Sharps Container – Puncture Resistant for razors	03/21/22	
20 Washcloths	03/21/22	
10 medium and 10 large Towels	03/21/22	
6 Twin Size Blankets	03/21/22	
3 Twin Size Bedspreads	03/21/22	
6 Pillowcases	03/21/22	
6 Flat twin size sheet – can use for draw sheet or bottom sheet	03/21/22	
3 Fitted Twin Sheets	03/21/22	
5 Hospital Gowns	03/21/22	
1 Orange Sticks/emery boards – box	03/21/22	
6 Toothbrush/toothpaste/floss for instructor demonstration	03/21/22	
3 Denture cup/Denture Brush	03/21/22	
Toothette's – 1 box	03/21/22	
6 Disposable Razors/Shaving Cream – several razors	03/21/22	
4 Wash Basin	03/21/22	
2 Soap Dish/Soap or liquid Soap	03/21/22	
3 Emesis Basin	03/21/22	
4 Hairbrush	03/21/22	
3 Water Pitcher/Cup/Straws	03/21/22	
3 Food Tray/Clothing Protector/Plate/Glass/Silverware	03/21/22	
2 Anti-embolic stockings	03/21/22	
4 Pillows for head of bed and alignment	03/21/22	
3 2 bathrooms with sink and portable Sink – H/C Water	03/21/22	
3 Privacy Curtain	03/21/22	
4 Naso gastric tubes	03/21/22	
6 Oxygen cylinder, tubings, 6 masks, 5 non-rebreather masks	03/21/22	
Heated/cooled environment	03/21/22	
Environmental cleanliness includes equipment	03/21/22	
3 Skills Lab sink with running water, functional equipment in good repair, sufficient for number of students, 3 nursing units set up as hospital rooms, medication carts, journals, copies of all required textbooks.	03/21/22	
Room accommodation for up to 24 students many students-class/lab	03/21/22	

All listed supplies and equipment do not represent all equipment and supplies required for the program. Additional supplies and equipment will be acquired as the program commences.



## **5 CCR §71720. Faculty.**

(b) Instructors in an Educational Program Not Leading to a Degree.

(1) CHSC shall employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of experience, education, and training in current practices of the subject area they are teaching.

If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.

(3) The CHSC shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

## **Faculty Qualifications (16 CCR § 2529)**

(a) CHSC shall submit qualifications of the proposed faculty members for approval by the Board prior to employment.

(b) Each nursing program shall have one faculty member, designated as director who meets the requirements of subsection (c)(1) herein, who shall actively administer the program. The director is responsible for administering the program and compliance with all local state, and federal, regulations.

(c) Requirements for specific faculty positions are as follows:

(1) Director: A director of a vocational nursing program shall:

(A) Hold a current California active license as a Registered Nurse; and

(B) Hold a baccalaureate degree from an approved school; and

(C) Have a minimum of three years' experience as a registered nurse; one year shall be in teaching or clinical supervision, or a combination thereof, in a state approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or a minimum of three years' experience in nursing administration or nursing education within the last five years; and

(D) Have completed a course or courses offered by an approved school with instruction in administration, teaching, and curriculum development.

(2) Assistant Director: An assistant director of a vocational nursing program shall:

(A) Hold a current California active license as a Registered Nurse; and

(B) Hold a baccalaureate degree from an approved school; and

(C) Have a minimum of three years' experience as a registered nurse; one year shall be in teaching or clinical supervision, or a combination thereof, in a state approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or have a minimum of three years' experience in nursing administration or nursing education within the last five years; and

(D) Have completed a course or courses offered by an approved school with instruction (1) in teaching, (2) curriculum development, and (3) administration.

(3) Instructor: An instructor in a vocational nursing program shall have or be currently attending a course offered by an approved school in teaching; and shall meet the requirements of Subsection A or B, below:

(A) Registered Nurse:

1. Hold a current California active license as a Registered Nurse; and



2. Hold a baccalaureate degree from an approved school; or a valid teaching credential; or have completed a minimum of one-year full-time teaching experience in a state approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements in California; and
3. Have a minimum of three years' experience as a registered nurse.

### **Description of Library and other Learning Resources**

California Healthcare Skills Center Library sits on site in a quiet area of the school. The library house resources that enables students to pursue inquiries, search for information related to assignments connected with their study programs with the use the following: computers, textbooks, dictionaries, journals, calculators, periodicals, and audiovisual. All resources are sectioned on the shelves according to /subject manner (i.e., Medical surgical, OB, Ped's, Mental health, NCLEX review books, Math assistance, Anatomy and Physiology, Drug books, Drug calculation, Clinical Practice Guides, and journals. The learning resources and reference material are no older than ten (10) years. Reference textbooks and drug books shall be made available for student use in lab and/or classroom. Video/DVD for nursing skills will be available for students review on the campus site during skills lab time. Students can perform documentation in the library at the sitting stations.

### **Location of Library**

California Healthcare Skills center Library is on site at 18710 Van Buren Blvd, Riverside, CA 92508. The library is adjacent to the small pediatric skills lab and across from the quiet sitting area. There is a sitting area directly (quiet room) across from the library. The library has four areas where students can sit and study.

### **Student Services**

#### **Library Policy**

##### **Purpose:**

To provide a collection of materials which meets the goals and objectives of California Healthcare skills Center (CHSC). The library seeks to provide a collection and services which support the instructional needs of California Healthcare skills Center (CHSC). It also seeks to provide resources and services relevant to general informational needs, intellectual and professional growth, cultural development for the students, faculty, and staff. Selection of materials for the collection is a continuous process effected by changes in the curriculum and the publication of new materials.

##### **Access to the Library**

When the library is visited, students are to have their California Healthcare Skills Center (CHSC) student ID. California Healthcare Skills Center (CHSC) students may checkout library material with a current CHSC ID or legal picture identification. All items checked out are the responsibility of the student to return



in good condition on the agreed upon return date. No food or drinks are allowed in the library. The library is open during the business hours of the college.

**Service:** Faculty are available to assist the students in finding information, citing sources and more. The textbooks are reserved for easy access and use in the library.

**Computers – located in the library.**

- Computers have necessary software programs preinstalled on the device. Laptops have unrestricted web access, Microsoft Office, and other applicable software.
- Once a student logs off a computer, the work will not be saved. We suggest using a USB, OneDrive, Google Docs or email to save work completed.

**Supplies**

- The library has most of the basic office supplies for use. Students have online access to full textbooks.

**Printing -** Printing is available in Black & white computer printouts.

**Drinks and Food -** Drinks with secure lids are allowed in the main Library. Please do not eat or drink while at a computer.

**Phones -** Please make and take all phone calls outside. Please silence your phones while in the library. Texting is encouraged.

**Collection Maintenance/Re-evaluation**

Re-evaluation is the regular and continuous process of selecting material that is no longer appropriate or is damaged for withdrawal from the library collection. The faculty and staff will work to withdraw materials which are inappropriate or damaged.

**Guidelines for Professional Conduct for all programs**

**CHSC Student Dress and Code of Conduct**

- Student's conduct must reflect the standards of the nursing profession.
- CHSC reserves the right to dismiss any student whose conduct, poor attendance, or academic performance reflects unfavorably on the school or/and clinical facility.
- Reasons for dismissal due to unacceptable conduct include the following:
  - Cheating/stealing/fraud or use of another student's materials without permission.
  - Deliberate destruction of property belonging to another.
- Intoxication or substance abuse.
- Ill-mannered or disrespect directed toward staff, instructors, or other students.
- Any form of abuse, assault, or harassment is prohibited.

**Makeup and perfume**



- Makeup should be appropriate, mild, and conserved.
- Avoid heavy fragrances will not be worn, as they may be offensive to a sick patient/resident.
- Fingernails must be short and not beyond the end of the finger.
- French manicures, clear and light shades of polish are acceptable.
- No acrylic or artificial nails, regardless of length, are to be worn.

#### **Jewelry should be:**

- Small stud-type earrings may be worn. Hoop earrings or earrings that dangle are unsafe when dealing with patients and will is not allowed.
- Only one earring in each earlobe is allowed.
- One ring per hand may be worn. Chains, bracelets, and necklaces are unsafe when dealing with patients and are not allowed.
- No facial and/or tongue piercing is allowed in class or during the clinical rotations.
- All visible tattoos must be covered while in class and at the clinical area.
- Always wear your analog wristwatch with a second hand. No electronic watches are allowed.

#### **Personal cleanliness**

- Pay extra attention to personal hygiene and grooming because we are working closely with patients and other people. Students are to bathe or shower and use deodorant daily.
- Disruptive or intimidating behavior that interferes with the pursuit of learning by others.

#### **CHSC Student Dress and Code of Conduct**

- Students should dress appropriately in the correct school uniform and wear their ID badge above waist level.
- Students ensure that they wear only white shoes and white socks.
- Failure to wear the school uniform and adhere to the professional code of conduct will result to disciplinary action: **(first time offence- verbal warning; second offence- written warning, and third offense- dismissal from the program).**

#### **Professionalism:**

Professionalism is the behavior that demonstrates commitment to conformity, excellence, follows the chain of command; do what the best for the patient/resident, and act as a supportive member of the nursing professional team. The ability to ask appropriate questions at appropriate times.

#### **Unprofessional conduct** includes:

arguing, gossiping, cursing, or refusing to complete assigned tasks, and other unprofessional behavior, which may result in suspension/probation or termination. Any verbal or physical abuse towards a patient, staff, or classmate will result in termination from the program.



**Speech and Conversation (Confidentiality) for all CHSC nursing students:**

- CHSC nursing students have legal responsibility towards all patients, family, and peers in respect to their privacy.
- Do not discuss any patient information except with other members of the patient's health team.
- Do not discuss patient information in a place where you might be heard by patients, family members, or the public.
- Maintain a professional attitude in all communication with peers, clinical staff, and your instructor.
- Do not speak in any other language but English while in patient care areas unless the patient/resident understands that language.
- At the clinical site, students communicate and ask clarifying questions professionally during the conference and debriefing with the instructor and peers.

**Prohibited Conduct**

- Eating and smoking are only permitted in designated areas and times.
- Gum chewing is not permitted at any time while in uniform.
- Being under the influence of alcohol or any other substance that interferes with the students' class performance is not permitted and may result in termination from the program.



### **Confidentiality Policy**

#### **Documentation on HIPPA**

I understand that as a CHSC student I will have access to client's medical information that is to be kept privileged and confidential. I further understand that I have a professional, ethical, and legal obligation to keep in strict confidence all the information I may obtain regarding client information.

I will in no way use client information I may have obtained for purposes other than that of providing direct client care.

Should I breach the rules of confidentiality, I understand that the consequences may include legal action, dismissal from the clinical site and / or possible dismissal from the Program.

