



# SCHOOL CATALOG

2024-2025

**Main Campus:** 6606 Pacific Blvd Suite 204 Huntington Park, CA 90255

T: 323-433-9325 F: 323-484-9701

Website: [www.prestigecareercollege.com](http://www.prestigecareercollege.com)

**Non-Main (Branch) Campus:** 1460 E. Holt Ave Ste. 112 & 120, Pomona, CA 91767

T: 909-521-8820 F: 323-484-9701

**Non-Main (Branch) Campus:** 16525 Sherman Way Unit C-7 Van Nuys, CA 91406

T: 818-392-8393 F: 323-484-9701

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## MISSION STATEMENT

To provide affordable, quality training for students to acquire technical and professional skills, fostering career readiness for employment and success.

## INSTITUTIONAL OBJECTIVES

Prestige Career College is committed to:

1. Provide training and curricula that enable students to acquire skills and knowledge to expand gainful employment opportunities.
2. Employ instructional staff who are qualified professionals to teach in their respective field.
3. Promote a productive relationship with employers, affiliates of the college, other educational institutions and professional associations to stay on the forefront of best industry practices.

4. Conduct regular evaluation of training programs to ensure they meet and/or exceed standards set by licensing agencies, the labor markets and advancing technology.
5. Provide a healthy environment for students and employees to foster common respect and professional growth.

## INSTITUTIONAL CORE VALUES

Our work culture at Prestige Career College is driven by our values:

**RESPECT:** We honor and value each individual as we embrace diversity and inclusiveness.

**INTEGRITY:** We work in accordance with the highest academic and professional standards.

**POSITIVITY:** We bring energy and enthusiasm into all work interactions.

**PASSION:** We enjoy working together as we educate our clients.

**ACCOUNTABILITY:** We deliver quality training and take responsibility to ensure success in our endeavors.

**SERVICE TO OTHERS:** We volunteer to help others achieve their professional growth and personal success.

## OWNERSHIP

California Heritage Education (CHE), a California Corporation DBA Prestige Career College, is governed by a Board of Directors. The current members are Ali Bayrami, serving as Chief Executive Officer, and Ricardo Prieto as Corporate Secretary.

## HISTORY

California Heritage Education Corporation (CHE) was founded in 2018. Prestige Career College started to offer training programs in 2019 as an educational institution with an exempt status from the Bureau for Private Postsecondary Education (BPPE) and approvals from the California Department of Public Health (CDPH) for its Nurse Assistant and Home Health Aide programs. In 2021, two branch locations were created. On April 7, 2022, PCC obtained its full approval from the BPPE as a postsecondary institution offering certificate and diploma programs. Subsequently, it obtained approval as a degree-granting institution with a provisional status on July 3, 2023.

## CATALOG DISCLOSURES

PCC is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with state standards as

set forth in the CEC and 5, CCR. The address of the Bureau of Private Postsecondary Education is: 1747 North Market, Suite 225, Sacramento, CA. 95834 Telephone: ((888)370-7589. [www.bppe.ca.gov](http://www.bppe.ca.gov).

Proof of institutional eligibility and licenses may be reviewed in the office of the Campus President during normal business hours.

Prestige Career College is in good standing and does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition for bankruptcy within the preceding 5 years.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA. 95834. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number 888-370-7589 – Fax: (916) 263- 1897

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.

Prestige Career College's Nurse Assistant Program instructors and clinical facilities are approved by the [California Department of Public Health \(CDPH\)](http://www.cdph.ca):

### **California Department of Public Health**

Licensing and Certification Program

P.O. Box 997377, MS 0500

Sacramento, CA 95899-7377

(916) 558-1784

The approval from CDPH ensures that our instructors and clinical facilities meet the standards established for quality education and training in nurse assistant programs. Students can be assured that they will receive instruction and clinical experience of the highest caliber, preparing them for success in their careers as nurse assistants.

## **SCHOOL FACILITIES AND EQUIPMENT**

At Prestige Career College, our campuses are designed to complement and support instruction and learning through well-equipped facilities and supportive common areas. Each location is tailored to enhance the educational experience and ensure that students have access to necessary resources.

### **Main Campus - Huntington Park**

Address: 6606 Pacific Blvd, Suite 204, Huntington Park, CA 90255

Facilities: Classrooms: Spacious, well-ventilated rooms equipped with modern teaching aids to support effective instruction.

