LOS ANGELES

CAREER COLLEGE

**Los Angeles Career College**
**8978 Tampa Ave.**
**Northridge, CA 91324**
**www.LACareerCollege.com**
**(818) 766-1000 (Phone)**

**Date of Catalog Print: February 5, 2025**
**Effective Dates: February 5, 2025, to February 5, 2026**
**Revision: February 5, 2025**

# Table of Contents


*SCHOOL INFORMATION* ..... *5*

Mission ..... 5

Statement of History and Ownership ..... 5

Officers ..... 5

Campus Facilities ..... 5

Student Physical Location Verification and Update Procedures ..... 6

Students with Disabilities ..... 6

Universal/Standard Precautions ..... 7

Initial Response to Exposure ..... 7

Hazardous Materials ..... 8

School Safety ..... 8

Accreditation and Approvals ..... 8

Program Delivery ..... 9

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution ..... 9

Transfer of Credit ..... 10

Transfer into Los Angeles Career College ..... 10

Transfer out of Los Angeles Career College ..... 11

Program Offerings ..... 11

College Holidays for All Programs ..... 11

Academic Calendar and Program Start Dates ..... 11

ADMISSION REQUIREMENTS AND PROCEDURES ..... 13

General Admissions Procedure for all Programs ..... 13

Admissions Requirements ..... 14

Distance Education Requirements ..... 15

*ACADEMIC POLICIES* ..... *16*

English Instruction ..... 16

Definition for Clock Hours ..... 16

Grading Scale ..... 16

Standards of Satisfactory Academic Progress ..... 18

Maximum Time Frame ..... 18

**Evaluation Periods** ..... **19**
**Evaluation Table** ..... **19**
**Maximum Time Frame Table** ..... **19**
**Warning Period** ..... **20**
**Appeal and Reinstatement** ..... **20**
**Probation Period** ..... **21**
**Transfer Students** ..... **21**
**Incomplete Courses** ..... **21**
**Remedial Courses** ..... **21**
**Course Repeat Policy** ..... **22**
***ATTENDANCE POLICIES*** ..... ***22***
**Attendance/Tardiness, Make-Up Standards** ..... **22**
**Academic Probation** ..... **23**
**Leave of Absence** ..... **24**
***STUDENT ACTIVITIES AND SERVICES*** ..... ***24***
**Academic Advising** ..... **25**
**Research and Library Services** ..... **25**
**Career Services** ..... **25**
**Financial Assistance** ..... **25**
**Student Identification Card** ..... **26**
***GENERAL TERMS AND CONDITIONS*** ..... ***27***
***Code of Conduct*** ..... ***27***
**Standards of Conduct** ..... **27**
**Dress Code** ..... **28**
**Grounds for Dismissal** ..... **28**
**Plagiarism and Cheating Policy** ..... **28**
**Disciplinary Probation** ..... **29**
**Retention of Records** ..... **29**
**Transcripts** ..... **30**
**Student Grievance Procedure** ..... **30**
***SCHEDULE OF CHARGES*** ..... ***33***
**Student Tuition Recovery Fund** ..... **34**
**Payment Policy** ..... **35**

**Cancellation and Refund Policies** ..... **35**
**Refund Policy** ..... **37**
***CAREER PROGRAMS*** ..... ***39***
**NURSE ASSISTANT TRAINING PROGRAM** ..... **39**
**PHLEBOTOMY TRAINING PROGRAM** ..... **42**
**MEDICAL ASSISTANT PROGRAM** ..... **46**
***LICENSURE REQUIREMENTS*** ..... ***51***
***PROFESSIONAL DEVELOPMENT COURSES*** ..... ***53***
***Basic Life Support (BLS) and Heartsaver First Aid CPR AED – American Heart Association** ..... **53**
***IV Therapy and Blood Withdrawal – Board of Vocational Nursing and Psychiatric Technicians** ..... **54**
***FACULTY*** ..... ***56***
***STAFF*** ..... ***56***
**Hours of Operation** ..... **56**
***Class Schedules*** ..... ***57***
Nurse Assistant Training Program ..... 57
Phlebotomy Training Program ..... 57
Medical Assistant Program ..... 57
***Copyright Policy*** ..... ***58***
***DISCLOSURE STATEMENTS*** ..... ***60***

# SCHOOL INFORMATION

## Mission

The mission of Los Angeles Career College is to provide excellent allied health programs in a secure environment of academic learning that will produce empathetic allied health workers. Los Angeles Career College is committed to securing the success of its students by providing training that will result in career placement.

In support of the Los Angeles Career College mission, the institute's objectives are:

- ✓ To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.
- ✓ To provide students with all the materials, faculty and administrative support needed to successfully complete their program.
- ✓ To encourage and foster the value of life-long learning in our students.
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study.
- ✓ To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

## Statement of History and Ownership

Los Angeles Career College is a private for-profit institute. Los Angeles Career College is a California corporation, 100% owned by Shota Mkrtumyan. Los Angeles Career College was established in March of 2018. There is one location, located at 8978 Tampa Ave. Northridge, CA 91324.

## Officers

- Shota Mkrtumyan, RN, BSN, CCMA – CEO and School Director
- Lilit Davityan, RN, BSN - CFO

## Campus Facilities

All classes, unless otherwise specified, are held at the main Los Angeles Career College campus located at 8978 Tampa Ave, Northridge, CA 91324. The campus is situated on Tampa

Ave, between Nordhoff St. and Parthenia St., 4 miles east of the California Highway (118). The campus encompasses approximately 3,500 square feet, featuring front and back entrances, a reception area, one administrative office, and three classrooms.

The campus includes two wheelchair-accessible restrooms and lounge areas for students and faculty. The facility is equipped with adequate lighting, air conditioning, and complies with all relevant federal, state, and local safety regulations. Ample, free parking is available, including spaces designated for handicapped use.

Students are trained on institute-owned equipment, including hospital beds, blood pressure cuffs, pulse oximeters, EKG machines, mannequins, and the latest in nursing, phlebotomy, and medical assisting technology.

While most classes are conducted on-site, theory-based classes for the Nurse Assistant Training Program (NATP) are delivered online. After completing the online theory instruction, students will proceed directly to their assigned clinical location at Sherman Oaks Hospital for in-person clinical training.

## Student Physical Location Verification and Update Procedures

**Determination of Physical Location at Enrollment:** At the time of enrollment, LACC determines a student's physical location by confirming that they are a resident of California. This is done by collecting government-issued identification, signed student documentation, or student attestation. This information is used to ensure compliance with state and federal regulations and to provide appropriate support and resources.

**Notification of Changes to Physical Location:** Students are required to notify LACC of any changes to their physical location. This notification must be provided in writing and can be submitted via email to Admin@LACareerCollege.com or through the student portal (Conext). This ensures that the institution's records are up-to-date and that students continue to receive relevant support, and resources based on their current location.

## Students with Disabilities

Los Angeles Career College (LACC) is committed to compliance with the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

LACC facilities are fully accessible with designated parking, handicapped parking, handicapped restrooms, and handicap access to the building.

LACC provides reasonable accommodations as necessary for all applicants with disabilities, provided that the individual can fulfill the program objectives with or without reasonable accommodation and that the accommodations do not impose an undue hardship on the College. Students are encouraged to inform the institution of any disabilities requiring

accommodation before the start of class, or as soon as they recognize the need, to ensure timely support. Reasonable accommodations may include but are not limited to, extended test-taking time, alternative formats for materials, assistive technology, or modified physical classroom arrangements.

Students requiring learning accommodations should contact Support@LACareerCollege.com. Student Support will provide an accommodations request form. The student must complete the form and provide supporting documentation. Once the request and supporting documentation are submitted, the School Director will evaluate it within five (5) business days and communicate the decision to the student. Students who require accommodations after classes have begun are encouraged to contact Support@LACareerCollege.com as soon as possible to initiate this process. All information regarding a student's disability is kept confidential and shared only with those involved in the accommodation process, as needed.

Students who believe they have been denied reasonable accommodation may file a grievance with the campus grievance officer. Grievances should be submitted in writing and will be reviewed within a designated time frame to ensure prompt resolution.

## Universal/Standard Precautions

Universal precautions will be followed at all times. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

Los Angeles Career College acknowledges that gloving is critical to all health care professionals working and handling sharp instruments (needles, lancets, etc.) and body fluid. Wearing gloves is the most important measure to prevent the spreading of infectious diseases, especially Hepatitis B and AIDS. The campus utilizes engineering controls and work practice controls to minimize or eliminate student exposure to bloodborne pathogens. Students are expected to utilize the following personal protective equipment:

a. Gloves (hand protection)
b. Spill Kits
c. Sharp Containers
d. Face Shield and/or Eyewear.
e. Long Sleeved gown
f. Eyewash Stations

## Initial Response to Exposure

1. Immediately apply first aid as appropriate
2. Allow to bleed freely (for needle stick/puncture injury)
3. Wash thoroughly with soap and water

4. Mucous membrane: flush copiously with water
5. Eyes: Irrigate and/or flush copiously with water
6. Document the incident, including:
    a. Route of exposure
    b. How and when exposure occurred
    c. The source individual, if known
7. Report exposure immediately to nursing or medical laboratory faculty and the appropriate supervisor on campus or at the clinical agency

## Hazardous Materials

Los Angeles Career College (LACC) defines hazardous material as a substance, be it solid, liquid, or gas, that is capable of harming humans, property, and the environment if mishandled, stored/disposed of incorrectly. LACC maintains safe handling and use of these materials through training with proper instructions, precise labeling, storage, disposal, and provision of material safety data sheets (MSDS). Contaminated materials, such as needles, syringes, etc., must be disposed of in the sharp collectors' containers. The use of these containers is mandatory, and students are not allowed to dispose of the sharp collector container under any circumstances.

## School Safety

Los Angeles Career College (LACC) seeks to maintain a safe environment, free from aggression, violence, and harassment for its students and staff. To ensure the well-being of its students and staff, LACC prohibits the presence of any weapons on the property, as well as any acts of aggression, violence, or harassment, including sexual harassment.

It is the responsibility of every student, faculty member, and staff member to maintain an educational environment free of harassment of any kind from any source. Anyone found to be in violation of this policy will be subject to both criminal prosecution and disciplinary action, up to termination and expulsion from Los Angeles Career College.