### **Confidentiality Agreement**

I, \_\_\_\_\_, understand and will abide by the statement of confidentiality as it is printed in the CHSC program Handbook. Should I breach the rules of confidentiality, I understand that the consequences may include legal action, dismissal from the clinical site and/or possible dismissal from the Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Nursing Assistant Training Program (NATP) - approved by CDPH.**

### **Admission criteria**

#### **Admission Requirements**

- ☐ Must be at least 16 years old (in 12<sup>th</sup> grade)
- ☐ \$250 application fee (non-refundable)
- ☐ Must have a high school diploma or GED, or higher degree. If none, must pass ATB (Ability to Benefit) or Wonderlic Basic Skills Test (WBST) [Verbal Forms VS-1 & VS-2; Quantitative forms QS-1 & QS-2]. Approved passing scores are Verbal (200), Quantitative (210). Before enrollment.
- ☐ Must pass a physical exam performed by your physician, physician assistant, or nurse practitioner including Purified Protein Derivative (PPD) result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 1 year prior to attending clinical.
- ☐ **Must be able to read and understand English (evidenced by possession of high school diploma/GED/ its equivalent or higher degree).**
- ☐ Must possess a valid ID and Social Security/Individual Tax Identification Number
- ☐ Must pass the fingerprinting and criminal background screening.

#### ***Additional Entrance Requirements for Nurse Assistant Program***

##### **Live scan disclosure**

**The admitting specialist will inform the student that if he/she has any criminal background that would prevent him/her from obtaining the certificate/license after the training should not enroll into the program.**

Students must pass the fingerprinting and criminal background screening. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A certificate will not be issued until the board receives the background information from DOJ.***

##### **Procedure:**

1. The admission specialist enrolls the student.

The admission specialist guides the new student to fill out the required CDPH 283-B application and other related forms.

The admission specialist will also fill out the coversheet for student roster (CDPH2831) and make sure that the student turns in a completed Live Scan fingerprinting form BCIA8016

The student may also turn in the Live Scan fingerprinting form at the orientation which takes place before the start of the class.

2. The program director does not sign CDPH283B, until students successfully complete state and federal Nursing Assistant Training Program requirements and are eligible for CNA competency exams.

Program Director reviews CDPH276A, CDPH276C and student attendance, sign-in sheets (including make-up sessions) to verify successful NATP completion.

3. Program director keeps copies of initial CDPH283B, Live Scan BCIA8016, and signed CDPH283B in student files for 4 years.

4. Students should be aware of the Disqualifying Penal Code Sections (ATC-98-4) which is given to the





students upon enrollment.

5. The admission specialist shall then submit the CDPH 283B, Live Scan BCIA8016, and CDPH 283I form (Transmittal form) and proof of Live Scan fingerprinting of the students to the Department's Aid & Technician Certification Section Registry upon student enrollment.

6. Students who have been convicted by any court of a crime, other than a minor traffic violation, must supply the following information to The Nursing Assistant Training Program:

- a. Date and nature of the incident, conduct or crime.
- b. Disposition of the case (provide court papers)
- c. Status
- d. Any rehabilitation evidence, including character references.
- e. Letters of Recommendation (if applicable)

7. The California Department of Public Health will evaluate CNA applicants with criminal convictions for **any offence** and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.9(c).

8. A student may not sit for the State Certification Examination until cleared by the State. Nursing Assistant students cannot participate in the mandatory portion of training that requires direct contact with patients/clinical nursing facilities until CDPH 283B and fingerprints through Live Scan method have been submitted to the Department of Public Health, Licensing and Certification Program.

9. Because the applications for certification can be denied in the pre-screening process, The Nursing Assistant Training Program adheres to the CDPH recommendation that every individual applying for the Nurse Assistant certification understands the health and live scan screening requirements before registering for the Nurse Assistant Training Program.

### **Graduation Awards and Requirements (institution's standards for student achievement)**

The CHSC 6-week Nursing Assistant Certification Program is designed to prepare nursing assistant students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. The Nursing assistant program enables the student to learn basic nursing care skills to be competent in caring for long term and chronically ill clients, with predictable health outcomes, in structured settings such as skilled nursing facilities, rehabilitation facilities, long term care, home health care or for a nursing registry. Duties within the scope of practice for a nurse assistant typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; assistance with bathing and grooming; documentation; performance of range of motion; ambulation, feeding, and patient safe transfers. The program has classroom instruction and requires clinical experiences to prepare the student to take the California department of public health (CDPH) state board exam as a nurse assistant. Those that pass qualify for employment as certified nurse assistant (CNA) in a healthcare setting.

**The candidate for a nursing assistant certification is eligible to graduate and apply to take the CA state board exam.**

- When a Nursing assistant student completes 100% of the program and passes with a GPA (Grade Point Average) of "C" (75%) or better, he/she receives a corresponding CHSC certification award certifying his/her graduation of the appropriate course of study.
- Meet all applicable clinical, clerical, classroom, and laboratory skill proficiency standards.



- Complete all clinical requirements and hours and receive satisfactory evaluations, which constitutes a passing grade "P" in the clinical area using the form CDPH 276A skills checklist to show that student is competent and safe in providing all the skills to patient.
- Fulfill all financial obligations to the school prior to attending graduation ceremony.
- The school assists the students in completing the necessary documents to file for the appropriate State Examination.

#### **Disclosures addressing nursing assistant training program's certification application requirements.**

**The successful completion of CHSC Nursing Program does not mean automatic state certification.**

**The candidate for a licensure must:**

- ☐ Meet all the admission requirements as stated above.
- ☐ Pass all Health examinations as required by the state board (see admission requirement).
- ☐ Complete all term test and course assignments with a 75% or better. To be eligible to graduate and apply to take the NATP board exam.
- ☐ All training aspects must be completed for the instructor to approve the submission of an application for the student to take the state exam.
- ☐ Meet all applicable clinical, clerical, classroom, and laboratory skill proficiency standards.
- ☐ Complete all clinical and skills lab requirements and hours and receive satisfactory evaluations.
- ☐ Pay the required state examination fee.
- ☐ Student must pass the required fingerprinting and criminal background screening that was submitted to Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints during the admission ☐ The program certification will be issued by the State of California after the student has successfully completed the nursing program, passed the state exam, and the state has completed final criminal clearance process.

*Note: A certificate will not be issued until the CDPH receives the background information from DOJ.*

#### **Graduation Ceremony**

Graduation ceremonies recognize the efforts of the CHSC School graduates. Upon successful completion of their programs, graduates are encouraged to attend a graduation ceremony. Graduates who choose to participate in the ceremony for nursing assistant graduates must also be in financial good standing with CHSC School to attend the ceremony.

#### **Student declaration**

**I \_\_\_\_\_ understand that if I have been convicted of a felony, or if a felony conviction occurs while I am enrolled in CHSC Nursing Program, I may be barred from taking the State examination and may not gain certification or licensure in the State of California as a Licensed Vocational Nurse or Certified Nurse Assistant or Home Health Aide.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



### **CHSC Nursing Assistant Training Program (NATP) Enrollment Agreement**

**Name of Institution:** California Healthcare Skills Center

**Institution Address:** 18710 Van Buren, Riverside, CA 92508

**Instruction Site Address:** 18710 Van Buren, Riverside, CA 92508

**"Period covered by the enrollment agreement from \_\_\_\_\_ to \_\_\_\_\_"**

**Student Name:** \_\_\_\_\_

**"Program start date \_\_\_\_/\_\_\_\_/\_\_\_\_ and scheduled completion date \_\_\_\_/\_\_\_\_/\_\_\_\_"**

The CHSC Nursing assistant training program is offered in English language and face to face learning in a traditional classroom at 18710 Van Buren Blvd Riverside CA 92508. CHSC does not offer distance education to students.

The requirement for the CHSC Nursing Assistant Training Program is the completion of **160** clock hours: **60** hours for classroom/theory and **100** hours for clinical where students work as Nursing Assistant trainees under the direct supervision of an RN instructor in a long-term skilled nursing facility. The class hours follow the guidelines from the California Department of Public Health (CDPH). Upon successful completion of the Nursing Assistant Training Program student qualifies to take the CDPH certificate exam, and if he/she passes, shall become a certified nurse assistant (CNA) to work in a healthcare setting. There is no guarantee of transferability to other states or institutions, but copies of academic transcripts/attendance records will be provided upon written request.

#### **The following is the nursing assistant training program schedule:**

- ☐ Fulltime (morning): Monday, Tuesday, and Wednesday 8:00am - 4:30pm (Theory/Clinical hours)
- ☐ Fulltime (morning) Friday, Saturday, and Sunday 8:00am - 4:30pm (Theory/Clinical hours)
- ☐ Make-ups are available Monday - Saturday 8am - 4:30pm by appointment

#### **Labs/Clinical\* Hours (depending on facility)**

- ☐ 6:30 AM - 3:00 PM      \*Clinical hours may vary by site; check before registering.

The California Healthcare Skills Center Program Director reserves the right to cancel any class if class enrollment is insufficient. The school can also deny enrollment if the class is filled. Students who could not enroll because class is full can reschedule to the next class. In the event of class or clinical cancellations due to bad weather or other unexpected emergencies, students will be notified. In cases of cancellation, a makeup class or clinical will be scheduled with notice to the student.

The recruitment and training for the NATP is administered by the program director and faculty in English; **students are required to read and write English at a level of 12th grade or better evidenced by a possession of high school diploma /GED certificate or transcript/its equivalent or higher degree certificate/transcripts.** Students will be evaluated for the need for prerequisite as the case may be by the program director. All training information is provided prior to enrollment in the class. Students who have English as a second language have the right to share this information with the program director to gain understanding and to ensure that they will do well in the program.



The Nursing Assistant Training Program student tuition should be paid by cash, check, money order, or credit card and made payable to California Healthcare Skills Center. Tuition must be paid in full before the class starting date. Payment plan may be considered at the program director's discretion.

The school does not guarantee employment upon graduation, nor does the program offer job placement services beyond life skills training, resume preparation training, and attendance at a job fair.

### **Student's Right to Cancel/Refund**

The students have a right to cancel and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later, minus the \$250.00 nonrefundable registration fee and \$0 Student Tuition Recovery Fund (STRF) fee. **The time covered by the enrollment agreement shall cover the period of the program and not exceed 150% of the program's natural timeframe.** Student must exercise his or her right to cancel by \_\_\_/\_\_\_/\_\_\_ to inform student of the last and final day available to cancel or withdraw from the enrollment agreement before the start of class. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the \$0 STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Currently Students at CHSC are not eligible for federal student loans. The institution does not meet the U.S. department of Education criteria that would allow its students to participate in federal student aid programs. The policy and procedure that the student follows to cancel the enrollment agreement or withdraw from the institution and obtain a refund include:

1. You have the right to cancel your program of instruction, without any penalty or obligations, less a non-refundable registration fee of \$250.00 and a \$0 Student Tuition Recovery Fund (STRF) fee, through attendance at the first course session or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time (See Withdrawal from the Program section below) and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. (Please read details below in the Withdrawal from the Program section.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: Edith Amadi 18710 Van Buren Blvd, Riverside, California 92508. This can be done by confirmed email or by hand delivery.
4. The written notice of cancellation, if sent by mail, is effective when postmarked, if properly addressed and with proper postage. If sent by email, it must be confirmed as received. Email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)
5. The written notice of cancellation need not take any form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.