Computer Laboratory/Resource Center: Provides students with access to computers and other digital resources essential for research and coursework.

Skills Lab: Equipped with the necessary tools and materials for hands-on training, allowing students to practice and refine their skills in a controlled environment.

Reception and Administrative Offices: Centrally located to assist with student inquiries and provide administrative support.

Parking: Ample parking space is available to accommodate students and staff.

### **Non-Main (Branch) Campus: Pomona**

Address: 3130 Inland Empire Blvd, Suite A, Pomona, CA 91764

#### Facilities:

Classrooms: Designed to facilitate effective learning with appropriate space and equipment.

Skills Lab: Tailored to the specific training needs of the programs offered at this branch.

Student Areas: Includes a reception area for administrative support.

Accessibility: Ensures that students have access to resources and support necessary for their education.

### **Non-Main (Branch) Campus - Van Nuys**

Address: 16525 Sherman Way, Unit C-7, Van Nuys, CA 91406

#### Facilities:

Classrooms: Equipped to provide a conducive learning environment with adequate space and resources.

Skills Lab: Contains the tools and materials relevant to the training programs offered at this location.

Reception and Administrative Offices: Centrally located to assist with student inquiries and provide administrative support.

Accessibility: Designed to meet the needs of students and provide a supportive learning environment.

Compliance: The facilities at PCC meet all federal, state, and local regulations.

Each campus is structured to ensure that common areas complement and support the instructional and learning activities taking place in the classrooms and skills laboratories. This arrangement helps create an optimal educational environment that fosters both academic and personal development

## **OFFICE HOURS**

PCC Office hours are from 8:00 am to 5:00 pm. Instruction hours on campus are from 8:00 am to 5:00 pm (Monday to Friday).

## ACADEMIC CALENDAR

New Year's Day	Martin Luther King Jr. Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day (& day after)
Christmas Day	Winter Break: Dec 24 - Jan 1

**THIS CATALOG IS EFFECTIVE FROM JULY 1, 2024 – JUNE 30, 2025.**

## ADMISSIONS INFORMATION

### GENERAL ADMISSION REQUIREMENTS

The school will accept applicants for admission once the applicants complete the entire admissions process as listed below on or before the first day of class for all programs.

1. Complete an Enrollment Questionnaire and participate in a personal interview with an admissions representative. Parents, spouses, and other family members are encouraged to attend as well to have the opportunity to tour the school facility and discuss concerns regarding program and career objectives.
2. Applicants must be at least 18 years old, California resident and submit a government issued identification card or driver's license and social security card. Applicants that are under 18 years of age must have a High School Diploma or its equivalent and must be accompany by their parent(s) or legal guardian(s) in order to complete the Admissions process.
3. Applicant must provide a copy of his/her U.S. high school diploma, GED, State Proficiency Test or its equivalent. Applicants with high school documentation from a country other than the United States must have the documentation translated and certified to be at least the equivalent of a U.S. high school diploma.
4. Applicants enrolling in the College who have a misdemeanor or felony conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites. Be sure to discuss licensing eligibility concerns and the effects of a criminal background on your program goals with your Admissions Advisor, in consultation with Program Director.

PCC does not offer the Ability to Benefit Test.

Applicants for degree programs must pass the Scholastic Level Test (SLE).



For Nurse Assistant Program: Proof of good health: A report which includes a physical examination and PPD TB Test or Chest X-Ray (CXR) clearance signed by a healthcare provider confirming good health and no risk to fellow students, patients, staff or visitors. This includes a current Flu shot.

5. **CERTIFICATE PROGRAMS:** Must pass the school's assessment if applicants do not have high school diploma or GED.
6. **DIPLOMA PROGRAMS:** Must have a High School diploma or a GED.

Documentation of proof of completion of high school diploma or secondary education from a foreign country must be officially translated into English and show the equivalency of education in the United States; high school diploma, associates or bachelor's degree. Evaluation of foreign transcripts must be completed by a member of the National Association of Credential Evaluation. Information regarding this organization and its members can be found at [www.naces.org/members.html](http://www.naces.org/members.html).

Students must notify the institution if they plan to relocate out of state. PCC 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 Office of Student Services prior to relocation.