Students who are witnesses to or victims of a crime should immediately report the incident to local law enforcement and the School Director.

## Accreditation and Approvals

Los Angeles Career College is approved by the Bureau for Private Postsecondary Education (BPPE) and maintains program approvals by the California Department of Public Health (CDPH), Board of Registered Nursing (BRN), and Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

BPPE Bureau for Private Postsecondary Education

California Board of Registered Nursing

BVNPT

California Department of Public Health

Approved to operate by the **Bureau for Private Postsecondary Education (BPPE),** 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 (Tel 888-370-7589) www.bppe.ca.gov.

Approved to offer the NATP and Phlebotomy programs by the **California Department of Public Health (CDPH),** 1615 Capitol Avenue, MS 0503, Sacramento, CA 95899-7377 (Tel 916-440-7502) https://www.cdph.ca.gov/.

Approved to offer the IV Therapy and Blood Withdrawal course by the **Board of Registered Nursing (BRN)**, 1717 N. Market Blvd., Suite 150, Sacramento, CA 95834 (Tel 916-322-3350) https://www.rn.ca.gov/ and **Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833 (Tel 916-263-7800) https://www.bvnpt.ca.gov/.

## Program Delivery

Los Angeles Career College offers the following programs. Based on the program, instruction delivery is conducted in a residential or blended format. The lectures and labs are held on campus and clinical at an assigned clinical site(s). Students will receive a certificate of completion at the end of their enrollment.

| Program | Clock Hours | Program Delivery | Credentials Awarded by LACC | Industry Certification for which Program Prepares |
|---|---|---|---|---|
| Nurse Assistant Training Program | 160 | Residential; Blended | Certificate of Completion | Certified Nurse Assistant (CNA) |
| Phlebotomy Training Program | 80 | Residential | Certificate of Completion | Certified Phlebotomy Technician (CPT-1) |
| Medical Assistant Program | 720 | Residential | Certificate of Completion | Certified Clinical Medical Assistant (CCMA) |

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Los Angeles Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Los Angeles Career College, to determine if your credits or a Certificate will transfer.

## Transfer into Los Angeles Career College

The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by LACC. Likewise, coursework completed at LACC may or may not be accepted by another institution depending upon its programs, policies, and regulations.

Transfer credits will be evaluated using the following guidelines:

- ✓ Only credits earned at an institution that is accredited by an agency recognized by the United States Department of Education and/or the Council for Higher Education Accreditation (CHEA) will be considered. Any credits earned at a foreign institution must have a credential evaluation completed indicating equivalency with LACC courses. The potential student is responsible for paying the cost of the evaluation. The student may use any reputable evaluation service. Many options can be found on the National Association of Credential Evaluation Services (NACES) website.

- ✓ An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be evaluated.

- ✓ A copy of the catalog or course syllabi from the institution at which the coursework was completed, at the time that the coursework was completed, must be furnished before any application for transfer credits can be evaluated.

- ✓ A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. Credits earned as a result of a "pass/not passed" option are not eligible for transfer.

- ✓ Coursework completed more than three years ago is not eligible for transfer of credit.

- ✓ Transfer of credit must be completed prior to enrollment. Submitting an official transcript in a timely manner is the sole responsibility of the student.

- ✓ The Director of Nursing shall make the final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.

Up to 50% of a program can be completed via transfer of credit. Students wishing to receive credit for courses taken at other institutions will need to provide all required documents as part of the application process.

LACC does not accept advanced placement and credit for experiential learning.

**Transfer out of Los Angeles Career College**
Transferability of coursework completed at LACC is always up to the discretion of the receiving institution. LACC does not in any way imply or guarantee the transferability of credit (clock hours) to any other institution. (See "Notice Concerning Transferability of Credits and Credentials Earned at Our Institution.")

## Program Offerings

Los Angeles Career College offers the following programs.

*Certificate Programs*

| Program Title | Program Length in Weeks* | Program Delivery | Total Clock Hours |
|---|---|---|---|
| Nurse Assistant Training Program | • Day: 5 weeks<br>• Weekend: 13 weeks | Residential; Blended | 160 |
| Phlebotomy Training Program | • Day: 2 weeks<br>• Weekend: 10 weeks<br>• Evenings: 3.5 weeks | Residential | 80 |
| Medical Assistant Program | • Day: 30 weeks | Residential | 720 |

**Program length in weeks may be extended depending on holiday schedules.*

## College Holidays for All Programs

| Holidays | 2024-2025 |
|---|---|
| New Year's Eve & Day After | December 30, 2024 – January 2, 2025 |
| Memorial Day | May 24 - 26, 2025 |
| Independence Day | July 4 - 6, 2025 |
| Labor Day | August 30 – September 1, 2025 |
| Thanksgiving Day & After | November 27 – 29, 2025 |
| Christmas Break | December 24 - 27, 2025 |
| New Year's Eve & Day After | December 31, 2025 – January 2, 2026 |
| Memorial Day | May 23-25, 2026 |
| Independence Day | July 4, 2026 |

## Academic Calendar and Program Start Dates

Program start and end dates may be adjusted at the discretion of the College.

*Programs Offered*

**Nurse Assistant Training Program**

| Program Start Dates | Expected Program Completion Dates |
|---|---|
| 2/17/2025 | 3/21/2025 |
| 3/24/2025 | 4/25/2025 |
| 4/28/2025 | 6/02/2025 |
| 6/02/2025 | 7/07/2025 |
| 7/07/2025 | 8/08/2025 |
| 8/11/2025 | 9/15/2025 |
| 9/15/2025 | 10/17/2025 |
| 10/20/2025 | 11/21/2025 |
| 12/01/2025 | 1/12/2026 |
| 1/19/2026 | 2/20/2026 |
| 2/23/2026 | 3/27/2026 |
| 4/06/2026 | 5/08/2026 |
| 5/11/2026 | 6/12/2026 |
| 6/22/2026 | 7/29/2026 |
| 8/03/2026 | 9/04/2026 |
| 9/14/2026 | 10/16/2026 |
| 10/19/2026 | 11/20/2026 |
| 11/30/2026 | 1/05/2027 |
| 1/04/2027 | 2/05/2027 |

**Phlebotomy Training Program**

| Program Start Dates | Classroom End Date* |
|---|---|
| 1/13/2025 | 1/17/2025 |
| 2/01/2025 | 3/01/2025 |
| 2/17/2025 | 2/21/2025 |
| 3/08/2025 | 4/05/2025 |
| 3/17/2025 | 3/21/2025 |
| 4/12/2025 | 5/10/2025 |
| 4/14/2025 | 4/18/2025 |
| 5/12/2025 | 5/16/2025 |
| 5/31/2025 | 6/28/2025 |
| 6/16/2025 | 6/20/2025 |
| 7/12/2025 | 8/09/2025 |
| 7/14/2025 | 7/18/2025 |
| 8/11/2025 | 8/15/2025 |
| 9/06/2025 | 10/04/2025 |
| 9/15/2025 | 9/19/2025 |
| 10/11/2025 | 11/08/2025 |

| | |
|---|---|
| 10/13/2025 | 10/17/2025 |
| 11/10/2025 | 11/14/2025 |
| 11/29/2025 | 12/27/2025 |
| 12/15/2025 | 12/19/2025 |
| 1/12/2026 | 1/16/2026 |
| 2/07/2026 | 3/07/2026 |
| 2/16/2026 | 2/20/2026 |
| 3/14/2026 | 4/11/2026 |
| 3/16/2026 | 3/20/2026 |
| 4/13/2026 | 4/17/2026 |
| 4/25/2026 | 5/30/2026 |
| 5/11/2026 | 5/15/2026 |
| 6/06/2026 | 7/11/2026 |
| 6/15/2026 | 6/19/2026 |

*The end date listed is for 40-hour classroom training of the Phlebotomy Training program. To successfully complete the program and earn a certificate of completion, students must also complete a 40-hour clinical rotation.

**Medical Assistant Program**

| Program Start Dates | Expected Program Completion Dates |
|---|---|
| 2/10/2025 | 9/11/2025 |
| 5/12/2025 | 12/22/2025 |
| 8/18/2025 | 3/31/2026 |
| 1/12/2026 | 8/13/2026 |
| 4/20/2026 | 11/30/2026 |
| 7/14/2026 | 2/10/2027 |

## ADMISSION REQUIREMENTS AND PROCEDURES

All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and the school policies. Once the program of interest has been determined, the applicant receives information regarding payment options.

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.

### General Admissions Procedure for all Programs

1. Speak with a School Representative about the program that interests you.
2. Receive and review the school catalog.
3. Receive and review the School Performance Fact Sheet.
4. Complete a tour of the campus.
5. Sign the Attestation Form for Online Classes, if applicable.
6. Review, complete, and sign an enrollment agreement and other required notifications.

## Admissions Requirements

1. Applicants for the Phlebotomy Training and Medical Assistant program must be at least 18 years of age to be considered for admission.
2. Applicants for the Nurse Assistant Training program, whether residential or hybrid, must be at least 16 years old to be eligible for admission.
3. Applicants for the IV Therapy and Blood Withdrawal program must be Licensed Vocational Nurses (LVNs) or Registered Nurses (RNs).
4. Must be a current resident of California. Proof of residency is required in the state of California.
5. All applicants must pay a $75.00 non-refundable applicant fee to apply.
6. Applicants for Phlebotomy Training and Medical Assistant Programs must have a high school diploma, GED, or an equivalent, and provide the appropriate documentation to the school.

The administration will review the required documents for admission for career programs and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded, except for the non-refundable application fee.

The applicant needs to be a current resident of California with Government issued identification. Please note, students must notify the institution if they plan to relocate out of state. The institution is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must submit the Change of Address Form to the campus prior to relocation.