6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a non-refundable registration fee of \$250.00 and a \$0 Student Tuition Recovery Fund (STRF) fee within 45 days after the notice of cancellation is received.

### **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 hours in your program through the last day of attendance. The refund will be less a non-refundable registration fee of \$250.00 and a \$0 STRF fee within 45 days after the notice of cancellation is received. 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.

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

1. The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later. The notification of withdrawal must be delivered in person or sent by US mail to: Dr. Edith Amadi, office of program Director, Dr. Edith Amadi at 18710 Van Buren Blvd Riverside, California, 92508. The phone number is (951) 776-8092. Email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)
2. The institution may terminate the student's enrollment for failure to maintain satisfactory progress: failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the student handbook/catalog; and/or failure to meet financial obligations to the school. This includes withdrawal of a student for failure to satisfy the requirements of Remediation, Probation, or Leave of Absence.
3. To determine the amount of the refund, the date of the notification receipt on student's withdrawal letter shall be deemed the last date of recorded attendance. The student is responsible for all the courses and classes within his/her program(s) until that date. The amount owed equals the credit-hour charge for the program(s) (total institutional charge, minus non-refundable fees, divided by the number of credit-hours in the program(s), multiplied by the number of scheduled hours, prior to withdrawal.
4. Any portion of the tuition 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.
5. Any amount of the refund more than the unpaid balance of the loan shall be first used to repay any student financial loan 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.
6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a non-refundable registration fee and \$0 STRF fee per individual program, within 45 days after the notice of cancellation is received.
7. If the amount that the student has paid is more than the amount that you owe for the time you attended, the institution shall refund the student within 45 days of the official withdrawal date. All calculations and refunds are performed and made in a timely manner.
8. Official withdrawal date shall be the date that the program director or designee receives the notice or the date that the student is expelled or dismissed from the school.
9. The official withdrawal date and the amount refunded are noted on the student's record.



10. All program cancellation, notice including the student's withdrawal must be made in writing addressed to the program director Dr. Edith Amadi by email at [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com) or delivered by hand or via U.S. Postal Service to the following address: Dr. Edith Amadi, California healthcare skills center, 18710 Van Buren Blvd Riverside CA 92508.

### **Financial aid or loan**

CHSC students are eligible for state financial aid, grants, scholarships, or loans, the student who qualifies to receive loans is entitled to a refund of monies not paid from the loan funds. "If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds." If a student defaults on a federal, state, or private loan, both the following may occur:

- (1) The Federal or State government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other student financial aid or other financial assistance until the loan is repaid.

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

"The transferability of credits you earn at **California Healthcare Skills Center** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **certificate** you earn in **nursing assistant training program** is also at the complete discretion of the institution to which you may seek to transfer. If the **nursing assistant training program certificate** that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 **California Healthcare Skills Center** to determine if your **nursing assistant training program certificate** will transfer."

**"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834. P.O. Box 980818, Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone #'s: (888-370-7589 or by fax 916-263-1897 or by phone 916-431-6959)"**

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

\_\_\_\_ Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the school performance sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.



**Proposed student to initial:**

"I certify that I have received the catalog, school performance fact sheet, and information regarding pass rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the school performance fact sheet, and have signed, initialed, and dated the information provided in the school performance fact sheet."

The Enrollment Agreement is legally binding when signed by the student and accepted by the institution. The agreement is made in accordance with the direction of BPPE, CDPH, and CHSC policies and procedures as specified in the student handbook (Catalog). Please carefully read both documents. By signing, you agree to the terms stated therein. You will be responsible for the full payment of all tuition fees as stated in the student handbook and CHSC policy. By signing this Enrollment Agreement, you state that your responses to the admission application are true and correct, and you meet the admission requirements as stated in the student handbook, which you have been given.

"I understand that this is a legally binding contract when signed by the student and accepted by the institution. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."

Student/parent/legal Guardian name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

School Representative name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**California Healthcare Skills Center Nursing Assistant Training Program Cost Information****Program Cost A**

Registration Fee:	\$250.00 (non-refundable)
Tuition:	<u>\$2,050.00</u>
STRF Fee	\$0.00
<b>Subtotal:</b>	\$2,300.00 (upfront)
Payment Plan	\$100.00
<b>Grand Total for A</b>	<b>\$2,400.00 (payment plan)</b>

**The following (A) items Included in the Tuition fee:**

- All classroom, lab, and clinical instruction
- Library/ class/lab materials including module binder
- CHSC ID Badge
- CHSC Nursing Assistant Certification ceremony upon Graduation

**Cost B-other required items –provided by the school - optional for students to obtain through CHSC or independently. Items include:**

Physical exam \$80.00



TB test [must be done externally, price is only an estimation]	\$35.00
BLS/AED training	\$80.00
CHSC T-Shirt [Mandatory purchase]	\$30.00
2 pairs of white scrub uniforms	\$100.00
Stethoscope/Sphygmomanometer	\$50.00
Live Scan [must be done externally, price is only an estimation]	\$80.00

**Cost B - Subtotal** **\$455.00**

Upon successful completion, student is qualified to take the California State Board Certified Nurse Assistant written and clinical examination and responsible to pay Regional Testing Center's required fee of **\$120.00** for scheduling the exam.

**Total Amount of Cost** (upfront) **\$2,875.00**

**Total Amount of Cost** (payment plan fee included) **\$2,975.00**

I also sign below and understand that my TB Test and Physical Exam must be submitted before the start date of the clinical portion of the class. If these documents are not provided to CHSC, I may not be admitted to clinical and may be asked to move to another class until these documents are provided.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Time covered by this agreement starts the date of applicant signature and continues in effect until training is complete. The enrollment agreement is legally binding when signed by the student and accepted by the institution.

"I understand that this is a legally binding contract when signed by the student and accepted by the institution. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

School Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved ☐

Disapproved ☐





**Student Tuition Recovery Fund (STRF) disclosure described under 5 CCR §76215(a) and CCR §76215(b).**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## **Admission Requirement**

### **Home Health Aide (HHA) Certification Program approved by CDPH.**

40 hours supplemental HHA training consisting of 20 hours classroom and 20 hours supervised clinical training in home health topics.

#### **Admission Requirements**

- ☐ Must possess an active nursing assistant certificate from California Department of Public Health or enroll in CNA/HHA program with the NATP as the prerequisite.
- ☐ Must pass a physical exam performed by your physician, physician assistant, or nurse practitioner including Purified Protein Derivative (PPD) result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 1 year prior to attending clinical.
- ☐ Must possess a valid state ID and Social Security/Individual Tax Identification Number.

#### **Procedure:**

The admission specialist enrolls the student.

Students must pay a non-refundable \$250 on enrollment.

The admission specialist guides the new student to fill out the required CDPH 283-D application.

The admission specialist completes CDPH 283I form

The admission specialist sends the completed CDPH 283-D and CDPH 283I forms to CDPH office after enrollment.

The students must complete the approved 40 hours of training (20 hours of theory and 20 hours of clinical at the long-term care facility or through a home health agency).

Program Director reviews all competency tests, student forms attendance roster (including make-up sessions) to verify successful home health aide completion.

The admission specialist sends the completed CDPH 183 Home health aide certification list form to indicate the date of training completion to CDPH office. The program director keeps copies of initial and signed CDPH 283D and CDPH 283I forms in student files for 4 years.

Because the applications for certification can be denied in the pre-screening process, The Home health Aide Training Program adheres to the Department of Public Health recommendation that every individual applying must understand the health and conviction screening requirements before registering for the Program.

### **Graduation Awards and Requirements (institution's standards for student achievement)**

The Home health aide Certification Program is designed to prepare the students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. The Home health aide program enables the student to learn basic nursing care skills to be competent in caring for long term and chronically ill clients, with predictable health outcomes, in structured home settings. Duties within the scope of practice for a home health aide typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; assistance with grooming; documentation; performance of range of motion; ambulation, feeding, toileting, and patient safe transfers. The program requires successful completion of 20 hours of classroom instruction and 20 hours of clinical experiences to prepare the student to be competent for the home health aide job. Those that complete their home



health aide competency training will get a completion certificate from CHSC. The CDPH will give qualifying students the HHA certificate to enable them to gain employment as home health aide (HHA) in a home healthcare setting.

#### **Disclosures addressing home health aide program's certification application requirements.**

The successful completion of CHSC HHA Program does not mean automatic state certification. The candidate for a Home Health Aide certification is eligible to apply for CDPH certification if he/she must:

- ☐ Meet all the admission requirements as stated above.
- ☐ Pass all Health examinations as required by the state board (see admission requirement).
- ☐ Complete all term test and course assignments with a 75% or better to be eligible to obtain the state certificate.
- ☐ All training aspects must be completed for the instructor to approve the submission of an application for the student for certification.
- ☐ Meet all applicable clinical, clerical, classroom, and laboratory skill proficiency standards.
- ☐ Complete all clinical and skills lab requirements and hours and receive satisfactory evaluations.
- ☐ Student must pass the required fingerprinting and criminal background screening that was submitted to Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints during the admission
- ☐ The program certification will be issued by the State of California after the student has successfully completed the home health aide program requirement and the state has completed final criminal clearance process.

***Note: A certificate will not be issued until the CDPH receives the background information from DOJ.***

### **Graduation Ceremony**

Graduation ceremonies recognize the efforts of the CHSC School graduates. Upon successful completion of their programs, graduates are encouraged to attend a graduation ceremony. Graduates who choose to participate in the ceremony for home health aide must also be in financial good standing with CHSC School to attend the ceremony.

#### **Student declaration**

I understand that if I have been convicted of a felony, or if a felony conviction occurs while I am enrolled in CHSC Nursing Program, I may be barred from taking the State examination and may not gain certification or licensure in the State of California as a Licensed Vocational Nurse or Certified Nurse Assistant or Home Health Aide.

#### **CHSC Job Placement Assistance**

At CHSC, career advisors are available to meet with students in groups and individually as often as necessary for placement assistance. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. CHSC School's mission is to provide adult learners with the technical skills and knowledge needed for their initial employment into entry-level positions. CHSC cannot guarantee employment to anyone. The institution does not represent or guarantee



compensation levels to anyone. Following the school mission and goal, CHSC prepare students and get them ready for meaningful employment by doing the following:

- Resume building and mentoring.
- Mock Interviews and drills
- Teach and emphasize work ethics necessary to stay with their employer.

**CHSC Home Health Aide Training Program Enrollment Agreement (2026-2027 Academic Year)**

**Name of Institution:** California Healthcare Skills Center

**Institution Address:** 18710 Van Buren, Riverside, CA 92508

**Instruction Site Address:** 18710 Van Buren, Riverside, CA 92508

**"Period covered by the enrollment agreement from \_\_\_\_\_ to \_\_\_\_\_"**

**Student Name:** \_\_\_\_\_

**Program Start Date:** \_\_\_\_\_ **Program End Date:** \_\_\_\_\_

The requirement for the CHSC Home Health Aide Program is the completion of is **40** clock hours; 20 hours for classroom/theory and **20** hours for clinical where students work as HHA trainees under the direct supervision of an RN instructor in a long-term skilled nursing facility to take care of patients in their homes. The 40-hour Home Health Aide training is given after a successful completion of Nursing Assistant Training Program following the guidelines from CDPH. Upon successful completion of the home health aide program and test, the student qualifies to get a course completion certificate from CHSC. The CDPH will give to qualifying student, the HHA certificate to enable him/her to gain employment in a home healthcare setting. There is no guarantee of transferability to other states or institutions, but copies of academic transcripts/attendance records will be provided upon written request.