#### CREDIT EVALUATION POLICY - ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

Students who have previously attended another school or college (within the past 1 year), may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment, and they pass the institutions examination and skill testing for those subjects (if required). Appropriate credit will only be given once it has been determined that all the aforementioned have been completed by the prospective student. This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college Program work and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

All students being admitted to Prestige Career College shall possess a high school diploma, GED certificate or its equivalent. Students who do not possess either a high school diploma, GED certificate or its equivalent or show any proof of completing secondary education must pass the college' entrance assessment.

## SPECIAL ACCOMMODATIONS

Handicapped prospective students are bound by the same procedures as any other student due to the type of instruction to be imparted and the demands exerted in practical training and industry's production levels. Students with special needs should make arrangements to meet with the designated school official and/or student services to inspect facilities and review requirements. The institution does not admit non-immigrant foreign students and does not provide visa services.

## ORIENTATION

Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. Orientation is a presentation of school policies, rules and regulations, attendance and satisfactory progress requirements, student services available, and an introduction to the life-skills program. Orientation may be conducted on-campus or virtual.

## TEACHER / STUDENT RATIO

Faculty numbers and ratios support the goals of the programs. Deviations from this ratio are assessed in terms of their effectiveness.

**DISTANCE EDUCATION:** Distance education course ratio of students to faculty does not exceed 25:1.

**NA:** Clinical ratio of students to instructor does not exceed 15:1.

**MA, CST:** Laboratory ratio of students to instructor does not exceed 20:1.

**DMS:** Laboratory ratio of students to instructor does not exceed 20:1; active scanning ratio of students to instructor does not exceed 10:1.

**RESIDENTIAL:** The teacher to student ratio for Nurse Assistant residential program is 30 students per instructor for lecture and 15 students per instructor for clinicals.

## LANGUAGE PROFICIENCY

All programs and courses offered by the school are conducted in English.

## NON-DISCRIMINATION CLAUSE

The School Non-Discrimination Policy is in accordance with federal and state rules and regulations as to non-discrimination. No applicant or employee shall be denied admission nor denied any of the privileges and rights due to race, religion, national origin, sex, or physical disabilities.

The school complies with the Title XI of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993.

## NON-DISCRIMINATION CLAUSE

In addition to the requirements for admissions, students should possess the basic minimum computer skills and competencies necessary to enroll in online/blended program. Applicants' basic computer skills are assessed at pre-enrolment during admission interview via Self-Assessment Quiz. Also, During the pre-enrollment admission meeting applicants will be completing required questioner on tablets and upload their identifications for admission. PCC checks and verifies that all students have the following minimum computer skills to enroll in distance education:

- Knowledge of terminologies such as browser, html, etc.
- Perform computer operations such as using keyboard and mouse.
- Managing files; saving, naming, copying, deleting, pasting, etc.
- Installing software, security and virus protection
- Using software such as word processing, etc.
- Uploading, downloading, sending and receiving attachments.
- Printing documents.
- Connecting and accessing and navigating the internet.
- Using browsers.
- Creating, sending and receiving emails.

Admission to programs with online components requires successfully completing the Self-Assessment for online learning and meeting the following hardware requirements: a desktop computer or laptop with Windows 10, a webcam, microphone, and speakers. Tablets and phones are discouraged as they do not support all instructional materials.

PCC provides additional orientation, computer training and guidance to those students who are admitted to the program.

## ACADEMIC PROGRAMS

Course Title	Methodology	Clock Hours	Weeks	Credit Hours
Central Service Technician	Blended	800	31	N/A
Diagnostic Medical Sonography	Blended	2180	73	N/A
Medical Assistant	Blended	800	35	N/A
Nurse Assistant	Residential & Blended	160	6/9/12	N/A

**PROGRAMS MAY NOT BE OFFERED AT THE BRANCH CAMPUSES. PLEASE CALL THE ADMISSIONS OFFICE.**

**PROGRAM TITLE: MEDICAL ASSISTANT**

800 clock hours / 35 Weeks / SOC: 31-9092.00

**PROGRAM DESCRIPTION**

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This Medical Assistant Diploma Program is 800 total clock hours training consisting of classroom theory, skills laboratory, and 200 hours of clinical externships in an approved medical facility. Classroom theory is taught in both synchronous and asynchronous learning while skills are taught via direct learning at the skills laboratory on-campus. The Medical Assisting Program is designed to give students the basic knowledge and skills necessary to work as an entry level Medical Assistant in a health care setting. The program teaches all aspects of supporting a medical office both front (Administrative) and back (Clinical). Students learn patient care and clinical procedures, medical terminologies, patient assessment, examination, diagnosis and treatment, clinical assisting, and routine laboratory procedures, front office procedures, effective communication, patient scheduling and office management, coding, billing, records and basic computer skills.