## Distance Education Requirements

Students will need the following hardware and software requirements to complete a blended program, including:

- A computer, tablet, or smartphone with the following features (as applicable):
  - A processor of 2 GHz or faster
  - 4 GB RAM or greater
  - Monitor or screen with 1024x768 or greater resolution
  - Speakers (or headphones) and Microphone
  - A camera capable of video web conferencing
  - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
  - Android OS (current version)
  - Apple® MacOSx (10.10 or latest version) or current iOS
  - Adobe PDF reader
  - Microsoft Office Suite (Minimum Word and PowerPoint)
- A high-speed internet connection with a connection speed of 1.5 MBs or better.
- A current internet browser, as identified in the table below:

| WINDOWS BROWSER | MINIMUM | RECOMMENDED |
|---|---|---|
| Google® Chrome | 48 or higher | Latest version |
| Mozilla® Firefox | 45 ESR | Latest version |
| Internet Explorer | 10 or higher | Latest version |
| Microsoft® Edge | 38 or higher | Latest version |
| MAC OSx BROWSER | MINIMUM | RECOMMENDED |
| Apple® Safari | 8 or higher | Latest version |
| Google® Chrome | 48 or higher | Latest version |
| Mozilla® Firefox | 45 ESR | Latest version |

Students must have the following technical skills needed to be successful in a blended program, including:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.
- Ability to use a web conferencing service (ex: Zoom).

Technical support specific to distance education activities may refer to the following resources:

- Student Services Department is available to help students should there be any issues with the distance education delivery method at (818) 766-1000, Email: Support@LACareerCollege.com, Monday-Friday 9:00 am -6:00 pm PT.

Students are encouraged to contact the following organizations for technician support:

- Zoom Technical Support: 1.888.799.9666
- Canvas Technical Support: info@inctructure.com

## ACADEMIC POLICIES

### English Instruction

Los Angeles Career College does not offer English as a Second Language instruction. All instruction occurs in English. Per regulation 71810(b)(5), Los Angeles Career College, may conduct an initial interview assessment with the student to measure their English level.

### Definition for Clock Hours

A period consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period. A 50 to 60-minute faculty supervised laboratory, training, or internship in a 60-minute period. Sixty minutes of preparation in a correspondence course. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break.

### Grading Scale

| Grading Scale | | | | | |
|---|---|---|---|---|---|
| Letter Grade | Description | Included in Hours Earned | Included in Hours Attempted | Included in GPA | Quality Points |
| A | 90% - 100% | Yes | Yes | Yes | 4 |
| B | 80% - 89% | Yes | Yes | Yes | 3 |
| C | 70% - 79% | Yes | Yes | Yes | 2 |
| F | 0% - 69% (Fail) | No | Yes | Yes | 0 |
| I | Incomplete | No | Yes | No | N/A |
| P | Pass (Clinical) | Yes | Yes | No | N/A |
| NP | Not Passed (Clinical) | No | Yes | No | N/A |
| S | Satisfactory (Clinical) | | | | |
| U | Unsatisfactory (Clinical) | | | | |
| W | Withdraw | No | Yes | No | N/A |
| R | Repeated Course | No | Yes | No | N/A |
| TC | Transfer Credit | Yes | No | No | N/A |

Calculation of a student's GPA is weighted based upon the number quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in this course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, a course is defined as being 24 clock hours and the final grade received is a "C". As defined in the above Grade Chart, the "C" grade is worth 2.00 quality points. For a 24-hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grade of "A", "B", "C", and "F" enter the GPA calculation. All courses with a grade of "A", "B", "C", and "F" are also included in the Rate of Progress/Passed Measurement calculation as hours attempted and as hours earned. All didactic and laboratory courses with a grade of F are also included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of "I" is given when a student is unable to complete course requirements due to extenuating circumstances. The student has up to 2 calendar days from the last scheduled day of the course to complete the remaining work. If the work is not completed within this period, the Incomplete item will be scored as a zero and the final grade calculated accordingly. This grade does not affect the student's CGPA until it is finalized. If the course is a prerequisite, the student will be dropped from any subsequent courses if the Incomplete is not resolved within the given timeframe.

A grade of "P" is given for courses designated as pass/not passed. A grade of "P" does not enter the GPA calculation. A grade of "P" is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.

A grade of "NP" is given for courses designated as pass/not passed does not enter the GPA calculation. A clinical course with a grade of "NP" is included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of "W" is listed on the transcript for any course a student officially and unofficially withdraws from before the end of the scheduled course. Grades of "W" do not enter the GPA calculation. A grade of "W" is included in the Rate of Progress/Passed Measurement calculation at hours attempted, but not as hours earned.

A grade of "R" is given solely if a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an "R." A grade of "R" is not entered into the GPA calculation. A grade of "R" is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.

The clinical experience is graded in the following manner:

**Final Grade:**
**P** - Pass
**NP** – Not passed

**Competency rating:**
**S** - Satisfactory
**U**- Unsatisfactory-consistently needs supervision to perform objectives competently or perform objective incompetently. More than two unsatisfactory clinical evaluations in a term may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course.

## Standards of Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is applied consistently to all students, whether they are receiving Title IV Funds or not. Satisfactory Academic Progress is measured in two ways:

- Qualitatively: The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 2.0 (C) average at the conclusion of each evaluation period.

- Quantitatively: The student must attend at least 67% of the scheduled clock hours cumulatively for each evaluation period, enabling completion within the maximum time frame of the program. *

*To graduate, students must complete all program hours.

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 2.0 or who has not successfully achieved a cumulative rate of attendance of at least 67% at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

## Maximum Time Frame

Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame. Students who have attempted over 150% of the total program clock hours and have not met the graduation requirements will be withdrawn from the program.

## Evaluation Periods

Students will receive a grade report at the end of each course which includes their final grade and attendance for the course completed, as well as the cumulative GPA and cumulative attendance percentage for all courses completed within the program. Formal evaluations will occur at the end of the program. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified.

## Evaluation Table

The table below shows the total expected number of clock hours scheduled to be completed at each evaluation point:

| Program | Program Clock Hours | Midpoint | End of Program | Maximum Time Frame |
|---|---|---|---|---|
| Nurse Assistant Training Program** | 160 hours/<br>D – 5 weeks<br>W – 13 weeks | 80 hours/<br>D – 2.5 weeks<br>W – 6.5 weeks | 160 hours/<br>D – 5 weeks<br>W – 13 weeks | 240 hours/<br>D – 7.5 weeks<br>W – 19.5 weeks |
| Phlebotomy Training Program** | 80 hours/<br>D – 2 weeks<br>W – 10 weeks<br>E – 3.5 weeks | 40 hours/<br>D – 1 weeks<br>W – 5 weeks<br>E – 1.75 weeks | 80 hours/<br>D – 2 weeks<br>W-10 weeks<br>E-3.5 weeks | 120 hours/<br>D – 3 weeks<br>W – 15 weeks<br>E – 5.25 weeks |
| Medical Assistant Program** | 720 hours/<br>30 weeks | 360 hours/<br>15 weeks | 720 hours/<br>30 weeks | 1080 hours/<br>45 weeks |

* All evaluation points are based on scheduled hours, which are the hours that the student should have completed based on his/her class schedule.

**Not eligible for financial aid.

## Maximum Time Frame Table

The table below shows the minimum number of actual hours that the student must complete to remain in good standing and complete their program within the Maximum Time Frame.

| Program | Program Clock Hours | Midpoint | End of Program | Maximum Time Frame |
|---|---|---|---|---|
| Nurse Assistant Program* | 160 hours | 53.6 hours (67% of 80) | 107.2 hours (67% of 160) | 160 hours (100% of 160) |

| | | | | |
|---|---|---|---|---|
| Phlebotomy Training Program* | 80 hours | 26.8 hours (67% of 40) | 53.6 hours (67% of 80) | 80 hours (100% of 80) |
| Medical Assistant Program* | 720 hours | 241.2 hours (67% of 360) | 482.4 hours (67% of 720) | 720 hours (100% of 720) |

*Not eligible for financial aid.

## Warning Period

If a student fails to meet the cumulative 67% attendance, and/or the cumulative 2.0 grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified when placed on 'Warning'. The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or academic advising from the Program Manager. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be withdrawn from Los Angeles Career College. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal for termination by following the appeal process.

## Appeal and Reinstatement

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The School Director will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of receipt of the appeal. The decision of the School Director is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

## Probation Period

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period, and successfully appeals the termination, he or she will be placed on 'Probation' status.

Students will be notified when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive attendance and/or academic advising from the Student Services Department. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

## Transfer Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at the Los Angeles Career College. The GPA will only be calculated on grades received at Los Angeles Career College and will not include the grades received at the other institution, which will be recorded on the student's transcript as a TC.

Students will be awarded clock hours for any course for which transfer of credit is approved. These clock hours will be counted as hours attempted and completed for purposes of evaluation and progress toward the maximum time frame.

## Incomplete Courses

A grade of Incomplete is not included in the calculation of the cumulative grade point average. However, the final grade issued two (2) days after the end of the course, whether or not the incomplete coursework was completed, is calculated in the cumulative grade point average. The course hours count as hours attempted for the purpose of calculating progress toward the maximum time frame.

## Remedial Courses

Los Angeles Career College does not offer any remedial courses.

### Course Repeat Policy

A failed course may be repeated to earn a passing grade based on availability of program offerings. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

## ATTENDANCE POLICIES

### Attendance/Tardiness, Make-Up Standards

Students are expected to attend all classes, be on time for classes, remain in class for the entire duration of the class, and be an active participant in their classes. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.

Definition of Absent:

- Students that arrive more than 15 minutes after class begins.
- Students that leave more than 15 minutes before class ends.
- Students that return from break more than 15 minutes after class begins.
- Three tardies is equivalent to one absence.

Definition of Tardy:

- Students that arrive 1 to 15 minutes after class begins.
- Students that leave class 1 to 15 minutes before class ends.
- Students that return from break 1 to 15 minutes after class begins

Students who accumulate a total of three or more late arrivals and/or early departures will be placed on probation for the remainder of the course/module and be required to see the Student Services Coordinator for the counseling.

It is the student's responsibility to make up the absence time, as well as complete any assignments, exams, or their work missed. Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- Prior to making up time, students must obtain a make-up slip from the front office, or from the instructor
- Attend the makeup class or clinical with the assigned Instructor.
- Have the instructor with whom you assigned to sign your make-up slip when you complete the hours.

- Upon returning to your regular class, give the make-up slip to your instructor.
- Nurse Assistant Training and Phlebotomy Training Program students must confer with their instructor and/or their Student Services Coordinator for other acceptable methods of making up time.