**The following is the Home Health Aide class schedule:**

- ☐ Fulltime (weekday): Monday through Friday 8:00 am- 4:30 pm (Theory/Clinical hours)
- ☐ Fulltime (weekends) Friday, Saturday, and Sunday 8:00-4:30pm and Saturday and Sunday 8:00 am-4:30 pm (Theory/Clinical hours)
- ☐ Make-up hours available Monday – Friday 8am - 4:30pm

**Clinical hours**

- ☐ 7:00 am - 3:30 pm **Lab/Clinical Hours** may vary by site; check before registering.

The CHSC Program Director reserves the right to cancel any class if class enrollment is insufficient. The school can also deny enrollment if the class is filled. Students who cannot enroll because class is full can reschedule to the next class. In the event of class or clinical cancellations due to bad weather or other unexpected emergencies, students will be notified. In cases of cancellation, a makeup class or clinical will be scheduled with notice to student. **The recruitment and training for the HHA is administered by the program director and faculty in English. students are required to read and write English at a level of 12th grade or better evidenced by a possession of high school diploma /GED certificate or transcript/its equivalent or higher degree certificate/transcripts.** Students will be evaluated for the need for prerequisite as the case maybe by the program director. All training information is provided prior to enrollment in the class. Students who have English as a second language have the right to share this information with the program director to gain understanding and to ensure that they will do well in the



program. The Home health aide program student tuition should be paid by cash, check, money order, or credit card and made payable to "California Healthcare Skills Center". Tuition must be paid in full before the class starting date. Payment plan may be considered at the Program Director's discretion. The school does not guarantee employment upon graduation, nor does the Program offer job placement services beyond life skills training, resume preparation training, and attendance at a job fair.

### **Student's Right to Cancel/Refund**

The students have a right to cancel and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later, minus the \$250.00 non-refundable registration fee. **The time covered by the enrollment agreement shall cover the period of the program and not exceed 150% of the program's natural timeframe.** Student must exercise his or her right to cancel by \_\_\_/\_\_\_/\_\_\_ to inform student of the last and final day available to cancel or withdraw from the enrollment agreement before the start of class.

currently Students at California healthcare skills center are not eligible for federal student loans. The institution does not meet the U.S. department of Education criteria that would allow its students to participate in federal student aid programs. The policy and procedure that the student follows to cancel the enrollment agreement or withdraw from the institution and obtain a refund include:

1. You have the right to cancel your program of instruction, without any penalty or obligations less a \$250.00 registration fee, through attendance at the first course session or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time (See Withdrawal from the Program section below) and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. (Please read details below in the Withdrawal from the Program section. \*\*)
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: Dr. Edith Amadi, 18710 Van Buren Blvd, Riverside, California 92508. This can be done by confirmed email or by hand delivery. Email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)
4. The written notice of cancellation, if sent by mail, is effective when postmarked, if properly addressed and with proper postage. If sent by email as above, it must be confirmed as received. Email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)
5. The written notice of cancellation need not take any form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a non-refundable registration fee per individual program, within 45 days after the notice of cancellation is received.

### **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 hours in your program through the last day of attendance. The refund will be less than the \$250.00 registration fee within 45 days



of 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.

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

1. The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later. The notification of withdrawal must be delivered in person or sent by US mail to: Office of program Director, Dr. Edith Amadi at 18710 Van Buren Blvd Riverside, California, 92508. The phone number is (951) 776-8092. Email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)
2. 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 student handbook/catalog; and/or failure to meet financial obligations to the school. This includes withdrawal of a student for failure to satisfy the requirements of Remediation, Probation, or Leave of Absence.
3. To determine the amount of the refund, the date of the notification receipt on student's withdrawal letter shall be deemed the last date of recorded attendance. The student is responsible for all the courses and classes within his/her program(s) until that date. The amount owed equals the credit-hour charge for the program(s) (total institutional charge, minus non-refundable fees, divided by the number of credit-hours in the program(s), multiplied by the number of scheduled hours, prior to withdrawal.
4. 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.
5. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial loan 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.
6. CHSC Shall refund 100 percent of the amount paid for institutional charges, less non-refundable application fee of \$250. if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. In this case all monies collected by the school shall be refunded to students except a non-refundable application of \$250 and the cost of books, uniforms, and kit, if already received by the student.
7. If the amount that the student has paid is more than the amount that you owe for the time you attended, the institution shall refund the student within 45 days of the official withdrawal date. All calculations and refunds are performed and made in a timely manner.
8. Official withdrawal date shall be the date that the Program Director or designee receives the notice or the date that the student is expelled or dismissed from the school.
9. The official withdrawal date and the amount refunded are noted on the student's record.
10. The official withdrawal date and the amount refunded are noted on the student's record.
11. All program cancellation, notice including the student's withdrawal must be made in writing addressed to the program director Dr. Edith Amadi by email at [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com) or delivered by hand





or via U.S. Postal Service to the following address: Dr. Edith Amadi, California healthcare skills center, 18710 Van Buren Blvd Riverside CA 92508.

### **Financial aid or loan**

CHSC students are eligible for state financial aid, grants, scholarships, or loans, the student who qualifies to receive loans is entitled to a refund of monies not paid from the loan funds. "If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds." If a student defaults on a federal, state, or private loan, both the following may occur:

- (1) the federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other student financial aid or other financial assistance until the loan is repaid.

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

**"The transferability of credits you earn at (California Healthcare Skills Center) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (certificate) you earn in (Home Health aide program\*) is also at the complete discretion of the institution to which you may seek to transfer. If the (Home health aide program certificate) that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (California Healthcare Skills Center) to determine if your (Home health aide program certificate) will transfer."**

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834. P.O. Box 980818, Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone #'s: (888-370-7589 or by fax 916-263-1897 or by phone 916-431-6959)"

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\_\_\_\_ Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the school performance sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.



### Proposed student to initial:

\_\_\_\_\_ I certify that I have received the catalog, school performance fact sheet, and information regarding pass rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the school performance fact sheet, and have signed, initialed, and dated the information provided in the school performance fact sheet.

The Enrollment Agreement is legally binding when signed by the student and accepted by the institution. The agreement is made in accordance with the direction of BPPE, CDPH, and CHSC policies and procedures as specified in the student handbook (Catalog). Please carefully read both documents. By signing, you agree to the terms stated therein. You will be responsible for the full payment of all tuition fees as stated in the student handbook and CHSC policy. By signing this Enrollment Agreement, you state that your responses on the admission application are true and correct, and you meet the admission requirements as stated in the student handbook, which you have been given.

I understand that this is a legally binding contract, and my signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

School Representative name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### California Healthcare Skills Center Home Health Aide Program Cost Information

<b>Enrollment fee</b> (non refundable total charges student is obligated to pay upon enrollment)	<b>\$250.00</b>
Tuition:	\$500.00
STRF (non-refundable \$0.00 per \$1000 of institutional charges)	\$0.00
Payment Plan Fee	\$25.00
Estimated schedule of total charges for the entire educational program	\$750.00
<b>“Total charges for a period of attendance”</b>	<b>\$750.00</b>
<b>“Total charges for a period of attendance with payment plan”</b>	<b>\$775.00</b>

### The following cost Included in the Tuition fee:

- All classroom, skills lab, and clinical instruction
- Library/ class/skills lab materials including module binder (book).





Time covered by this agreement starts the date of applicant signature and continues in effect until training is complete. The enrollment agreement is legally binding when signed by the student and accepted by the institution.

"I understand that this is a legally binding contract when signed by the student and accepted by the institution. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

School Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved ☐

Disapproved ☐

**Student Tuition Recovery Fund (STRF) disclosure described under 5 CCR §76215(a) and CCR §76215(b).**

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- (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the 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 Teachout 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Grading and Evaluation of student for all programs**

#### **A. Theory Evaluation**

Each course has a specific level of objectives which must be met.

The faculty/Director evaluates the student for progress in mastering all program objectives through the midterm and final term exams.

The grade of each term is determined by the test scores.

The minimum passing grade is C and the passing score for the course will be 75% of the total possible points on tests. CHSC encourages students to achieve a score of 75% or better of the total possible points for the course to pass.

Course grades are determined by using the following percentages. Rounding up of final grades is permitted in the CHSC grading scale (i.e., if a student receives a 79.5% grade, the grade for the course is a "B").

Letter grades as they relate to scores and GPA are:

A = 90-100%	4
B = 80-89%	3
C = 75-79%	2
D=70-74% (opportunity to repeat the test)	0
F = Less than 70% (Withdrawal/Dismissal)	



The first grade achieved on a test will be the grade entered on the record. If less than 75% is achieved on a test, students may meet with the instructor and director for possible remedial session or withdrawal from the program if less than 70%. If student gets the opportunity to repeat the test, the higher score is entered into the grade record but not more than 78%.

An average of C (75%) on the quizzes, mid-term, and final examinations; satisfactory completion of other mandatory graded assignments, and a satisfactory (Pass) on clinical evaluation are required in each course.

### **Plagiarism**

Any person found guilty of cheating or plagiarizing will receive an "F" grade for the course, resulting in dismissal from the program. Students who fail clinically or theoretically will be dropped from the program. The grade received is a composite of student performance in the theory, skills lab, and clinical learning areas. A student must demonstrate mastery in each area to successfully pass the course.

### **B. Clinical evaluations for all programs**

- The clinical faculty evaluates a student for progress in mastering all clinical objectives. Patient safety is our priority in evaluation of clinical performance.

### **Clinical Performance**

#### **Will be graded on a "Pass/Fail" basis:**

- There will be a written evaluation at the end of each rotation.
- Students who are having difficulties in clinical performance will have conferences with the faculty and see their progress reports prior to the evaluation as necessary.
- If improvement is not recorded in the problem areas discussed, this will constitute clinical failure for the term and withdrawal from the program will be recommended to the student by the director/faculty.
- Satisfactory in the clinical area using the CDPH approved skills checklist constitutes a passing grade "P" student must show competency and apply safe and appropriate performance in all patient care skills.
- Unsatisfactory in the clinical area using the approved skills checklist constitutes a "F" grade in the course if the student does not demonstrate or apply safe and appropriate performance in all patient care skills. The student may also elect to withdraw in accordance with the CHSC grading policy.
- After each clinical evaluation conference, the student will sign the evaluation form signifying having read it and will receive a copy.



- If at any time a student demonstrates behavior jeopardizing patient safety or nursing practice in a grossly negligent or incompetent manner, the student will be placed on probation or removed from the clinical setting depending on the severity of the action. Any unsafe practice and misconduct in the clinical area is subject to faculty and Program director/designee review which could result to probation or dismissal of the student from the program.