Although certification is not required for entry-level employment, students may be eligible to sit for certification testing for the California Certifying Board of Medical Assistant (CCBMA), American Medical Certification Association (AMCA) and National Healthcare Association (NHA).

**Method of delivery:** Blended

**Credential:** Diploma

**Training location:** Huntington Park, Pomona Van Nuys

**PROGRAM OBJECTIVES**

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After successfully completing this program, the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Perform administrative procedures.
3. Perform Medical Coding and Billing.
4. Perform medical insurance verification.
5. Perform clinical duties such as applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, preparing patient and assisting with procedures and exams, administering medications, and blood collection.
6. Perform EKG.
7. Apply HIPAA rules in regard to privacy and patient information.
8. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
9. Manage the clinical facility, equipment and inventory.

10. Demonstrate professional conduct in regards to ethical behavior within the scope of practice of a medical assistant.
11. Demonstrate proficiency in basic computer.
12. Demonstrate knowledge of computer software as it applies to electronic health records.
13. Perform administrative and clinical duties of a Medical Assistant.

## PROGRAM OUTLINE

Course Code	Course Title	Lecture Hours	Lab Hours	Extern-ship	Total Clock Hours
MA101	The Medical Assistant, Ethics and Psychology	40.00	40.00		80.00
MA102	Administrative Medical Assisting Procedures	40.00	40.00		80.00
MA103	Medical Terminology, Anatomy and Physiology	40.00	40.00		80.00
MA104	Clinical Assisting 1/Pharmacology	40.00	40.00		80.00
MA105	Laboratory Procedures	40.00	40.00		80.00
MA106	Medical Coding and Billing	40.00	40.00		80.00
MA107	Clinical Assisting II	40.00	40.00		80.00
CD100	Professional Development and Human Relations	20.00	-		20.00
CD110	Career Development	20.00	-		20.00
MA108	Clinical Externship	-	-	200.00	200.00

## DESCRIPTION OF COURSE TITLES:

**MA 101: THE MEDICAL ASSISTANT, ETHICS, AND PSYCHOLOGY** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

This module serves as an introduction to field of medical assisting and its scope of practice. Students will learn the ethical and legal issues involved in patient care and patient procedures. This module also teaches the student understanding of the human mind and those that affect human behavior in order to know how to handle all sorts of situations particularly in dealing with patients and be aware of one's individuality and background when dealing with their emotional and behavioral responses in the medical setting. In addition, the course provides the student the techniques for effective communication.

Topics include Legal Considerations, HIPAA, Fraud and Abuse, Medical Malpractice, Clinical History Taking and Documentation.

**MA 102: ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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The module provides administrative training to assist the physician with the care and treatment of patients at the front office. These administrative skills include patient reception, registration and scheduling appointments, word processing, patient charts, supplies ordering, maintaining supplies and equipment, and preparing correspondence. This course also teaches the students about electronic medical records/electric health records and legal considerations in healthcare. Students will be provided an overview of Medisoft.

**MA 103: PHARMACOLOGY / ANATOMY & PHYSIOLOGY** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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This module introduces the students the world of medical terminology as well as teaches the human body structures and organ systems, anatomical structures, locations, and positions, structure and function of these major body systems, including organs and their locations, interactions between organ systems, homeostasis, pathophysiology and disease processes, signs, symptoms, and etiology of common diseases, conditions, injuries and the diagnostic measures and treatment modalities.

**MA 104: CLINICAL ASSISTING 1** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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The module teaches patient preparation and care, and routine procedures for the Medical Assistant. Students learn how to take and read vital signs, pulse rates, temperature (oral, axillaries and tympanic), and respiratory rate and measuring height and weight. Students will learn how to take and evaluate blood pressure, assisting the physician for physical exam and preparing patient before the procedures. This module also teaches the proper classification, actions, and names of medications and the regulations in controlling them. Abuse of medications, drug metabolism and the factors that could influence their effects, as well as drug administration and dosage calculations, drug classifications, PDRs, prescription, recording, storing, drug therapy are also addressed. Students are expected to know how to administer medications and injections

**MA 105: LABORATORY PROCEDURES** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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The course is designed to teach the students blood specimen collection, medical terminology, patient care and equipment and supplies used in blood collection. Students will learn the proper and correct procedures for collecting venous and capillary blood samples.