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT) and California Department of Public Health (CDPH). Students must complete the board approved program hours for the (Theory, Skill Lab and clinical) to graduate from the program. Students in the Vocational Nurse and Nursing Assistant programs must refer to their handbooks for further information regarding their specific attendance and make-up work policies.

Any student who does not attend at least 100% of the scheduled class time will be placed on attendance probation for the next course/module. The Director of Nursing will determine the status of the academic progress of the student. Otherwise, one of the following actions may be taken:

- The Director of Nursing may determine that the student is maintaining academic progress and may continue class on attendance probation status until the end of the next course/module,
- The Director of Nursing may determine that the student is not maintaining academic progress and the student will be withdrawn from the course/module; or
- The Director of Nursing may determine that the student is not maintaining academic progress in general, and the student will be withdrawn.
- The Director of Nursing may determine regarding student dismissal for the following reasons: Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures and failure to meet the terms of attendance probation.

## Academic Probation

Students may be placed on academic probation during any course (didactic, lab and/or clinical evaluations) if a grade of less than a “C” is achieved.

If a student is placed on academic probation, he/she must meet with the instructor and school director to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan of action identifies the areas of concern and the goals for improvement. The probation plan of action is designed on an individual basis and is not calculated into the overall course grade, nor is it considered “extra credit”. The consequence of failing to meet the level of expectations and failing to ultimately receive a passing grade for the course will result in the offer of a remedial plan of action.

A plan for improvement will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations as defined within the probationary plan of action and has completed the course in satisfactory academic standing. A student

receives a final passing grade for the course after being placed on probation. This final grade will be reflected in the student's transcript.

### Leave of Absence

There may be legitimate reasons such as extended illness, extended illness of close family members, or military service, in which a student needs an interruption in their training program. In such cases due to specified and approved reasons and with appropriate documentation, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which they are considered to be continuously enrolled. In order to attain a Leave of Absence (LOA), the following policy must be adhered to prior to approval of the leave:

- The Leave of Absence is limited to **180 calendar days in any 12-month period or one-half of the published program length**, whichever is **shorter**. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- The leave of absence must be requested in writing in advance of the beginning date of the leave unless circumstances prevent the student from doing so. If the student does not request a leave of absence within a timeframe consistent with the 14-day consecutive absence policy, the student will be withdrawn.
    - If a student is unable to make the request in writing, over the phone is acceptable. The request can also be submitted by a relative or legal guardian.
- The student must sign and date the leave-of-absence request and specify a reason for the leave, providing supporting documentation, as necessary. The request must specify the specific date of return following the leave and the student must attest to understanding the consequences of not returning from an approved on the date specified.
- The Leave of Absence request must be approved and signed by the Director of Nursing.
- Failure to return from the approved leave of absence on the exact return date as shown on the Leave of Absence written request will result in termination from the program of study.

Los Angeles Career College will document its decision relative to each LOA request in accordance with this policy. Documentation of each request and the related decision will be maintained in the student's file.

No additional charges will be assessed as a result of an approved LOA.

## STUDENT ACTIVITIES AND SERVICES

Los Angeles Career College offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

## Academic Advising

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, administration, chief operating officer, and school director have a sincere interest in the personal welfare of each student and therefore employ an open-door policy. Students requesting professional advising services will be referred to local advising agencies in the Los Angeles County area.

## Research and Library Services

Los Angeles Career College provides a physical library accessible to all students from 9:00 AM to 4:00 PM, Monday through Friday. The library offers essential resources, including multimedia, magazines, and other materials, to support students' studies and research needs. Students can check out books and other resources by visiting the administrator. They must complete a check-out form, providing their information and indicating the duration for which the resource will be checked out. Library resources are available free of charge, and no library card is required.

## Career Services

Los Angeles Career College does not guarantee employment for its graduates. The Compliance Officer and Placement Coordinator assists students in their job searches by offering information on job opportunities and guidance in resume preparation and interviewing techniques.

The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

## Financial Assistance

Los Angeles Career College partners with Ascent, a consumer loan provider. Ascent helps Los Angeles Career College students pay tuition. Ascent offers simple, straightforward loans and student-friendly payment options. The flexible tuition loans are easy to apply for, with affordable monthly payments. This option is available to all students who are interested in applying for career programs.

Los Angeles Career College does not participate in federal or state financial aid programs, including Title IV funding. Financial assistance is available through private loans offered by Ascent. Applicants are encouraged to review the loan terms, interest rates, repayment options, and obligations carefully before applying. All financial assistance options provided

by the College are voluntary, and students are responsible for repaying any funds borrowed, regardless of program completion or employment status.

## Student Identification Card

Every student will be provided with an ID card that is supposed to be always worn while on premises and clinical sites. Students without an ID card will not be permitted to access any of the institute's resources.

## GENERAL TERMS AND CONDITIONS

Los Angeles Career College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the school encourages students to include their families, friends, and significant others in the educational process. In addition, Los Angeles Career College sponsors activities and organizations to foster the integration of personal and professional development.

At the end of each course, Los Angeles Career College students complete a student evaluation survey to assess specific areas of service. The survey includes questions about the staff and services of the resource center/library, graduate services department, admissions, and academic departments. Student surveys are primarily managed by the Director of Student Services.

LACC reserves the right to postpone training in the event of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. Students have the right to withdraw per the refund policy, rather than consent to the new start date.

LACC reserves the right to cancel a scheduled program if the enrollment is insufficient to warrant holding the class. All monies paid will be refunded, per the refund policy.

## Code of Conduct

Los Angeles Career College (LACC) is committed to maintaining a professional and respectful educational environment that promotes academic integrity, safety, and accountability. All students are expected to adhere to high standards of personal conduct, both on campus and at any associated clinical or externship sites. This policy outlines acceptable behavior, instances of misconduct, and the disciplinary actions that may result from violations.

### Standards of Conduct

Students are required to comply with all institutional policies regarding curriculum, testing, attendance, and assignment completion. Respectful interaction with instructors, staff, and fellow students is essential. Improper conduct includes, but is not limited to:

- Use of abusive language or aggressive behavior toward others.
- Physical altercations or fighting on campus or at clinical sites.
- Vandalism, theft, or destruction of property belonging to the institution or others.
- Consumption, possession, or sale of alcohol or illegal drugs on campus or clinical sites.
- Engaging in sexual misconduct or harassment in any form.
- Disregard for institutional policies, safety protocols, and behavioral expectations.

## Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat, and appropriate to classroom and clinical settings. Students in attire that does not comply with the dress code will be dismissed from class and/or clinicals.

The dress code is as follows:

- ✓ Los Angeles Career College students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical sites, and externship sites.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings, or jewelry (except for small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs.
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out), and without nail polish (clear nail polish is acceptable).

## Grounds for Dismissal

Students in the classroom or in clinical practice are expected to perform in a manner that ensures safety. If a student demonstrates unsafe behavior related to the course, or behavior that is unacceptable as defined by the school, the student will be dropped.

Examples of unsafe behavior/practice include but are not limited to:

- Error not reported immediately to Instructor or Charge Nurse. Failure to perform clinical skills appropriate to their level of training.
- A student behavior that presents a threat to patient safety and well-being. Attempting to administer patient care beyond their level of training.
- Untruthfulness, either in word or writing, concerning patient care.

Dismissals for drug use include but are not limited to:

- Giving medications to patients
- Failure to inform Instructor/director of use of prescribed medications that could alter student's behavior.
- Unauthorized drug use
- Failure to meet course requirements as previously stated.

General grounds include but are not limited to:

- Failure to meet course requirements as previously stated
- Cheating or allowing another student to copy an exam answer during a test
- Exhibiting anger in rage or curse words or gestures, or disrespectful behaviors.
- Violation of any of the rules and regulations or violating the California Codes.

## Plagiarism and Cheating Policy

Plagiarism and cheating are unacceptable conduct and considered serious breaches of academic discipline. Students in any healthcare related program are prepared to enter the health care communities and assume positions that require the utmost in integrity and honesty. Therefore, instructors are obligated to report instances of suspected plagiarism and cheating to the Director of Nursing.

Examples of Plagiarism and cheating will include, but is not limited to:

- Presenting another student's work as his/her own.
- Using prepared materials not specifically allowed by the instructors during an examination.
- Use of crib notes
- Collaborating during an examination
- Stealing, using, or transmitting verbally or otherwise actual test or test questions before the time of the examination
- Aiding and abetting any act of cheating

The punishment for any offense may result in dismissal of the student from the program.

## Disciplinary Probation

Students must always adhere to Los Angeles Career College's Standards of Conduct. Students who violate any of the stated school or program policies or Code of Conduct may be placed on disciplinary probation. A written disciplinary probation notice is issued to the student, which specifies the probation period. Further misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally in the form of termination.

Any violation that endangers the well-being of other students, faculty, staff, or patients and/or any violations related to drugs or alcohol will result in immediate dismissal. Other examples that lead to immediate dismissal include cheating, misuse of equipment that presents a safety hazard, fighting, using foul language, and or disrespecting a fellow student, faculty, or staff member with derogatory terms.

## Retention of Records

Los Angeles Career College will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal

regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. Student academic records and transcripts of completed courses for Los Angeles Career College 's degree and certificate programs are electronically maintained (computer copy). In addition, the institution's Student Services Department maintains student academic records. The Student Services Department maintains academic records throughout the student's period of study. Students' academic records are electronically maintained (computer copy) within the administrative office, which requires passwords to access.

Los Angeles Career College maintains educational and academic progress records of students in accordance with the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at Los Angeles Career College is available for inspection and review by that student upon request in writing (petition form) for such review. An appointment will be scheduled through the registrar's office for the student to review the file onsite or via videoconferencing, with a representative from the institution.

## Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. LACC reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is $10.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintain indefinitely. Transcripts will be provided to students upon written request.

## Student Grievance Procedure

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem.
2. An effort to identify acceptable options for resolution; and
3. An attempt to resolve the conflict through the application of one or more of those options for resolution.