### **Attendance Policy for all Program**

Regular attendance and punctuality help students develop good habits and to get the most out of their education for successful careers. Dedication and attendance to lectures, lab work, assignments, projects, discussions, presentations, and clinical experiences are important to achieve success. Students should attend scheduled classes and clinical rotations as scheduled.

#### **Theory**

- Attendance is recorded daily in CHSC approved roster.
- If absences cannot be avoided, students are required to call CHSC instructor or school administration at least 60 minutes prior to the start time.
- When a student is absent from classes, it is the student's responsibility to inform the instructor of the reason for the absence, and to arrange with the faculty to make-up missed assignments, tests, and class work.
- Projects/Assignments/Homework due must be turned in by the assigned date/time.
- Late Projects/Assignments/Homework will not be accepted.
- If a student misses a theory class, he/she must make up the hours prior to the start of the next topic/system to enable him/her to complete the program within the period stated in the enrollment agreement, or the student will be placed on probation.
- CHSC permits up to 2 absences with make-up for each student per term including absence from a scheduled theory make-up day and excluding scheduled school holidays and those who are required to participate in jury or military duties: Students must provide CHSC administration with written documentation verifying the required duty and length of service requested.
- On the 3rd absence during any term, the student will be dropped from the program.
- Each theory make-up must be approved by the CHSC program director.
- Students are encouraged to schedule medical, dental, personal, or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal, or legal appointments.



- Students who have been terminated for violating the attendance policy may be re-entered through the appeal process. To be eligible to re-enter, students must wait for the next intake. Normal approval for reentry will be granted only once by the program director.

## **Clinical Attendance**

- Attendance is recorded daily in CHSC approved roster.
- If absences cannot be avoided, students are required to call CHSC instructor or school administration at least 60 minutes prior to the start time.
- When a student is absent from clinical, it is the student's responsibility to inform the instructor of the reason for the absence, and to arrange to make up missed clinical time before the next topic/system to enable him/her to complete the program within the period stated in the enrollment agreement, or the student will be placed on probation.
- Clinical make-up must be completed on the assigned date/time.
- CHSC permits up to 2 clinical absences with make-up for each student per quarter including absence from a scheduled clinical make-up day and excluding scheduled school holidays and those who are required to participate in jury or military duties: Students must provide CHSC administration with written documentation verifying the required duty and length of service requested.
- On the 3<sup>rd</sup> clinical absence during any term, the student will be dropped from the program.
- Each clinical make-up must be approved by the CHSC program director.
- The clinical instructor will arrange and assign the student a date and location for the make-up of clinical absences.
- Students who have been terminated for violating the clinical attendance policy may be re-entered through the appeal process. To be eligible to re-enter students must wait for the next intake. Normal approval for reentry will be granted only once by the program director.
- Students are encouraged to schedule medical, dental, personal, or legal appointments outside of their scheduled clinical hours and should notify the instructor if they plan to be absent. The student will still be marked absent, tardy, or as having left early if they miss clinical due to medical, dental, personal, or legal appointments.

## **Tardiness**

- Students who arrive 10 minutes or later or leave class 10 minutes early from clinical/theory is considered tardy and will receive a tardy on their attendance record. Students who accumulate a total of four late arrivals and/or early departures will accrue to one day of clinical/theory absence on their attendance record. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the school according to



the discretion of the program director. If a student is two hours late to theory/clinical, this results in an absent for that day.

### **Absences and make-ups for all programs**

CHSC shall set up student's make-up as 'hour for hour' for same modules, components, and content as missed and following the approved curriculum and lesson plans.

- a. Students must contact their course/theory instructor at least 60 minutes before the scheduled class time if it is a theory absence.
- b. Students must contact their clinical instructor at least 60 minutes before the scheduled time for any clinical absence.
- c. Students must contact the program specialist or Program director about any theory or clinical absence at 951-776-8092 or 323-304-1408 or email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)
- d. CHSC shall keep records of both classroom and clinical training hours.
- e. The sign in and out sheet shall minimally include date, time of clinical, printed/typed name, signature of instructor, printed/typed name of student and signature of student.

Any absence due to illness, including pregnancy or emergency requires an explanation by the student to the instructor.

- a. students absent from class for emergency reasons must personally notify the instructor or school at least 60 minutes prior to the absence occurring and he or she will be recorded as **"ABSENT."**
- b. Absence of more than four classroom days and two clinical days per cohort for Nursing assistant students may require the student to repeat the entire course if the student fails to complete the make-up with the instructor.
- c. Supervised make-up will be provided by the instructor for the theory and clinical day missed.  
The instructor must be present and available for questions during all training, including the make-up period.
- d. Emergency absences may also require additional official documentation.
- e. Additional absences will result in being dropped from the program.
- f. More than 2 consecutive days of absences from class days "theory" cannot be made up during the program session and may result in student removal from the program. An incomplete (I) may be taken and made up in the following program session.

### **Disciplinary process**

- g. The first occurrence of absenteeism in theory and clinical will be a verbal warning and noted in the student's file.
- h. The second occurrence of absenteeism in theory will be a written warning and noted in the student's file.



- i. Formal counseling by the instructor or Program director/designee will be implemented after a third occurrence of absence in theory and second time in clinical, at which time, a decision shall be made by the faculty and program director to either retain or dismiss the student from the program.
- j. The decision will be made based on overall performance in the class, and reason for absence/tardiness.
- k. A fourth occurrence in theory and third in clinical will automatically result in dismissal.
- l. CHSC faculty shall record all absences and tardiness in the board approved form.

### **Make-up's procedure**

Student must plan with the instructor for make-up time on the day following the absence. The topics being covered in class on the day of absence will be identified and delivered on the make-up day and the instructor will document that on the make-up documentation form. All make-up (theory and clinical) must be hour for hour with the instructor or program director present. This can be the program director with another ongoing class like morning, evening, or weekend class. If no classes are available, the class should be with the faculty or program director on a one-on-one basis.

- a. Notice must also be given of inability to attend the clinical portion of the training by calling the clinical instructor at least 60 minutes prior to the start of the training. Plans must be made with the instructor for make-up time on the day following the clinical absence.
- b. Instructors are responsible for documenting students' attendance. The instructor will document students' attendance on the proper attendance form.
- c. One roster for the theory portion of the class and one for the clinical portion.
- d. With the program director's approval, the instructor will set aside up to 8 hours/1 day prior to going to the clinical portion of the class for theory make-up. This day would be for make-up class for a student who missed a theory day which included topics required to meet the regulations in Title 22 before going to the clinical portion of the class.
- e. Make-up procedure for students who are absent also applies to students who are suspended or on probation.
- f. Training schedules must show make-up-time for student absenteeism and make-up.

Requirements are addressed in student handbooks and acknowledged by students upon enrollment.





### **Make-Up (Theory/Clinical)**

**Appropriate make-up classes may include one or more of the following:**

#### **A. Theory**

1. Case study
2. Independent study
3. Written exam
4. Attendance at seminars or workshops
5. Written Essay or reports on assigned topics
6. one-on-one faculty tutorial time

#### **B. Clinical**

1. Additional time in a clinical area
2. Competency check-off in skills lab
3. Faculty demonstration and student return demonstration
4. Other appropriate assignments

All exams and skill demonstrations will be made-up during a pre-scheduled make-up day or as scheduled with the instructor.

#### **Make-up Assignment**

- The faculty of the program will give the student a make-up assignment for a theory absence, and the clinical instructor will assign the student a date and location for the make-up of clinical absences. Each theory or clinical absence must be made up prior to the start of the next topic/system. Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration.
- Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to re-enter students must wait for one complete year. Normal approval for re-entry will be granted only once by the program director.



## **Remediation and Academic Probation for all Program**

The faculty of California Healthcare Skills Center (CHSC) is committed to assisting students to achieve their maximum potential. There are times when some factors or behaviors prohibit students from achieving their goal. If any of the behaviors described below are observed, the student will initiate a Remediation Plan for Success (PFS) and academic probation for the student to improve performance.

### **Remediation Policy**

- The faculty shall identify areas that students need improvement and follow CHSC remediation PFS.
- The faculty will contact the Nursing Program Director/Designee for any remediation plan.
- Students who are unable to meet the course objectives with grades less than 75% shall be remediated, placed on probation, and/or be removed from the program.
- When an instructor identifies a student's theory grade falling below 75% or if there is clinical remediation needed, the instructor shall meet with the student to give a written remediation plan and place the student in academic probation during this period according to CHSC policy.
- **Students may repeat only one nursing course per term and may continue with the cohort if the remediation outcome is successful.**
- Students input and self-evaluation will be a part of the remediation and probation process.
- If the student has not satisfied the terms of the remediation success plan (PFS), within five (5) working days, a meeting shall be scheduled to determine the student's eligibility to continue in the program. This is not applicable to home health aides.
- Conferences with faculty/administration members and students must be completed within 2 weeks. This is not applicable to home health aides.
- The student shall be suspended and placed on probation from the clinical portion of the course if they are still having problems meeting their theory objectives.
- During the meeting, the student may respond in writing regarding the reasons for not satisfying the terms of the remediation PFS.
- The final meeting will include, but not limited to, the faculty, the director, and the student.
- The student has the option to choose a student peer to be present on his/her behalf during the meeting.
- A decision will be made to the student, in writing, within five (5) working days after the meeting with the administrator and the faculty.
- If the issue is still unresolved, the student may request a meeting with the program director to review the findings and student input.
- The remediation PFS and outcome will be placed in the student's file and will be reviewed by the director and/or assistant director of the program prior to re-entry into the theory or clinical course.
- If remediation is completed and the student has provided a satisfactory outcome, the student may continue with the course/clinical.
- If the deadline has passed and the student was unable to meet the course objectives, the student can be removed from the program.



- A student who fails a course will be required to pay an additional charge for the tutoring and retaking the course at the rate of \$25 per hour.
- Students repeating course(s) will be held financially responsible for extra classes attended at CHSC.
- A contract addendum will be completed by the program director and submitted to financial aid if applicable for new financial obligations to be calculated and reviewed with the student using financial aid when a repeat is necessary.

### **Academic Probation**

The students that do not meet requirements in attendance, satisfactory academic progress of 75% or better, and student conduct shall be placed on academic probation during the remediation period (2 weeks). Students placed on probation or PFS will be informed in writing and must adhere to the terms defined in the CHSC handbook/catalog or will be considered for dismissal. Students who do not meet the standards after the remediation/probationary period will be terminated from the program.

### **Students' Responsibilities towards their Plan for Success (PFS)**

1. The student is responsible for obtaining a copy and reviewing the CHSC student Policy.
2. The student is responsible for checking their email a minimum of at least 5 times a week. –this should be every school day if possible.
3. The student has the responsibility to keep track of course progress/deficiencies.
4. The student is responsibility to check their grade and contacting the instructor to set up a remediation PFS meeting.
5. If the student is falling below minimum standard (75%) in the theoretical course or a 'failure' grade in the clinical area, CHSC recommends that the student make an appointment with the instructor to discuss the problem.
6. The instructor will offer remediation PFS to help students improve in either the theoretical or clinical areas.
7. The student is responsible for attending all theory and clinical sessions of the course.
8. The student is responsible for coming to theory and clinical prepared to discuss the topics as assigned and actively participate.
9. The student shall complete all theory and clinical assignments and all skills laboratory activities.
10. At the end of each term the student is expected to submit a written evaluation of the program/curriculum, clinical site, course instructor, and the skills lab on the appropriate forms.
11. The student is responsible for completing the required examinations for the current term.
12. To receive a final grade in the term, all course assignments should be 100% completed.
13. Academic support is available for all students through faculty support.