**MA 106: MEDICAL BILLING AND CODING** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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This course covers both Medical Coding and Billing. It prepares students with the basic principles of ICD10-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documents. Students will assign diagnosis codes using the ICD10-CM coding system as applied to different diseases of the human body systems and application of the procedural codes used by several health care providers using Current Procedural Terminology (CPT-4).

This course also teaches the students overview of the medical billing profession. Students will have a comprehensive study of the health care insurance systems and managed care, billing exercises using medical billing software, in-patient and facility services billing and reimbursement methodologies.

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**MA 107: CLINICAL ASSISTING II** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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This module equips students with the skills to collect sample specimens for routine exams and assist in special analyses. Students will learn to ensure patient safety, complete the clinical intake process, respond to emergency situations, and guide patients through specific procedures. The module also provides an overview of normal electrical conduction and common waveform variations on cardiac monitoring devices. Additionally, students will learn to perform EKGs and breast exams, prepare instruments for minor surgeries, and assist physicians, gaining an understanding of pre- and post-operative procedures.

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**CD 100: PROFESSIONAL DEVELOPMENT AND HUMAN RELATIONS** (LECTURE: 20 HOURS | LAB: NONE | PREREQUISITE: NONE)

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This course is designed to equip students with the essential skills and knowledge necessary for personal and professional growth in today's dynamic workplace. Throughout the course, the students will explore various professional success including leadership development, emotional intelligence, team work, and interpersonal relations. Students will be exposed to My Everything DISC a personal development learning experience to deepen their understanding of themselves and other people around them.

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**CD 110: CAREER PREPAREDNESS** (LECTURE: 20 HOURS | LAB: NONE | PREREQUISITE: NONE)

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This course will teach students how to prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication.

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**MA 108: CLINICAL EXTERNSHIP** (LECTURE: NONE | LAB: NONE | EXTERNSHIP: 200 HOURS | PREREQUISITE: MA101, MA102, MA103, MA104, MA105, MA106, MA107, CD100, CD110)

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After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting, within the ethical and legal framework of the profession of medical assistants.

**LICENSURE:**

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Graduates of the Medical Assistant program are not required to obtain licensure to secure employment. However, PCC strongly encourages all students to pursue registration, certification, or licensure to enhance their employment prospects and support further education.



**PROGRAM TITLE: CENTRAL SERVICE TECHNICIAN**

800 clock hours / 31 Weeks / SOC: 31-9093.00

**PROGRAM DESCRIPTION**

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The Central Service Technician Diploma Program is 800 clock hours training consisting of classroom theory, skills laboratory and 400 hours of clinical externships in an approved facility. The program is designed to give students the basic knowledge and skills necessary to work as an entry level Central Service Technician or Sterile Processing Technician in a health care setting. Classroom theory is taught in both synchronous and asynchronous learning. After successfully completing the program, the graduate will be eligible to take the CRCST certification exam through the Healthcare Sterile Processing Association (HSPA) formerly known as International Association of Healthcare Central Service Material Management (IAHCSMM).

The Central Service Technician program is designed to teach students the skills for cleaning, packaging, sterilizing, disinfecting, and decontaminating instruments used by medical personnel and ensure that they are sterile, clean and ready. The program provides the students a comprehensive background of healthcare services including familiarity with every instrument or tool used, store, pass out and keep records related to sterilization monitors, orders and inventory.

**Method of delivery:** Blended

**Credential:** Diploma

**Training location:** Huntington Park, Pomona Van Nuys

**PROGRAM OBJECTIVES**

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After successfully completing this program, the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
3. Decontaminate, process, assemble, store and distribute medical devices and supplies.
4. Examine and clean tools and surgical equipment before sterilization.
5. Sterilize equipment and ensure there are adequate surgical supplies.
6. Put cleaned instruments in sterilizers like autoclaves.
7. Maintain records related to sterilization monitors, orders, charges to patients, and inventory.
8. Report any possible equipment defects or problems to health care staff.
9. Ensure sterile supplies have not expired.
10. Keep a sterile environment.
11. Demonstrate ethical and professional behavior congruent with standards of practice.