If the grievance is not resolved, the student may thereafter choose to file a formal written complaint directly with the institution's School Director within 30 days of the alleged incident. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The School Director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The School Director will notify the student of the decision in writing within 30 days of the complaint submission. All formal complaints and details of its resolution will be maintained by the School Director.

Please note, the school may dismiss a complaint or allegations therein if the complainant informs the School Director in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the individual is no longer enrolled by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The student may thereafter choose to file a written complaint directly with the institution's School Director who will work to resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The School Director will notify the student of the decision reached. All grievances are kept up to 5-years.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
www.bppe.ca.gov
Mailing address is:
PO. Box 980818 W. Sacramento, CA 95798-0818
Toll Free Number: (888) 370-7589
Telephone Number: (916) 574-8900; Fax: (916) 263-1897
Email: bppe@dca.ca.gov

**California Department of Public Health (CDPH) Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS)**
MS 3301, P.O. Box 997416, Sacramento, CA 95899-7416
Telephone Number: (916) 327-2445
Fax: (916) 324-0901

**California Department of Public Health (CDPH) Laboratory Field Services**
850 Marina Bay Parkway, Bldg. P, 1st Floor
Richmond, CA 94804-6403
Telephone Number: (213) 620-6160
Email: lfsphlebotrainingschool@cdph.ca.gov

# SCHEDULE OF CHARGES

| **Program of Study** | **Cost Breakdown** | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **Application Fee** | **STRF Fee** | **Technology Fee*** | **Cost of equipment, and materials** | **Tuition Fee** | **Total Charges to LACC***** | **Required Additional Fees for Educational Program**** | **Estimated Total Charges for the Entire Educational Program** |
| | ***Non-refundable*** | ***Non-Refundable*** | ***Non-Refundable*** | ***Refundable*** | ***Refundable*** | | | |
| Nurse Assistant Training Program | $75.00 | $0.00 | $130.89 | $302.99 | $1,091.12 | $1,600.00 | $445.00 | $2,045.00 |
| Phlebotomy Training Program | $75.00 | $0.00 | $126.89 | $425.49 | $1,372.62 | $2,000.00 | $399.00 | $2,399.00 |
| Medical Assistant Program | $75.00 | $0.00 | $1,030.73 | $2,454.44 | $12,421.83 | $15,982.00 | $688.00 | $16,670.00 |
| Application Fee | This a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed $250.00. Once paid, this fee is non-refundable. | | | | | | | |
| STRF Fee | STRF stands for Student Tuition Recovery Fund and STRF Fee is an assessment of amount that would be charged to the student per $1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. April 1, 2024, the STRF assessment rate for institutional charges, whether $1,000 or less, has been zero dollars ($0) per one thousand dollars ($1,000).It is a non-refundable fee. Please refer to the required statement below for further clarification. | | | | | | | |
| Technology Fee* | This is a one-time charge for access to the school's learning management system and other online resources used for assignments, quizzes, and exams. If the student cancels the program, this fee is non-refundable. | | | | | | | |
| Cost of equipment, and materials | This is the cost of your textbook(s), materials, and equipment you may require for completion of the program. These will be itemized on your enrollment agreement. | | | | | | | |
| Required Additional Fees for Educational Program** | This cost consists of exam fees, live scans, BLS certification, MAB Certification, Hospital Fire Certification, Health Clearance, Uniform, and licensing fees that are not paid to Los Angeles Career College but are required to complete the program. The total estimated cost for your program will be listed on your Enrollment Agreement. These costs are subject to change at any time. | | | | | | | |
| Tuition Fee | This is the cost of tuition for your program. | | | | | | | |
| Total Charges to LACC*** | This is the total charges that Los Angeles Career College charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your graduation date. | | | | | | | |
| Estimated Total Charges for the Entire Educational Program | This is the Total Charges, and the Required Additional Fees combined to result in the Estimated Total Charges that the student could pay upon completion of the program. These costs are subject to change at any time. | | | | | | | |

** LACC charges a technology fee for all programs, covering tools like Kahoot, and the student information system. NATP students pay a slightly higher fee to include Zoom for online classes.*

*** These fees are not paid to LACC but are required to complete the program.*

**** You are responsible for this amount. If the 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.*

## Student Tuition Recovery Fund

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

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

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834. Telephone Number: (916) 574-8900 or Toll-Free Number: (888) 370-7589.

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

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

representative of an institution, but have been unable to collect the award from the institution.

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

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

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

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

## Payment Policy

Los Angeles Career College is not approved to participate in the Federal or State Student Aid programs. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment.

No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. Los Angeles Career College accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or cashier’s check or money order.

Students who agree to a payment plan (if applicable) with LACC are provided with a schedule of charges and a credit card authorization form. If a student's payment is not successfully processed, the student is contacted up to three times to collect new card information or discuss an alternative schedule of charges. If the student is unable to provide payment, their program will be placed on a Financial Probation temporary pause/hold until payment is received. If payment is not received, the student is withdrawn from the program.

## Cancellation and Refund Policies

*STUDENTS RIGHT TO CANCEL*

You have the right to cancel your enrollment and *obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later*. Cancellation shall occur when you give notice of cancellation to the institution, preferably by email to Lilit@LACareerCollege.com. You can also contact the school by phone, bring written notification in person, or mail notification to 8978 Tampa Ave. Northridge CA 91324. If sent by mail, the notification must have appropriate postage and will be considered effective on the postmarked date. The written notice of cancellation need not take any specific form, and however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

If the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of your cancellation notice. If you fail to return this equipment in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund due to you. Once you pay for the equipment, it is yours to keep it without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

**CANCELLATION OF COURSES**

Los Angeles Career College reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, email, and/or mail. If the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of the cancellation notice. If you fail to return this equipment in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund due to you. The school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

**OFFICIAL WITHDRAWALS**

An Official Withdrawal is one in which the student has provided Los Angeles Career College with notification of intent to end their enrollment, which can be done at any time. If a student wishes to withdraw from the Los Angeles Career College, he or she must notify an Administrator or School Director. The notification may be made using any method, though sending an email to Lilit@LACareerCollege.com is preferred. The date the notification is received by the school is the date of determination. The school begins the withdrawal process when a notification is received. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the student initiated an Official Withdrawal. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

**UNOFFICIAL WITHDRAWALS**

An Unofficial Withdrawal is one in which the student has not provided Los Angeles Career College with notice of intent to end their enrollment. Unofficial withdrawals are initiated by Los Angeles Career College and may be related to failure to meet attendance or SAP requirements, violation of the Code of Conduct, or other school policies. In the case of an Unofficial Withdrawal, the student's withdrawal date (date of determination) is the date that the Unofficial Withdrawal is initiated by Los Angeles Career College. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the Unofficial Withdrawal occurred. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

## Refund Policy

**PRIOR TO THE START OF CLASSES**

If the applicant is not accepted by the college, all monies paid, including tuition, will be refunded, except for the non-refundable application fee.

If the applicant is accepted by the college and does not start classes, all monies paid, including tuition, will be refunded, except for the non-refundable application fee.

If the applicant is accepted by the school and cancels their enrollment more than 7 days after signing the enrollment agreement but before the start of class, all monies paid, minus the non-refundable application fee will be refunded.

In all cases above, if the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of the cancellation notice. If you fail to return this equipment in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund due to you. The school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

**AFTER THE START OF CLASS**

You may withdraw from the school at any time after the cancellation period by submitting a request in writing to the Administrator or School Director. The notification may be made using any method, though sending an email to Lilit@LACareerCollege.com is preferred. The date the notification is received by the school is the date of determination (DOD). The school will complete a refund calculation based on the last date of attendance (LDA). The student is entitled to a proportional refund of the program's tuition, as well as a refund of unused

equipment/materials, calculated based on the hours attended through the last day of attendance (LDA) in the program.

$$\frac{\text{Total Hours Attended}}{\text{Total Hours in Program}} = \text{Percent completed}$$

The refundable amount will be less the application fee, STRF fee (if applicable), technology fee, and any other fee listed as non-refundable in the Enrollment Agreement, as well as any equipment/materials used or not returned in good condition, as applicable. Any balance due to LACC will be subtracted from the refundable amount prior to a refund being issued to the student.

Refunds due will be paid within 45 days of the official or unofficial withdrawal date. This is considered the date of determination. A student is considered withdrawn from a program when any of the following occurs:

- The student provides written notice to LACC of their withdrawal.
- LACC terminates the student's enrollment for:
    - failure to maintain satisfactory progress.
    - failure to abide by the code of conduct.
    - exceeding the 14-day consecutive policy.
    - failure to return from a leave of absence.

Tuition paid via a loan or third-party funding will be refunded to the lender, third party, or the agency that provided the loan or funding.

If you have obtained a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

# CAREER PROGRAMS

## NURSE ASSISTANT TRAINING PROGRAM

Total Clock Hours: 160
Weekday: 5 weeks
Weekend: 13 weeks
Program Delivery: Residential; Blended
Type of Instruction: Lecture, Lab, and Externship
Leads to the Standard Occupational Classification: 31-1131 Nursing Assistants

This program fulfills the education requirements for licensure/certification required for employment in the field.

### *Admission Requirements Residential and Blended (standards)*

- ✓ Must be at least 16 years of age or older.
- ✓ Proof of good health: A report which includes a physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have a criminal record clearance from the California Department of Justice.
- ✓ Must be a current resident of California. Proof of residency is required in the state of California.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

### *Program Goals and Objectives*

The program is intended to provide entry-level employment opportunities in the Nursing Assistant field. The program prepares the nurse assistant student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the program and passing of the California State Exam. This course introduces the students to the nursing assistant role with instruction in basic skills and competencies. The program combines 60 hours of classroom instruction, including theory and lab, with 100 hours off site at the contracted training facilities.

**Upon completion of this program, the student will be able to:**

- ✓ Use verbal and written communication.
- ✓ Demonstrate legal and ethical responsibilities.