### **Reasons for Remediation plan**

Students may attend remediation when one or more of the following occur:

1. Test score of below 75% on theoretical course.



2. Inability to meet clinical course objectives such as:
  - a. Inability to communicate or perform basic patient skills safely.

**The following remediation procedure Plan for Success (PFS) will be followed.**

- Any remediated activity shall have the potential to achieve a maximum of 78%.
- Faculty and student shall collaborate to implement PFS to improve unmet objectives and seek counseling for personal or academic concerns.
- Students may be advised to reduce outside work hours, if possible, to focus on studies
- Improve written/verbal communication skills.
- Plan with faculty to practice in skills lab to improve competency.
- Utilize electronic resources and visit the library for additional support e.g., to improve basic math skills, writing, and psychomotor skills.
- Students should take personal responsibility to seek out help when needed.
- Students will be required to attend mandatory remediation sessions as scheduled by the faculty.
- Students are permitted to remediate only one nursing course per term.
- Faculty shall maintain documentation of remediation.
- Arrangement for a PFS or referral to additional learning resources to assist in meeting student course objectives includes but is not limited to:
  - case study
  - independent study
  - one-on-one faculty assistance, tutoring, and remediation time
  - skills lab performance/demonstration
  - other appropriate assignments

**Below is a contract for Remediation Plan for Success (PFS) between the student and faculty. The student agrees to complete the required remediation by the deadline or could face dismissal from the program.**

Student name: \_\_\_\_\_ Term: \_\_\_\_\_

Faculty name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_



## **STUDENT'S RIGHT TO CANCEL/REFUND POLICY**

The students have a right to cancel and obtain a refund of charges paid through attendance at the first-class session or the seventh day after an enrollment, whichever is later, minus the nonrefundable registration fee. The Time covered by this agreement starts the date of applicant signature and continues in effect until training is complete or 50% more after the end of training, whichever comes first. Student must exercise his or her right to cancel by \_\_\_/\_\_\_/\_\_\_.) to inform students of the last and final day available to cancel or withdraw from the enrollment agreement before the start of class.

currently Students at California healthcare skills center are not eligible for federal student loans. The institution does not meet the U.S. department of Education criteria that would allow its students to participate in federal student aid programs. The policy and procedure that the student follows to cancel the enrollment agreement or withdraw from the institution and obtain a refund include:

1. You have the right to cancel your program of instruction, without any penalty or obligations less the non-refundable registration, through attendance at the first course session or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time (See Withdrawal from the Program section below) and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. (Please read details below in the Withdrawal from the Program section)
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: Dr. Edith Amadi, 18710 Van Buren Blvd, Riverside, California 94707. This can be done by confirmed email or by hand delivery.
4. The written notice of cancellation, if sent by mail, is effective when postmarked, if properly addressed and with proper postage. If sent by email, it must be confirmed as received. The email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)
5. The written notice of cancellation need not take any form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a non-refundable registration fee, within 45 days after the notice of cancellation is received.

## **WITHDRAWAL FROM THE PROGRAM POLICY**

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 hours in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00 within 45 days of 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.

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:

1. The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later. The notification of withdrawal must be delivered in person or sent by US



mail to: Office of program Director, at 18710 Van Buren Blvd Riverside, California, 92508. The phone number is (951) 776-8092. Email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)

2. 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 student handbook/catalog; and/or failure to meet financial obligations to the school. This includes withdrawal of a student for failure to satisfy the requirements of Probation or Leave of Absence.

3. For the purpose of determining the amount of the refund, the date of the notification receipt on student's withdrawal letter shall be deemed the last date of recorded attendance. The student is responsible for all the courses and classes within his/her program(s) until that date. The amount

owed equals the credit-hour charge for the program(s) (total institutional charge, minus nonrefundable fees, divided by the number of credit-hours in the program(s), multiplied by the number of scheduled hours, prior to withdrawal.

4. 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.

5. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial loan 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.

6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a non-refundable registration fee per individual program, within 45 days after the notice of cancellation is received.

7. If the amount that the student has paid is more than the amount that you owe for the time you attended, the institution shall refund the student within 45 days of the official withdrawal date. All calculations and refunds are performed and made in a timely manner.

8. Official withdrawal date shall be the date that the program director or designee receives the notice or the date that the student is expelled or dismissed from the school.

9. The official withdrawal date and the amount refunded are noted on the student's record.

10. The official withdrawal date and the amount refunded are noted on the student's record.

11. All program cancellation, notice including the student's withdrawal must be made in writing addressed to the program director Dr. Edith Amadi by email at [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com) or delivered by hand or via U.S. Postal Service to the following address: Dr. Edith Amadi, California healthcare skills center, 18710 Van Buren Blvd Riverside CA 92508.



### **Student Tuition Recovery Fund (STRF) disclosure described under 5 CCR §76215(a) and CCR §76215(b).**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the 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 Teachout 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.





## **Financial Aid Policies, Practices and Disclosures**

CHSC currently does not participate in the federal student financial aid programs but the policy and procedure that the student follows to cancel the enrollment agreement or withdraw from the institution and obtain a refund include:

- (a) Advise each student that a notice of cancellation shall be in writing **to the Program Director**, and that a 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.
- (b) Shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or nonrefundable registration, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
- (c) **For students who withdraw after the start of the program or are terminated by the school, refunds are computed based on the last day of attendance and refunded at a pro rate based on the hours of attendance in the class and refunded within 45 days.**

A student cancels his/her contract, **in writing**, after seven (7) calendar days of signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the non-refundable fees, the cost of books, uniforms, and kit, if already received by the student.

If a student withdraws after attending classes within the seven (7) calendar days that the course begins, the refund will be calculated based upon the number of hours of instruction already received up to the point of the date of the official cancellation or withdrawal notification, the nonrefundable registration fees and the cost of books, uniforms, and kit, if already received by the student.

- (d) Calculation of refund is the amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- (e) If the amount that the student has paid is more than the amount that you owe for the time you attended, the institution shall refund the student within 45 days of the official withdrawal date. All calculations and refunds are performed and made in a timely manner.
- (f) The official withdrawal date shall be the date that the Program Director or designee receives the notice or the date that the student is expelled or dismissed from the school.
- (g) The official withdrawal date and the amount refunded are noted on the student's record.
- (h) All notices including the student's withdrawal notice could be sent to the program director Dr. Edith by email at [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com) or mailed to Dr. Edith Amadi, California healthcare skills center, 18710 Van Buren Blvd Riverside CA 92508.

## **Financial Aid or Loan**

CHSC students are eligible for state financial aid, grants, scholarships, or loans, the student who qualifies to receive financial aid or loans is entitled to a refund of monies not paid from the financial aid or private loan funds. 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. If a student defaults on a federal, state, or private loan, both the following may occur:

- (1) the federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other student financial aid or other financial assistance until the loan is repaid.



## **Nursing Assistant Training Program (NATP)**

### **The following is the nursing assistant training program schedule:**

- ☐ Fulltime (morning): Monday, Tuesday, and Wednesday 8:00am - 4:30pm (Theory/Clinical hours)
- ☐ Fulltime (morning) Friday, Saturday, and Sunday morning 8:00am - 4:30pm (Theory/Clinical hours)
- ☐ Make-ups are available Monday - Saturday 8am - 4:30pm by appointment

### **Labs/Clinical\* Hours (depending on facility)**

- ☐ 6:30 AM - 3:00 PM                      \*Clinical hours may vary by site; check before registering.

### **Textbook used Nursing Assistant Training Program**

California Community Colleges Chancellor's Office Nurse Assistant Model Curriculum. Revised December 2018

**Nursing Assistant Training Program Outline (6 weeks, Theory 60 hours, Clinical 100 hours, Total hours 160)**

### **Course outline and curriculum for NATP**

The CHSC uses California Community Colleges Chancellor's Office Nurse Assistant Model Curriculum for the nursing assistant training program. The model curriculum was developed following California Department of Public Health Services (CDPH) guidelines. The theory and clinical hours listed are the minimum hours of study required to meet CDPH's approval. The model curriculum is organized into seventeen (17) modules, with each module containing lesson plans.

Introduction and list of modules

Module 1: Introduction to Nurse Assistant

Module 2: Patient/Resident Rights (PDF)

Module 3: Communication/Interpersonal Skills

Module 4: Prevention and Management of Catastrophe and Unusual Occurrences

Module 5: Body Mechanics

Module 6: Medical and Surgical Asepsis

Module 7: Weights and Measures

Module 8: Patient Care Skills

Module 9: Patient Care Procedures

Module 10: Vital Signs

Module 11: Nutrition

Module 12: Emergency Procedures

Module 13: Long Term Care Patient/Resident

Module 14: Rehabilitative Nursing

Module 15: Observation and Charting

Module 16: Death and Dying

Module 17: Patient/Resident Abuse



## **Program Description for Nursing Assistant Training Program (NATP)**

The purpose of California Healthcare Skills Center (CHSC) Nursing Assistant Training Program is designed to prepare and assist students to complete the course and sit for the California Department of Public Health (CDPH) certification exam. The Nursing assistant training program enables students to develop basic nursing skills, experience, and knowledge to serve various patient populations in health care setting. At the successful completion of the nursing assistant training program, the student will obtain a certificate of completion from CHSC as well as CDPH to secure a Certified Nurse Assistant job in a healthcare setting. The Nurse assistant name will also be included in the California CNA registry by CDPH.

California Healthcare Skills Center encourages prospective students to visit the physical facilities of the school and to discuss academic, occupational, and personal concerns with school administration prior to enrolling. A Performance Fact Sheet will be on the school website when available. Policies, procedures, and student handbook (catalog) shall be updated annually and as needed.

The requirement for the CHSC nursing Assistant Training Program is the completion of **160** clock hours: 60 hours for classroom/theory and **100** hours for clinical where students work as Nursing Assistant trainees under the direct supervision of an RN instructor in a long-term skilled nursing facility. The class hours follow the guidelines from the California Department of Public Health (CDPH). Upon successful completion of the Nursing Assistant Training Program, students qualify to take the CDPH certificate exam, and if he/she passes, shall become a certified nurse assistant (CNA) to work in a healthcare setting.

California Healthcare skills center Nurse Assistant students must complete training programs, pass examinations, and receive criminal background clearance before they can receive the Certified nurse Assistant certificate.

### **The Nursing Assistant Training Program instructors that teach 1-15 students include:**

Theory class- 1 full time RN theory Instructor -  
Clinical – 1 full time RN Clinical Instructor  
Skills Lab – 1 part time RN Skills Lab Instructor

The lesson plans include performance standards which should be met at a minimum percentage:

- terminology, suggested learner activities.
- suggested teaching strategies.
- references
- content for each standard
- suggested evaluation methodology.
- clinical applications
- manual skills (where appropriate)
- handouts
- sample test items.