12. Perform duties of a central service technician.

### PROGRAM OUTLINE

Code	Course Title	Lecture Hours	Lab Hours	Externship	Total Clock Hours
CST101	Medical Terminology, Anatomy & Physiology and Microbiology	40.00	40.00		80.00
CST102	CST Regulations, Infection Control and Decontamination	40.00	40.00		80.00
CST103	Disinfection And Instrumentation	40.00	40.00		80.00
CST104	Sterilization	40.00	40.00		80.00
CST105	Record Keeping and Quality Assurance	20.00	20.00		40.00
CD100	Professional Development and Human Relations	20.00	-		20.00
CD110	Career Development	20.00	-		20.00
CST106	Externship	-	-	400.00	400.00

### DESCRIPTION OF COURSE TITLES:

**CST 101 MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY AND MICROBIOLOGY** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

This course provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures. This course serves as an introduction to Microbiology, principles and the impact on humans. It covers the study of microorganisms, their structure, physiology, biochemical aspects, infectious diseases and practical application.

**CST 102 CST REGULATIONS, INFECTION CONTROL AND DECONTAMINATION** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

This course provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

**CST 103 DECONTAMINATION AND DISINFECTION** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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This course is designed to provide comprehensive training in disinfection techniques and instrumentation management for individuals pursuing a career in sterile processing. Throughout this course, students will gain a deep understanding of the principles and practices of disinfection, with a focus on the critical role it plays in preventing healthcare-associated infections (HAIs). They will learn about the various types of disinfectants, their modes of action, and the factors influencing their efficacy. Students will also explore the fundamentals of managing medical instruments and equipment within a sterile processing environment. Topics will include instrument identification, inspection, assembly, packaging, and sterilization preparation.

**CST 104 STERILIZATION** (LECTURE: 40 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

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This course provides a comprehensive overview of sterilization techniques, methods, and best practices for the Sterilization Processing professional involved in sterilization processing. Students will explore the principles of sterilization, including the importance of microbial control, sterilization methods, and validation processes. Emphasis will be placed on understanding the characteristics of different sterilization agents and their applications in healthcare facilities. They will learn about sterilization cycle development, monitoring, and documentation to ensure compliance with regulatory standards and guidelines.

**CST 105 RECORD KEEPING AND QUALITY ASSURANCE** (LECTURE: 20 HOURS | LAB: 20 HOURS | PREREQUISITE: NONE)

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This course teaches records creation and monitoring, ordering and allocating of medical supplies and instruments, keeping records related to sterilization, reporting possible equipment defects or problems to appropriate medical office staff. Students will be able to take physical inventory of equipment and supplies, completes requisition slips, equipment log and stock order requests. Topics include Protected Health Information. Students will have an overview of computer applications and data entry. This course teaches Material Safety Data Sheets (MSDS), work simplification, special handling and six sigma concepts in quality assurance. Topics also include total quality management, safety and risk management, inventory management, information technology, and storage.

**CD 100 PROFESSIONAL DEVELOPMENT AND HUMAN RELATIONS** (LECTURE: 40 HOURS | LAB: NONE | PREREQUISITE: NONE)

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This course is designed to equip students with the essential skills and knowledge necessary for personal and professional growth in today's dynamic workplace. Throughout the course, the students will explore various professional success including leadership development, emotional intelligence, team work, and interpersonal relations. Students will be exposed to MYEVERYTHINGDISC a personal development learning experience to deepen their understanding of themselves and other people around them.

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**CD 110 CAREER DEVELOPMENT** (LECTURE: 20 HOURS | LAB: NONE | PREREQUISITE: NONE)

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This course will teach students how to prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication.

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**CST 106 EXTERNSHIP** (LECTURE: NONE | LAB: NONE | EXTERNSHIP: 200 HOURS | PREREQUISITE: CST101, CST102, CST103, CST104, CST105, CD100, CD110)

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After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a facility setting within the ethical and legal framework of the profession of sterilizing processes.