- ✓ Provide emergency care as well as personal patient care.
- ✓ Describe the anatomy and physiology of the human body.
- ✓ Perform physical comfort and safety functions and nursing procedures.
- ✓ Apply principles of nutrition and the principles of infection control.
- ✓ Provide biological, psychological, and social support.
- ✓ Perform organizational skills, following the patient plan of care.
- ✓ Assist with restorative (rehabilitative) activities.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and externship. The instructor aids by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

***Course Outline:***

| Course | Course Title | Lecture | Lab | Clinical | Total |
|---|---|---|---|---|---|
| NA 101 | Nurse Assistant Theory & Lab | 35 | 25 | 0 | 60 |
| NA 102 | Nurse Assistant Clinical | 0 | 0 | 100 | 100 |
| | **Program Totals** | **35** | **25** | **100** | **160** |

***Course Descriptions***

**NA 101 Nurse Assistant Theory & Lab**

In the Nurse Assistant Theory and Lab course, students will gain the knowledge needed to work as a nurse assistant and then apply that knowledge in the lab, gaining valuable hands-on practice prior to entering the clinical experience. This course covers all required topics required by the CA Department of Public Health, including Introduction to Healthcare, Patient's Rights, Interpersonal Skills, Prevention of Catastrophic & Unusual Occurrences, Body Mechanics, Medical and Surgical Asepsis, Weight & Measures, Patience Care Skills, Patient Care Procedures, Vital Signs, Nutrition, Emergency Procedures, Long Term Care, Rehabilitative Nursing, Observation & Charting, Death & Dying, and Abuse.
**Prerequisite: None**

**NA 102 Nurse Assistant Clinical**

In the Nurse Assistant Clinical course, students will use the skills and knowledge gained in the Nurse Assistant Theory and Lab course on actual patients in healthcare setting, under supervision. Students will be asked to perform a variety of activities throughout the experience. Students will be evaluated on their proficiency in completing the tasks. To

complete and pass the Nurse Assistant Clinical course, students must complete the clinical checklist receiving ratings of satisfactory on all items.
**Prerequisite: NA 101**

***Graduation Requirements***

The candidate for a certificate of completion must:

- Complete all required clock hours in accordance with the CDPH requirements, as approved by Los Angeles Career College.
- Students must maintain satisfactory academic performance by earning a minimum passing grade of 70% on all homework assignments, quizzes, and the final exam, as required by the program.
- Ensure all financial obligations to the institution are met or have arrangements in place.

***Licensure Disclosure***

Los Angeles Career College's Nurse Assistant Training program meets professional licensure education requirements for the state of California.

Licensure Authority: California Department of Public Health (CDPH)

Regulatory Requirements:

- Completion of a state-approved CNA training program, which includes both classroom instruction (at least 60 hours) and clinical practice (at least 100 hours).
- Passing the CNA written and skills competency exam administered by the CDPH.
- Fingerprint clearance through the DOJ and FBI background check.
- Submit the application to CDPH for certification after passing the exam.

Licensure is required to work as a Certified Nurse Assistant (CNA) in California. Licensing requirements are shared with prospective students during the admissions process. They can also be found on the California Department of Public Health: Certified Nurse Assistant (ca.gov).

Los Angeles Career College must provide direct notice of whether completion of the program would be sufficient to meet licensure or certification requirements (outside of the state of California) to enrolled students within 14 calendar days after a determination that the student's location has changed to another state, or the program no longer meets the original determination made at the time of enrollment.

## PHLEBOTOMY TRAINING PROGRAM

Total Clock Hours: 80
Weekday: 2 weeks
Weekend: 10 weeks
Evening: 3.5 weeks
Program Delivery: Residential
Type of Instruction: Lecture, Lab, and Externship
Leads to the Standard Occupational Classification: 31-9097 Phlebotomists

### *Admission Requirements (standards)*

- ✓ Must possess a high school diploma, GED certificate, or equivalent.
- ✓ Must be at least 18 years of age or older.
- ✓ Proof of good health: A report which includes a physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical externship begins.
- ✓ Must be a current resident of California. Proof of residency is required in the state of California.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have criminal clearance from the California Department of Justice.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation.

### *Program Goals and Objectives*

This program is designed for those who plan to work as a phlebotomist in a clinical laboratory, public health department, clinic, or hospital. The course combines 40 hours of classroom instruction, including theory and lab, with 40 hours off-site clinical externship to provide students with a comprehensive learning experience. Lectures include, but are not limited to, the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications, and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour clinical externship includes the completion of venipunctures and skin punctures. In California, it is required to be state certified to work as a phlebotomist. Upon completion of the program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1.

**Upon completion of this program, the student will be able to**

- ✓ Describe the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.
- ✓ Demonstrate the skills necessary to provide continued high-quality service.
- ✓ Identify anatomy and physiology with a focus on the circulatory system.
- ✓ Apply safety in the workplace including infection-control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.
- ✓ Perform the necessary clerical & administrative functions associated with phlebotomy.
- ✓ Use blood collection equipment.
- ✓ Collect a quality blood specimen for laboratory diagnostic purposes.

***Course Outline***

| Course Number | Course Title | Lecture | Lab | Clinical | Total Hours |
|---|---|---|---|---|---|
| PT 101 | Phlebotomy Theory & Lab | 20 | 20 | 0 | 40 |
| PT 103 | Phlebotomy Clinical | 0 | 0 | 40 | 40 |
| | **Program Totals** | **20** | **20** | **40** | **80** |

***Course Descriptions***

**PT 101 Phlebotomy Theory & Lab**

The Phlebotomy Theory & Lab course includes 40 hours of didactic and lab instruction covering foundational skills and knowledge such as: basic infection control, universal precautions and safety; and anatomy and physiology of body systems with emphasis on the circulatory system, medical terminology; and proper identification of patient and specimens as well as the importance of accuracy in overall patient care; and proper selection and preparation of skin puncture site, including selection of antiseptic; and blood collection equipment, types of tubes and additives, proper order of draw when additives are required, special precautions; and post-puncture care; and appropriate disposal of sharps, needles and waste. The curriculum consists of lecture and testing for knowledge of subjects including: advanced infectious disease control and biohazards; and anti-coagulation theory; and knowledge of pre-analytical sources of error in specimen collection, transport, processing and storage; and anatomical site selection and patient preparation; and risk factors and appropriate responses to complications which may arise from phlebotomy; and recognition of, and corrective actions to take, with problems in test requisitions, specimen transport and processing; and applications of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics and legal implications of phlebotomy; and quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results; and legal issues related to blood collection.

**Pre-requisite: None**

**PT 103 Phlebotomy Clinical**

The Phlebotomy Clinical course is in a clinical setting. Students will receive a grade of pass/not passed for the course. During the clinical externship, students will complete a minimum of 50 venipunctures, 10 capillary sticks, and 2 arterial blood draw observations. Students select blood collection equipment appropriate to test requisition and prepare patients of varying ages, including pediatric and geriatric, and of varying health and obesity status while monitoring infection control. Students will also practice post-puncture care, processing of blood containers after collection, centrifugation and the proper disposal of needles, sharps, and medical waste.

**Pre-requisite: PT 101**

***Graduation Requirements***

In order to receive a Certificate of Completion and graduate from the program, students must:

- Complete all required clock hours in accordance with the CDPH requirements, as approved by Los Angeles Career College.
- Students must maintain satisfactory academic performance by earning a minimum passing grade of 70% on all homework assignments, quizzes, and the final exam, as required by the program.
- Ensure all financial obligations to the institution are met or have arrangements in place.

***Licensure Disclosure***

Los Angeles Career College's Phlebotomy Training program meets professional licensure education requirements for the State of California.

Licensure Authority: California Department of Public Health (CDPH) - Laboratory Field Services (LFS)

Regulatory Requirements:

- Completion of an approved training program (e.g., a phlebotomy training course).
- A minimum of 40 hours of classroom instruction and 40 hours of practical training (clinical hours).
- Proof of a high school diploma or equivalent.
- Successful completion of the national certification examination approved by the California Department of Public Health is required.
- Submit an application for licensure to the CDPH, including all necessary documents.

Upon completion of the program students will receive a certificate of completion and become eligible for certification in the State of California as a Certified Phlebotomist Technician level 1 through California Department of Health Services, Laboratory Field Services.

To obtain certification from the California Department of Health Services, Laboratory Field Services graduates of the Phlebotomy Training Program must take the Certified Phlebotomy Technician-1 Examination through the National Healthcareer Association (NHA).

Students must meet one of two pathways for NHA certification eligibility as outlined in the NHA Candidate Handbook :

- Pathway 1a: Within the past five (5) years, successfully complete a training program (didactic, lab, and clinicals) in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider
- Pathway 1d: (Pre-Externship Route) Successfully complete the didactic (coursework) portion of the program as verified by the institution and prior to the completion of any required externship (Candidates will have 180-days from the exam date to complete the externship)

Los Angeles Career College must provide direct notice of whether completion of the program would be sufficient to meet licensure or certification requirements (outside of the state of California) to enrolled students within 14 calendar days after a determination that the student's location has changed to another state, or the program no longer meets the original determination made at the time of enrollment.

## MEDICAL ASSISTANT PROGRAM

Total Clock Hours: 720
Weekday: 30 weeks
Program Delivery: Residential
Type of Instruction: Lecture, Lab, and Externship
Leads to the Standard Occupational Classification: 31-9092 Medical Assistant

### *Admission Requirements (standards)*

- ✓ Must possess a high school diploma, GED certificate, or equivalent.
- ✓ Must be at least 18 years of age or older.
- ✓ Proof of good health: A report which includes a physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be a current resident of California. Proof of residency is required in the state of California.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have criminal record clearance from the California Department of Justice.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

### *Program Goals and Objectives*

The objective of the Medical Assistant Program is to provide the student with the appropriate didactic and hands-on skills required for entry-level positions such as Certified Clinical Medical Assistants.

Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

The State of California does not require that medical assistants be certified, but such a certificate may increase the chances of being hired. The national CCMA exam is taken during the program upon successful completion of didactic coursework. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Clinical Medical Assistants. Additionally, students may also be eligible to take the Certified Medical Administrative Assistant (CMAA) exam, qualifying them to work as Certified Medical Administrative Assistants.

Following the successful completion of the modules, students participate in a 360-hour externship.