Nursing assistant training instructors refine the curriculum to suit the students' program needs. The sample test items are used in a pre/post-test format, as quiz items, or as part of a unit final. The instructor expands upon these items, as they represent only a sample of the content. The



level of student performance expected is determined by the student's effort to meet both curriculum goals and standards of practice, especially those related to resident safety. In addition, students should demonstrate proficiency in all the 17 theory modules and clinical tasks in form CDPH 276A used for clinical checklist. Preset performance standards determine the level of performance expected to ensure that the Nurse Assistant has the skills necessary to consistently perform these tasks safely. Since multiple skills are exhibited during patient care, an ongoing observation and evaluation of resident care skills will occur throughout the clinical experience. The National Nurse Aide Assessment Program (NNAAP) manual skills check list published in the California Nurse Assistant Candidate Handbook by Pearson Vue is used to monitor the successful completion of these skills. The steps listed in the NNAAP skills are used in the manual skills certification exam.

CHSC instructors evaluate students to provide feedback throughout the training. The instructors also address the areas that require improvement with the student in addition to strategies or remediation plans for success. The student may or may not be able to experience each clinical application in the educational setting, but the instructor provides the opportunity for students to either role-play or demonstrate and allow return demonstration for the application of these skills. The model curriculum is used for classroom and educational training at CHSC.

### **Criminal Background Checks**

California requires criminal background checks; the agency uses a Live scan (digital) fingerprinting process. The applicant will need to fill out form BCIA 8016, a request for Live scan services ([http://ag.ca.gov/fingerprints/forms/BCIA\\_8016.pdf](http://ag.ca.gov/fingerprints/forms/BCIA_8016.pdf)) Applicants may contact Live Scan operators for fingerprinting appointments. The Southern Regional Center has provided contact information for operators in the region (<http://www.regionaltestingcenter.org/livescan.html>).

The credentialing agency will review all criminal offenses except minor traffic violations. The application packet includes a list of convictions that are automatically disqualifying. An applicant may be granted reconsideration in some cases despite a disqualifying conviction; an applicant with a disqualifying felony conviction would need a Certificate of Rehabilitation.

### **The Application Process**

The Nursing assistant student will apply and pass the Live scan fingerprint request before beginning the patient-care portion of the program. CHSC may submit a copy of the completed fingerprint form to CDPH on behalf of the student.

Application forms for Nursing assistant training program are available on the Department of Health website

([http://www.cdph.ca.gov/pubsforms/forms/Pages/CNA\\_HHA\\_HemoTechForms.aspx](http://www.cdph.ca.gov/pubsforms/forms/Pages/CNA_HHA_HemoTechForms.aspx)).

Applicants for initial nurse assistant certification will select form CDPH 283 B.

An applicant who is applying based on recent in-state CNA training will need a signature from the registered nurse who supervised the training program.



## **Home Health Aide Training Program (HHA)**

### **The Home Health Aide Model Curriculum and Course Schedule**

**The following is the Home Health Aide class schedule:**

- ☐ Fulltime (weekday): Monday through Friday 8:00 am- 4:30 pm (Theory/Clinical hours)
- ☐ Fulltime (weekends) Friday, Saturday, and Sunday 8:00-4:30pm and Saturday and Sunday 8:00 am-4:30 pm (Theory/Clinical hours)
- ☐ Make-up hours available Monday – Friday 8am - 4:30pm

**Labs/Clinical\* Hours (depending on facility)**

- ☐ 6:30 am - 3:00 pm \*Clinical hours may vary by site; check before registering.

### **Textbook used for Home Health Aide Training:**

Model curriculum for home health aide (2006). California Community College. Health Care Initiative and The Regional Health Occupations Resource Centers

### **Home Health Aide Training Program Outline and Curriculum (1-week, Theory 20 hours, Clinical 20 hours, Total hours 40)**

<b>Subject Title</b>	<b>Total Hours</b>	<b>Class Hours</b>	<b>Clinical Hours</b>
<b>Introduction to Aide and Agency Role</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Interpretation of Medical and Social Needs of People Being Served</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>Personal Care Services</b>	<b>20</b>	<b>5</b>	<b>15</b>
<b>Nutrition</b>	<b>8</b>	<b>5</b>	<b>3</b>
<b>Cleaning and Care Tasks in the Home</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>Total Hours</b>	<b>40</b>	<b>20</b>	<b>20</b>



### **Program Description for Home Health Aide Training Program (HHA)**

The purpose of California Healthcare Skills Center (CHSC) 40-hour Home Health Aide Training Program is designed to prepare and assist students to complete the certification course approved by the California Department of Public Health (CDPH) after a successful completion of the Home Health Aide Training Program. The HHA training enables the student to develop basic nursing skills, experience, and knowledge to serve various patient populations in their homes. At the successful completion of the training program, the student will obtain a certificate of completion from CHSC. The CDPH will issue the student a certificate to secure a HHA job in a healthcare setting. The HHA name will also be included in the HHA CA registry by CDPH.

California Healthcare Skills Center encourages prospective students to visit the physical facilities of the school and to discuss academic, occupational, and personal concerns with school administration prior to enrolling. CHSC do not intend to operate as a debtor and have not filed for reorganization under Chapter 11 of the United States Bankruptcy in the past nor within the past five years. A Performance Fact Sheet will be on the school website when available. Policies, procedures, and student handbook (catalog) shall be updated annually.

The California Healthcare Skills Center HHA student must complete the training programs, pass examinations, and receive criminal background clearance before obtaining the certificate. Individuals can be certified after successful completion of nursing assistant training program.

The requirement for the CHSC Home health aide Training Program is the completion of **40** clock hours: 20 hours for classroom/theory and **20** hours for clinical where students work as home health aide trainees under the direct supervision of an RN instructor in a long-term skilled nursing facility. The class hours follow the guidelines from the California Department of Public Health (CDPH). Upon successful completion of the home health aide Training Program and the CDPH competency test and if he/she passes with 75% or better, shall become a certified home Health aide (HHA) to work in a home health setting. A prospective HHA student will complete the CDPH approved program which includes at least 20 hours of classroom instruction and 20 hours of supervised clinical training.

**The Home health aide program Nursing Instructors** that teach a group 1-15 students include:

Theory class- 1 full time RN theory Instructor  
Clinical – 1 full time RN Clinical Instructor  
Skills Lab – 1 part time RN Skills Lab Instructor

The CHSC uses California Community Colleges Chancellor's Office Nurse Assistant Model Curriculum for the Home Health Aide training program. The model curriculum was developed following California Department of Public Health Services (CDPH) guidelines. The theory and clinical hours listed are the minimum hours of study required to meet CDPH's approval. The model curriculum is organized into 5 modules (units), with each module containing lesson plans.

The lesson plans include performance standards which should be met at a minimum percentage:

- terminology, suggested learner activities.
- suggested teaching strategies.



- references
- content for each standard
- suggested evaluation methodology.
- clinical applications
- manual skills (where appropriate)
- handouts
- sample test items.

The Home Health Aide Model Curriculum was developed to assist educators in providing quality education to interested students and to meet the Home Health Aide program and the Omnibus Budget Reconciliation Act requirements. The model curriculum follows the CDPH guidelines for the education of nurse assistants to become certified home health aides. The curriculum was designed as 40 hours added on course to follow a nurse assistant curriculum that meets Federal and State training regulations. Throughout the Home Health Aide Model Curriculum, specific referencing to content covered in nurse assistant training is included.

The purpose of the 40-hour home health aide curriculum is to build upon the knowledge, skills, and abilities that individuals possess as nurse assistants. Therefore, this curriculum is designed to be combined with nurse assistant courses or for educating students that are already certified as nurse assistants.

CDPH currently recommends that the clinical hours in the Personal Care Services unit be carried out in a long-term care facility or a home health agency. The clinical hours in the Nutrition and the Cleaning and Care Tasks in the Home units must be conducted at the clinical site also.

The model curriculum is organized into five units, with each unit containing lesson plans. The lesson plans include performance standards, terminology, suggested learner activities, suggested teaching strategies, references, content for each standard, suggested evaluation methodology, clinical applications, manual skills (where appropriate), and sample items. Educators are encouraged to mold the curriculum to suit their needs.

### **The Application Process**

Application forms are available on the Department of Public Health website ([http://www.cdph.ca.gov/pubsforms/forms/Pages/CNA\\_HHA\\_HemoTechForms.aspx](http://www.cdph.ca.gov/pubsforms/forms/Pages/CNA_HHA_HemoTechForms.aspx)).

Applicants for initial nurse assistant certification will select form CDPH 283D.

The admission specialist ensures that students complete the updated form before submission to CDPH.

### **Student Services**

#### **Grievance process for all programs**

The CHSC grievance policy helps to ensure that every student has the right to pursue an educational goal in an environment that is supportive, fair, and conducive to learning. At CHSC all students who believe they have been treated unfairly or inappropriately have the right to pursue a grievance against the personnel or persons alleged to have committed an unfair act or acts against the student. CHSC shall develop and maintain policies for students to seek redress of their grievances in a fair and timely manner.

- If for any reason, the student should have a problem with a class, classmate, or an





- employee of CHSC, the student should first resolve the conflict informally by talking with the person directly involved in the problem as soon as possible before the official grievance may be filed and the process initiated. If the problem is not resolved, the formal process includes:
- Meeting and talking with the instructor to resolve the conflict within 72 hours.

If the problem is not resolved

- Schedule an appointment and meet with the program director or designer to resolve the problem within 72 hours.
- If the student is still not satisfied with the decision rendered at the school level, the student has the right to resolve the problem by contacting the BPPE at the following address:

Bureau for Private Postsecondary Education (BPPE) at  
1747 N. Market Blvd. Suite 225  
Sacramento, CA 95834  
P.O. Box 980818,  
For West Sacramento, CA 95798-0818  
(916) 263-7800  
<http://www.bppe.ca.gov>  
Telephone: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or  
by fax (916) 263- 1897



## Student Services

### Grievance Report

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time \_\_\_\_\_

Instructor's account of event (what, how, why, when, where). Length of time student in Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Persons Familiar with Details:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Account of Event as Related by Student: (WRITTEN BY STUDENT) Use additional sheets of paper if necessary.

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\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_



## **Students Rights and Responsibilities form all Programs.**

Each student has the following rights and responsibilities with respect to their financial affairs with the CHSC.

### **Student Rights:**

- a. To have access to information about the nature and number of charges incurred.
- b. To dispute charges, they believe to be in error.
- c. To have the confidentiality of their information protected.
- d. To be notified of any impending collection action.
- e. To be free from unlawful harassment.
- f. To have access to P&P and handbook related to their NATP.

### **Student Responsibilities:**

- a. To conduct all financial and academic affairs in a professional, legal, and ethical manner.
- b. To read and adhere to student handbook, P&P governing CHSC NATP
- c. To know when to register and start for an enrolled class.
- d. The student is responsible for payment of charges incurred after registering and enrolling in NATP, **whether they attend class or not.**
- e. To ensure student's name and mailing address are correct and if not to notify office clerk at 951-776-8092 or 323-304-1408
- f. Pay enrolment and tuition fees as well as other course related items in the student handbook.