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**LECENSURE**

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Graduates of the Central Service Technician program are not required to obtain licensure to secure employment. However, PCC encourages all students to pursue registration, certification or licensure to secure employment. Graduates of the program are eligible to sit for the Certified Registered Central Service Technician (CRCST) certification exam through the Healthcare Sterile Processing Association (HSPA), formerly known as the International Association of Healthcare Central Service Material Management (IAHCSMM). which includes a CRCST certification exam through the Healthcare Sterile Processing Association (HSPA), formerly known as the International Association of Healthcare Central Service Material Management (IAHCSMM).

**PROGRAM TITLE: DIAGNOSTIC MEDICAL SONOGRAPHY**

2180 clock hours / 73 Weeks / SOC: 29-2032.00

**PROGRAM DESCRIPTION**

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This Diagnostic Medical Sonography is 2180 clock hours training consisting of seven (7) core courses and two (2) specialty courses with 960 hours of clinical externships in an approved medical facility. The Program is designed to give students the basic knowledge and skills necessary to work as an entry level Ultrasound Technician or Sonographer in a health care setting, The program is hybrid where classroom theory hours are taught in both synchronous and asynchronous learning and skills are taught by direct instruction onsite.

The Diagnostic Medical Sonography diploma program is designed to train students in the field of sonography to produce two-dimensional ultrasonic recordings of internal organs using ultrasound equipment for use by physicians in diagnosing diseases and malfunctions of organs.

Although certification is not required for entry-level employment in the state of California, students after meeting additional academic requirements and experience may be eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS).

**Method of delivery:** Blended

**Credential:** Diploma

**Training location:** Huntington Park, Pomona Van Nuys

**PROGRAM OBJECTIVES**

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After successfully completing this Program, the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply HIPAA rules in regard to privacy and patient information.
3. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
4. Manage the clinical facility, equipment and inventory.
5. Competently perform as an entry level sonographer in the learning domains for sonography and abdominal, OB-Gyne vascular sonography.
6. Demonstrate skills in patient care and patient services.
7. Clean and maintain imaging equipment to ensure they are working properly.
8. Take ultrasounds images.
9. Take notes, observe and record sonographic findings in patient records.

10. Demonstrate professional conduct regarding ethical behavior within the scope of practice of a sonographer.

#### PROGRAM OUTLINE

Course Code	Course Title	Lecture Hours	Lab Hours	Extern-ship	Total Clock Hours
DMS101	Introduction To Sonography with Basic Math	50.00	10.00		60.00
DMS102	Medical Terminology, Anatomy and Physiology	120.00	40.00		160.00
DMS103	Medical Ethics and Patient Care	50.00	10.00		60.00
DMS104	Ultrasound Physics and Instrumentation	100.00	80.00		180.00
DMS105	Vascular Ultrasound	120.00	120.00		240.00
DMS108A	Clinical Externship 1			150.00	150.00
DMS106	Abdomen And Small Parts	120.00	120.00		240.00
DMS108B	Clinical Externship 2			150.00	150.00
DMS107	Ob & Gynecology Ultrasound	120.00	120.00		240.00
CD100	Professional Development And Human Relations	20.00			20.00
CD110	Career Development	20.00			20.00
DMS108C	Clinical Externship 3			660.00	660.00

#### DESCRIPTION OF COURSE TITLES:

**DMS 101 INTRODUCTION TO SONOGRAPHY WITH BASIC MATH** (LECTURE: 50 HOURS | LAB: 10 HOURS | PREREQUISITE: NONE)

This course provides student orientation to the sonography program and serves as an introduction to the profession of diagnostic medical sonography and the role of a sonographer in the current health care delivery system with emphasis on basic ultrasound practices and procedures. This course also prepares the student for a transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options. Review of Basic Mathematics is studied towards the end of the Program.

**DSM 102 MEDICAL TERMINOLOGY, ANATOMY AND PHYSIOLOGY** (LECTURE: 120 HOURS | LAB: 40 HOURS | PREREQUISITE: NONE)

This course provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of

sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

**DMS 103 MEDICAL ETHICS AND PATIENT CARE** (LECTURE: 50 HOURS | LAB: 10 HOURS | PREREQUISITE: NONE)

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This course provides the student an introduction to the legal considerations in healthcare and a foundation of laws to be used as guide for individual's behavior in the medical field including prevention of medical malpractice litigations by understanding the legal concepts of standard of care, criminal and civil acts, negligence, contracts and ethical concepts and how to safely perform procedures and interact with patients in the clinical setting. Student will be provided the basic concepts and theories of patient to make sound clinical judgements for physical, legal and ethical needs of the patient including effective communication, aseptic techniques, routine and emergency care and infection control. Students will receive CPR Certification, Infection Control and First Aid.