**Upon completion of this program, the student will be able to:**

- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- ✓ Recognize and respond to verbal and non-verbal communication and use appropriate communication techniques.
- ✓ Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- ✓ Apply principles of infection control and use appropriate aseptic techniques.
- ✓ Perform clinical responsibilities, including preparing patients for examination and procedures, preparing, and administering medications as directed, collecting, and processing specimens, recognizing emergencies, and performing CPR and first aid.
- ✓ Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- ✓ Instruct and teach patients methods of health promotion and disease prevention.
- ✓ Maintain accurate patient records.
- ✓ Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- ✓ Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- ✓ Accurately complete bookkeeping, banking, and financial procedures.
- ✓ Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture, and practicum. The instructor aids by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

***Course Outline***

| Course Number | Course Title | Lecture | Lab | Clinicals | Total |
|---|---|---|---|---|---|
| MA 100 | Comprehensive Medical Assisting Fundamentals | 29 | 7 | 0 | 36 |
| MA 200 | Advanced Administrative Medical Assisting | 30 | 6 | 0 | 36 |
| MA 300 | Clinical Medical Assisting Procedures | 32 | 16 | 0 | 48 |

| | | | | | |
|---|---|---|---|---|---|
| MA 400 | Advanced Clinical Skills and Pharmacology for Medical Assistants | 22 | 8 | 0 | 30 |
| MA 500 | Introduction to Anatomy and Physiology | 60 | 18 | 0 | 78 |
| MA 600 | Phlebotomy | 44 | 40 | 0 | 84 |
| MA 700 | Medical Assistant Externship | 0 | 0 | 360 | 360 |
| MA 800 | Career Services | 24 | 24 | 0 | 48 |
| | **Program Totals** | **241** | **119** | **360** | **720** |

***Course Descriptions***

**MA 100 Comprehensive Medical Assisting Fundamentals**

In the Comprehensive Medical Assisting Fundamentals course, students are introduced to the essential roles and responsibilities of a medical assistant. This course covers the development of communication skills necessary for patient interaction, along with a strong emphasis on the legal and ethical guidelines that govern the profession. Additionally, students will explore both clinical and administrative duties, laying the foundation for a successful career in medical assisting. An introduction to career development is also provided, helping students prepare for their future roles in the healthcare environment.
**Pre-requisite: None**

**MA 200 Advanced Administrative Medical Assisting**

The Advanced Administrative Medical Assisting course focuses on the critical administrative skills required in a modern healthcare setting. Students will gain proficiency in using technology and medical terminology while mastering communication techniques vital for patient interaction and office management. This course emphasizes the application of these skills to effectively manage patient information, schedule appointments, and perform other essential administrative tasks that ensure the smooth operation of a medical office.
**Pre-requisite: MA 100**

**MA 300 Clinical Medical Assisting Procedures**

In the Clinical Medical Assisting Procedures course, students will engage in practical applications of managing patient appointments, maintaining health records, and utilizing medical terminology. The course is designed to prepare students for delivering patient-centered care in a clinical setting, with a focus on hands-on procedures that are critical in a medical office. Through this course, students will gain the confidence and skills necessary to assist healthcare providers effectively.
**Pre-requisite: MA 100**

**MA 400 Advanced Clinical Skills and Pharmacology for Medical Assistants**

The Advanced Clinical Skills and Pharmacology course equips students with the knowledge and skills required for the daily operation and safety protocols of a medical office. This course delves into pharmacology, providing an in-depth understanding of medication management, including administration, dosage calculations, and patient education. Students will learn how to apply these skills in real-world scenarios, ensuring they are prepared to support patient care and safety.
**Pre-requisite: MA 100**

**MA 500 Introduction to Anatomy and Physiology**

The Introduction to Anatomy and Physiology course offers a comprehensive overview of human body systems, essential for any medical assistant. This course covers the anatomy and physiology of the human body, along with the financial and coding aspects related to medical assisting. By understanding the body's structure and functions, students will be better equipped to support clinical and administrative tasks in a healthcare setting.
**Pre-requisite: MA 100**

**MA 600 Phlebotomy**

The Phlebotomy course is dedicated to training students in the art and science of blood collection. Students will learn techniques for performing venipunctures, handling blood specimens, and ensuring patient comfort and safety during the procedure. This course is essential for medical assistants who will be responsible for performing phlebotomy in clinical settings.
**Pre-requisite: MA 100**

**MA 700 Medical Assistant Externship**

Students will participate in a 360-hour externship at one of Los Angeles Career College's contracted clinical sites. The externship will be an opportunity for students to demonstrate learned concepts during their didactic training. Externs will be working under the direct supervision of designated personnel at the externship site. Students will undergo evaluation by externship site personnel once they have fulfilled the necessary hours per graduation requirements.
**Pre-requisite: MA 100, MA 200, MA 300, MA 400, MA 500, MA 600**

**MA 800 Career Services**

In the Career Services course, students will be assisted in resume writing and building to better prepare them for their job search after the completion of their program. They will be educated on proper, professional behavior in the workplace. During this course, mock interviews will be directed, where students will be required to dress appropriately and attend with their resumes. They will learn time management skills and the requirements for employment. This course will create confidence in students for when they begin attending actual interviews.
**Pre-requisite: MA 100, MA 200, MA 300, MA 400, MA 500, MA 600, MA 700**

***Graduation Requirements***

The candidate for a certificate of completion must:

- Complete all required clock hours in accordance with the CDPH requirements, as approved by Los Angeles Career College.
- Students must maintain satisfactory academic performance by earning a minimum passing grade of 70% on all homework assignments, quizzes, and the final exam, as required by the program.
- Ensure all financial obligations to the institution are met or have arrangements in place.

***Licensure Disclosure***

Los Angeles Career College must provide direct notice of whether completion of the program would be sufficient to meet licensure or certification requirements (outside of the state of California) to enrolled students within 14 calendar days after a determination that the student's location has changed to another state, or the program no longer meets the original determination made at the time of enrollment.

Regulatory Requirements:

- Completion of an approved Medical Assistant program that includes both theoretical and practical training.
- Proof of a high school diploma or equivalent.
- Under the laws for training Medical Assistants, the California Certifying Board for Medical Assistants requires that the students complete the following :
    - Access to real patients and equipment;
    - 10 clock hours of training in administering injections and performing skin tests;
    - 10 hours of training in venipuncture and skin puncture for the purpose of withdrawing blood;
    - at least 10 of each intramuscular, subcutaneous, and intradermal injections and 10 skin tests, and/or at least 10 venipuncture and 10 skin punctures;
    - 10 hours of training in administering medical by inhalation.
- Successfully complete the Certified Clinical Medical Assistant (CCMA) examination administered by an approved certifying organization

## LICENSURE REQUIREMENTS

### Nurse Assistant Training Program

Upon completion of the program students will receive a certificate of completion and become eligible to take the examination for certification in the State of California as a Nurse Assistant. All student nurse assistant candidates applying to take the NNAAP Examination in California must have successfully completed a Department of Public Health-approved nurse assistant training program. You are allowed two (2) years from your training program completion date to pass the nursing assistant examination. If you do not pass the NNAAP examination within a two-year period, you will be required to re-train before you are allowed to take the examination again. The program fulfills the education requirements for licensure/certification required for employment in the field.

### Phlebotomy Training Program

Upon completion of our Department of Public Health-approved program, students will receive a certificate of completion and become eligible to take an examination for certification in the state of California as a Certified Phlebotomist Technician level 1. After the passage of the exam, the graduate must apply for a state license. Applications will not be reviewed unless the proper $100 fee is submitted. This fee is non-refundable. The program fulfills the education requirements for licensure/certification required for employment in the field.

A valid social security number or an individual taxpayer identification number is mandatory for certification by the State of California. Please contact the U.S. Social Security Administration for further information on how to obtain a social security number. It is the applicant's responsibility to make sure that the application and all other supporting documents are submitted in a timely manner. You must have all correspondence specify: "Attention: Phlebotomy Training Program". This will reduce the likelihood of receipt of the documents by other programs which in turn may cause a delay in the processing of your application. Documents include official transcripts, verification of training and experience and certificate of completion of training course, two passport size photos and state approved examination.

### Medical Assistant Program

Although Medical Assistants are not required to be licensed, certified, or registered by the State of California, the Medical Assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the Medical Assistant must be certified by one of the approved certifying organizations to train other medical assistants. (Title 16 CCR 1366.3).

Although licensure is not required by the state of California, Los Angeles Career College's Medical Assisting program meets the requirements for industry certification and for in-field employment within the state.

The four major certification agencies offering exams are:

1. The American Association of Medical Assistants (AAMA) offering the Certified Medical Assistant (CMA) certification.
2. American Medical Technologists (AMT) offering the Registered Medical Assistant (RMA) certification.
3. The National Center for Competency Testing (NCCT) offering the National Certified Medical Assistant (NCMA) certification.
4. The National Healthcareer Association (NHA) offering the Certified Clinical Medical Assistant (CCMA) certification.

All four certification agencies require medical assistants to pass their certification exam to become certified. The program fulfills the education requirements for licensure/certification required for employment in the field.

## PROFESSIONAL DEVELOPMENT COURSES

*: Los Angeles Career College provides professional development courses that are taken by non-matriculated students who are not seeking academic credit. These courses are avocational and do not lead to employment.

### *Basic Life Support (BLS) and Heartsaver First Aid CPR AED – American Heart Association

Basic Life Support and certification is for healthcare professionals who are required to perform BLS, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Heartsaver First Aid CPR AED certification is for adult and child educators, daycare providers, lifeguards, and those who are interested in learning cardiopulmonary resuscitation techniques.