### **Leave of Absence**

- a. Students may encounter emergency situations or difficult times such as pregnancy and delivery, which may make it impossible for them to attend school for a significant period. In such a situation, CHSC may grant a student leave of absence request, thereby enabling students to accomplish their educational goals.
- b. A request for a leave of absence must be in writing, signed by the student. The Program director may assess the student's situation and grant a leave of absence.
- c. The time for a leave of absence from a course module for nursing assistant student or term for vocational nursing student to the beginning of the next module or term.
- d. The student evaluation points are recalculated when the student returns from an approved leave of absence.
- e. The following steps are necessary to receive permission for an official Leave of Absence (LOA):
- f. A student must submit a signed and completed Leave of Absence Request Form to the Program director.
- g. The Program director will review the request for LOA for approval.
- h. If approved, the Program director will notify the student in writing.



### **Suspension, Probation, Dismissal, and Re-Entry**

Students will be suspended, placed on probation, or dismissed for the following reasons:

- a. Failure to remove himself or herself from poor academic performance below 75% or noncompliance to CHSC attendance policy. Students will be placed on academic probation during the remediation PFS.
- b. Violating student code of conduct policy.
- c. Wearing improper attire in the classroom & clinical sites (caps, piercing, tattoos etc.)
- d. Serious violations such as intoxicated behavior, cheating, abuse, threatening or violent behavior may be causes for dismissal without prior suspension or probation.
- e. In the above cases, the academic committee, which comprises of CHSC program director/designee, and the faculty involved in the case will discuss the circumstances.
- f. The student will have the opportunity to appeal a termination decision before the group.
- g. Until this meeting, the student may be on suspension/probation for a period not to exceed three (3) days.
- h. CHSC program director will notify the student in writing of suspension/probation or dismissal.
- i. Students who are dismissed are required to return all materials loaned to him/her by the school. The students will not return uniforms, opened kits, or books bought from the school.

### **Re-entry**

Students desiring to re-enter after a voluntary withdrawal must submit a written request to the program director. The Program director designee must approve a second re-entry request from the same student.

### **Self-Monitoring Procedure Form Application 94886**

Compliance with Bureau of Post Primary Education (BPPE) **71760**

Compliance is a necessary and important component in the operations of CHSC educational programs. The CHSC Assistant program director Dr. Denise Roberts will subscribe to the BPPE to receive regulation and law update changes and administer them to administrator and faculty members to maintain compliance with the bureau.



### **Student Records for all programs**

The California Healthcare Skills Center (CHSC) shall maintain a file for each student who enrolls in the institution whether the student completes the educational training or not.

b. (1) The CHSC program director Dr. Edith Amadi will be the record custodian and responsible for keeping and maintaining copies of students' records and certificates.

c. Records will be stored electronically and as hard copies in a fire-resistant file cabinet locked in the program director's office for 5 years at CHSC building at California Healthcare Skills Center, 18710 Van Buren Blvd, Riverside, CA 92508, Telephone: 951-776-8092

Email: edith@cahealthcareskills.com

d. Students will be directed to the program director's office from 8am to 4:30pm during the office period to obtain their records upon request in writing.

e. The cost of obtaining a student's transcript or other pertinent record is \$20 and the student should be given 3-5 business days to receive the record from the day of request. If the student wants his/her record to be expedited, the cost is \$10 extra.

### **Student's Academic File Content**

1. The student's academic file shall be placed in a fire-resistant file cabinet locked in the program director's office for 5 years at CHSC building at California Healthcare Skills Center, 18710 Van Buren Blvd, Riverside, CA 92508, Telephone: 951-776-8092

Email: edith@cahealthcareskills.com

The student's academic record shall contain all the following pertinent records:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:

(a) Verification of high school completion, or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test.

(b) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program

(c) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes

(d) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit

2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.



3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and

**5. The student's transcript is a permanent record and should contain the following:**

- (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
  - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit
  - (C) Credit for courses earned at other institutions.
  - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
  - (E) The name, address, website address, and telephone number of the institution.
6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.
  7. The dissertations, theses, and other student projects submitted by graduate students
  8. Copies of any official advisory notices or warnings regarding the student's progress
  9. Complaints received from the student.

The financial record file shall be placed in a separate fire-resistant file cabinet locked in the program director's office for 5 years at CHSC building at California Healthcare Skills Center, 18710 Van Buren Blvd, Riverside, CA 92508, Telephone: 951-776-8092, Email: [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)

The student's financial record shall contain:

1. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency.
2. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
3. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.



### **Maintenance of Records**

- (a) The CHSC shall maintain all records required in the state of California.
- (b) California Healthcare Skills Center organizes and maintains all records required by state, Federal and other educational authorities.
  - 1) In addition to permanently retaining a transcript, the California Healthcare Skills Center maintains for a period of five (5) years or more the pertinent student records from the student's date of completion or withdrawal.
  - (2) The institution shall maintain records relating to federal financial aid programs as provided by federal law.
- (c) A record is considered current for three years following a student's completion or withdrawal. The student's record will be stored on a hard copy, computer file, and/or computer disk to prevent:
  - (1) loss of information or legibility for the period within which the record is required to be maintained by the Act.
  - (2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably proximity to the stored records at the program director's office - 18710 Van Buren Blvd, Riverside, CA 92508, located in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.
  - (3) CHSC has administration specialist scheduled to be present during normal business hours (8am to 4:30pm) to operate the devices and explain the operation of the devices to any person authorized by the Act to inspect and copy records and
  - (4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.
- (d) CHSC shall maintain a second set of all academic and financial records required by the Act electronically through an email file including records stored pursuant to subdivision (b) of this section, are maintained in a fire-resistant cabinet to secure the records from damage or loss.
- (e) All records that the institution is required to maintain by the Act, or this chapter shall be made immediately available by CHSC for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
- (f) If CHSC closes, the institution and its owners are jointly responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the





records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

### **Storage and Organization of Current Records**

A record is considered current for a minimum of three years following a student's completion or withdrawal.

All student files are organized by cohort or groups.

Student records are stored electronically and in fire resistant file cabinet that ensures against all loss of information or legibility for the period within which the record is required to be maintained by the California Private Postsecondary Education Act of 2009

Current student records are maintained using both paper and a secure backup of electronic media formats files (email file storage).

Current student records in paper format are stored in fire-resistant cabinets. One fire resistant cabinet for the academic student records and one fire resistant cabinet for the financial student record

All paper files that are part of the current and permanent records will be scanned into an electronic format routinely for the purpose of CHSC archiving and enhancement of security through electronic record redundancy at alternate locations.

Student records, both financial and academic, paper, and electronic are maintained at the Official Repository of the Office of the Program Director at 18710 Van Buren, Riverside, California, 92508. The phone number is (951) 776-8092.

The administration specialist shall, under the direction of the program director, add to the record new information as pertains to the student's demographic and academic record as it becomes available term-by-term, and as the student progresses in his/her career at CHSC.

For current records, CHSC maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records.

The devices are maintained near the stored records at the CHSC primary administrative location in California. For a record that is no longer current, CHSC shall reproduce exact, legible printed copies within two (2) business days.

Required Student Records content based on law section CEC 94900



## **PERMANENT RECORD**

The Permanent Record such as the transcript of each student taking one or more courses at CHSC shall consist of the following:

1. Personal information enough to identify the student as unique (name, birth date, student identification number, Social Security/individual tax identification number, address at time of most recent registration, e-mail address, and telephone number of each student who is enrolled in any of the educational program.
2. All courses in which the student has duly enrolled, whether for credit or not, the credits/units earned, with the letter grade assigned upon completion of the course.
3. Any certificates earned by the student at CHSC.
  - a) The certificate granted and the date on which that certificate was granted.
  - b) The courses and units on which the certificate was based.
  - c) The grades earned by the student in each of those courses.
5. Any expulsion, suspension, or unauthorized withdrawal
6. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
7. Credit awarded for prior learning, including the course title for which credit was awarded and the amount of credit
8. Credit for courses earned at other institutions
9. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes
10. The name, address, website address, and telephone number of the institution granting credit

### **Permanent Record Creation and Storage**

It is the policy of CHSC to always ensure the safety, accessibility, confidentiality, and good condition of the Permanent Record of every CHSC student, past, and present.

For each student who enrolled at the school the program director shall establish and maintain an electronic copy of good, readable, and reproducible quality of the student's permanent record such as the transcript, whether that student was a graduating or a visiting student, whether enrolled for credit or not for credit.

A permanent copy of the electronic record such as the transcript will be maintained and locked in good condition in the fire-proof cabinet in the program director's office at 18710 Van Buren Blvd Riverside, California, 92508. The phone number is (951) 776-8092 and email is [edith@cahealthcareskills.com](mailto:edith@cahealthcareskills.com)



## Other Student Records

In addition to the Permanent Record secured for a period of ten years, CHSC maintains on campus complete and accurate records of all Student Academic Records, including but not limited to:

1. Student petitions/outcomes.
2. Academic Standards Committee actions.
3. Correspondence related to certificate progress for graduated students.
4. Requests for disclosures from third parties.
5. Application materials including written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following
  1. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to benefit test.
  2. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program.
  3. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes
  4. All the documents evidence a student's prior experiential learning upon which the institution and the faculty base the award of any credit.
  5. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
  6. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.

Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.

For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.



### **Financial Records including the above and, but limited to:**

1. A copy of documents relating to student financial loan/aid that are required to be maintained by law or by a loan guarantee agency.
2. A fire resistant cabinet for the financial student record will be locked and maintained in the program director's office.
3. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
4. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.

Copies of any official advisory notices or warnings regarding the student's progress.

Complaints received from the students.

In addition to the Permanent Record contained in the electronic transcript, the program director will retain the paper record file as a repository of admission, academic, enrollment, and grade roster information for each student until graduation, where it will be removed to the permanent, secure storage space in the Records Room on CHSC site.

For any student who neither graduates nor formally withdraws nor transfers from the school, the paper record file will be retained in the program director's office at 18710 Van Buren Blvd Riverside, California, 92508 for one year following the normal date of graduation, whereupon it will be removed to the permanent, secure storage space at CHSC program director's office.

### **Potential Occupations Associated to CHSC Programs**

Occupations associated to CHSC programs after completion of the programs with assigned six-digit code issued from U.S. Bureau of Labor Statistics

#### **Program –Home Health Aide (HHA)**

- 31-0000 Healthcare Support Occupations
- 31-1100 Home Health Aides
- 31-1120 Home Health and Personal Care Aides
- 31-1121 Home Health Aides

#### **Program – Nursing Assistant Training (NATP)**

- 31-0000 Healthcare Support Occupations
- 31-1130 Nursing Assistants, Orderlies, and Psychiatric Aides
- 31-1131 Nursing Assistant

[https://www.bls.gov/soc/2018/major\\_groups.htm#29-0000](https://www.bls.gov/soc/2018/major_groups.htm#29-0000)