Course Length: 4 hours
Cost: $55.00

***Course Content***

- ✓ The importance of high-quality CPR and its impact on survival
- ✓ All the steps of the Chain of Survival and apply the BLS concepts of the Chain of Survival
- ✓ Recognize the signs of someone needing CPR
- ✓ Performing high-quality CPR for adults, children, and infants
- ✓ The importance of early use of an AED and demonstrating its use
- ✓ Provide effective ventilation by using a barrier device
- ✓ The importance of teams in multi-rescuer resuscitation and perform as an effective team member during multi-rescuer CPR.
- ✓ The technique for relief of foreign-body obstruction(choking) for adults and infants

| Time | Lesson |
|---|---|
| 9:30-9:35 | Lesson 1: Course Introduction |
| 9:35-10:00 | Lesson 2: Rescuer Adult BLS<br>Part 1: Adult Chain of Survival<br>Part 2: Scene Safety, Assessment, and Adult Compressions<br>Part 3: Pocket Mask<br>Part 4: 1-Rescuer Adult Bls |
| 10:00-10:10 | Lesson 4: 2-Rescuer Adult BLS |
| 10:10-10:20 | Lesson 5: Special Considerations<br>Part 1: Mouth to Mouth Breaths<br>Part 2: Rescue Breathing<br>Part 3: Breaths with an Advanced Airway |

| | |
|---|---|
| | Part 4: Opioid-Associated Life-Threatening Emergency<br>Part 5: Maternal Cardiac Arrest |
| 10:20-10:50 | Lesson 6: High-Performance Teams<br>Part 1: Team Dynamics<br>Part 2: High-Performance Teams<br>Part 3: High-Performance Teams Activity |
| 10:50-11:10 | Lesson 6A: Local Protocols Discussion |
| 11:10-11:20 | Break |
| 11:20-11:30 | Lesson 7: Child BLS<br>Part 1: Pediatric Chains of Survival<br>Part 2: Child BLS<br>Part 3: 2-Rescuer Child CPR |
| 11:30-11:40 | Lesson 8: Infant BLS<br>Part 1: Infant BLS<br>Part 2: Infant Compressions<br>Part 3: Bag-Mask Device for Infants<br>Part 4: 2-Rescuer Infant CPR<br>Part 5: AED for Infant and Children Less than 8 years of Age |
| 11:40-11:50 | Lesson 9: Relief of Choking<br>Part 1: Adult and Child Choking<br>Part 2: Infant Choking |
| 11:50-12:05 | Lesson 10: Conclusion |
| 12:05-1:00 | Lesson 11: Skills Test<br>Part 1: Adult CPR and AED Skills Test<br>Part: Infant CPR Skills Test |
| 1:00-1:30 | Lesson 12: Exam |
| 1:30-2:30<br>(Optional) | Lesson 12: Remediation<br>Part 1: Skills Testing Remediation<br>Part 2: Exam Remediation |

## *IV Therapy and Blood Withdrawal – Board of Vocational Nursing and Psychiatric Technicians

Hours: 36 Total Contact Hours
Cost: $285.00
Theory: 27 Hours
Clinical: 9 Hours

IV Therapy and Blood Withdrawal course is a 3-day course for Licensed Vocational Nurses and Registered Nurses. This course is approved by the Board of Vocational Nurses and Psychiatric Technicians approved in California. The course is delivered as a residential course.

Students must successfully demonstrate IV insertions and blood withdrawals, complete all didactic materials, and achieve a passing score of over 70% on the final exam.

***Course Content***

- ✓ Preparing the patient psychologically
- ✓ Explaining the rationale for blood withdrawal and venipunctures
- ✓ Distinguishing between types of intravenous solutions and their appropriateness
- ✓ Preparing equipment properly and aseptically
- ✓ Selecting and correctly preparing the most appropriate vein for venipunctures/blood withdrawal
- ✓ Preparing the site in a manner which reduces the chance of infection
- ✓ Performing venipunctures utilizing direct or indirect method
- ✓ Performing blood withdrawal utilizing skin puncture (vacutainer, butterfly, syringe) or venipuncture
- ✓ Dressing site according to policy
- ✓ Securing and immobilizing devices appropriately and safely
- ✓ Regulating flow rate and fluid accurately.

| | |
|---|---|
| Day 1 | • Course Overview & Course Requirements<br>• History of IV Therapy<br>• Legal Aspects<br>• Definitions<br>• Review of Anatomy & Physiology<br>• The Vein<br>• Flues and Electrolytes<br>• Psychological Preparation of the patient for the procedure<br>• Universal Precautions for infection control |
| Day 2 | • Indication of intravenous therapy<br>• Type of venipuncture devices<br>• Types of delivery system<br>• Methods of intravenous therapy<br>• Legal aspects review (blood withdrawal)<br>• Demonstration of blood withdrawal devices<br>• Demonstration of Preparation of patient<br>• Methods of Blood Withdrawal |
| Day 3 | • Review brief history of IV Therapy<br>• Review Legal Aspects Review<br>• Brief Anatomy, physiology, and intravenous therapy review |

## FACULTY

Shota Mkrtumyan, R.N. 712909, CCMA(Q5N9H6Q3) (Full-Time)

- *Registered Nurse, West Coast University*
- *Bachelor of Science in Nursing, West Coast University*

Christine Mika-Hibbert, LVN 256605, CCMA (N2W4W2J5) (Full-Time)

- *Licensed Vocational Nurse, Charter College, Certificate*

Steele Erickson, Certified Phlebotomy Technician (CPT1-02009881) (Full-Time)

- *Phlebotomy Technician, U.S. Colleges, Certificate*

Lia Powers, Certified Phlebotomy Technician (CPT1-00049281), CCMA (B8Y8F8C4) (Full-Time)

- *Phlebotomy Technician, U.S. Colleges, Certificate*

## STAFF

Shota Mkrtumyan, R.N. 712909, CCMA (Full-Time)

- Director of Nursing, School Director, and On-site administrator
    - *Bachelor of Science in Nursing, West Coast University*

Lilit Davityan, R.N. 95045121 (Full-Time)

- Chief Operating Officer, Chief Financial Officer
    - *Bachelor of Science in Nursing, West Coast University*
    - *Associate degree in nursing, Los Angeles Valley College*

Kristine Prazyan R.N. 95346343 (Full-Time)

- Project Manager
    - Bachelor of Science in Nursing, West Coast University

### Hours of Operation

Administrative Office

- 9:00 AM to 6:00 PM Monday through Saturday

## Class Schedules

### Nurse Assistant Training Program

Weekday Session: 9:00 AM to 5:30 PM Monday – Friday
Weekend Session: 9:00 AM to 5:30 PM Saturday – Sunday

### Phlebotomy Training Program

Weekday Session: 9:30 AM to 5:30 PM Monday – Friday
Evening Session: 5:00 PM to 9:00 PM Monday – Thursday
Weekend Session: 9:30 AM to 5:30 PM Saturday's

### Medical Assistant Program

Day Session: 9:00 AM to 3:30 PM Monday – Thursday
Externship may be up to 40 hours per week

## Copyright Policy

**Digital Millennium Copyright Act (DMCA)**

Individuals using computers and networks at LOS ANGELES CAREER COLLEGE are responsible for complying with copyright laws and LOS ANGELES CAREER COLLEGE'S policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violates (infringe) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all of the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g., address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law
- a statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to LOS ANGELES CAREER COLLEGE'S Designated Agent: Shota Mkrtumyan, School Director, Shota@LACareerCollege.com

LOS ANGELES CAREER COLLEGE'S users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using LOS ANGELES CAREER COLLEGE's computer systems, networks, and internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal, and other legal actions.

In addition to the complaint being handled by LOS ANGELES CAREER COLLEGE, copyright owners may also take direct legal action against alleged infringers, and subpoena LOS ANGELES CAREER COLLEGE for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to $250,000 and a potential jail sentence. Lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or from action by LOS ANGELES CAREER COLLEGE. It is your responsibility to be aware of the legality of your actions.

**Copying Materials**

Students, instructional staff, and administrative staff are not allowed to make copies of their textbooks or exams for themselves or their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

LOS ANGELES CAREER COLLEGE requires compliance with applicable copyright laws in the use of instructional materials. The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including such as written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work -- only the "expression" of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include: (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, individuals must obtain permission from the copyright holder unless a statutory exception such as "fair use" applies, or the work is in the public domain.

**The Public Domain and Other "Free" Works**

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

LOS ANGELES CAREER COLLEGE students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious violations of this policy may result in expulsion or discharge from LOS ANGELES CAREER COLLEGE. Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

## DISCLOSURE STATEMENTS

- Los Angeles Career College is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the minimum standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- Los Angeles Career College is non-sectarian and does not discriminate regarding race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.
- Los Angeles Career College is approved to offer the Nurse Assistant Training Program by the California Department of Public Health (CDPH) Licensing and Certification program (L&C).
- Los Angeles Career College is approved to offer the Phlebotomy Training Program by the California Department of Public Health, the Laboratory Field Services.
- Los Angeles Career College is able to offer the IV Therapy and Blood Withdrawal course approved by the Board of Vocational Nursing and Psychiatric Technician.
- Los Angeles Career College is an approved center by American Heart Association to provide BLS (Basic Life Support) and CPR First Aid and AED training courses.
- Los Angeles Career College does not have, under its control or ownership, and is not affiliated with, any dormitory or housing facilities. Students are responsible for securing their own accommodations, as the institution has no responsibility to find or assist students in locating housing.
- Los Angeles Career College does not provide housing assistance services to the students.
- 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.
- 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 at www.bppe.ca.gov.
- Los Angeles Career College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and/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.).
- Any question a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888)-370-7589 or (916)-574-8900 or by fax (916)-263-1897.
- The Office of Student Assistance and Relief is available to support prospective students, current students or past students of private postsecondary educational

institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 888-370-7589, or by visiting osar.bppe.ca.gov.

- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for student status.
- Los Angeles Career College does not recognize acquired life experience, prior experiential learning, or advanced placement as a consideration for enrollment or granting credit towards any programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund. And, if the student has received federal student financial-aid funds, the student is entitled to a refund of the monies not paid from federal student financial-aid program funds.
- It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- The school catalog is updated at least once a year whenever changes to school policies take place.
- Los Angeles Career College does not offer 100% online education currently.
- The Director of Nursing is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Private Postsecondary Education Act of 2009.
- Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school.
- 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 Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- The institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution.
- The institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog.
- Los Angeles Career College shall maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.
- Los Angeles Career College does not offer an English as a Second Language course.
- Los Angeles Career College students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

- Los Angeles Career College is not accredited by an accrediting agency recognized by the United States Department of Education. Students are not eligible for Federal or State Student Aid programs, including the Ability to Benefit (ATB) program.
- Los Angeles Career College is not approved to participate in the Federal or State Student Aid programs.
- A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- Currently, Los Angeles Career College does not have any articulation agreements or transfer agreements with other institutions or colleges.
- It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.
- Los Angeles Career College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities. The College's executive officers are responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints. The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.