**DMS 104 ULTRASOUND PHYSICS AND INSTRUMENTATION** (LECTURE: 100 HOURS | LAB: 80 HOURS | PREREQUISITE: DMS101, DMS102)

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This course introduces the student the physics of ultrasound and imaging tools used in the field. Discussions include ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter, artifacts and bioeffects. Student will explore the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution. This course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam, Doppler physics, color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies.

**DMS 105 VASCULAR ULTRASOUND** (LECTURE: 120 HOURS | LAB: 120 HOURS | PREREQUISITE: DMS101, DMS102)

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This course explores the anatomical comparisons between the wall architectures of veins and arteries, their pathophysiology as well as the vascular sonographer's role. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise/pre and postprandial induced pressure-resistive changes on the venous and visceral vascular systems. This course will provide continued exposure to the vascular sonographic techniques in the clinical setting including observation, pre- and post-procedural activities, and supervised performance of basic vascular sonographic examination.

**DMS 106 ABDOMEN AND SMALL PARTS** (LECTURE: 120 HOURS | LAB: 120 HOURS | PREREQUISITE: DMS100, DMS 102 DMS103, DMS104, DMS105)

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This course presents the gross anatomy, sectional anatomy, physiology, pathology and pathophysiology and sonographic appearances of normal and abnormal structures of the liver,

gallbladder and biliary tree, pancreas, and urinary tract with urinary bladder. This course also includes cross-sectional ultrasound imaging instruction with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine and protocols of the abdomen and related systems.

**DMS 107 OB & GYNECOLOGY ULTRASOUND** (LECTURE: 120 HOURS | LAB: 120 HOURS | PREREQUISITE: DMS 100, DMS 102, DMS103, DMS104, DMS105)

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This course presents the gross anatomy, sectional anatomy, physiology, pathology, pathophysiology and sonographic appearances of normal and abnormal structures of the female reproductive system including the first trimester of the intrauterine fetal development and diseases of the female pelvis. Scanning lab continues on the transabdominal scanning of the female pelvis and pregnant uterus, ectopic pregnancy, fetal development and growth, fetal measurements and normal and abnormal fetal anatomy.

**CD 100 PROFESSIONAL DEVELOPMENT AND HUMAN RELATIONS** (LECTURE: 20 HOURS | LAB: 10 HOURS | PREREQUISITE: NONE)

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This course is designed to equip students with the essential skills and knowledge necessary for personal and professional growth in today's dynamic workplace. Throughout the course, the students will explore various professional success including leadership development, emotional intelligence, team work, and interpersonal relations. Students will be exposed to MYEVERYTHING disc a personal development learning experience to deepen their understanding of themselves and other people around them.

**CD 110 CAREER** (LECTURE: 20 HOURS | LAB: 10 HOURS | PREREQUISITE: NONE)

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This course will teach students how to prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication.

**DMS 108A CLINICAL EXTERNSHIP I** (LECTURE: NONE | LAB: NONE | EXTERNSHIP: 150 HOURS | PREREQUISITE: DMS101, DMS102, DMS103, DMS104, DMS105)

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After completion of classroom lecture and lab hours in the program from first 4 modules, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. This is the first of the 3 clinical externships for the program, thus, provides the students an introduction to the clinical environment of the field of sonography. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of sonographer.



**DMS 108B CLINICAL EXTERNSHIP II** (LECTURE: NONE | LAB: NONE | EXTERNSHIP: 150 HOURS | PREREQUISITE: DMS101, DMS102, DMS103, DMS104, DMS105, DMS106, DMS107, DMS 108A)

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After completion of classroom lecture and lab hours in the first six modules and one clinical externship, the student will have the opportunity to apply the additional knowledge and skills acquired in the classroom and in their initial clinical exposure. This is second of the 3 clinical externships of the program wherein students will be provided more experience by assisting and performing basic diagnostic ultrasound procedures. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of sonographer

**DMS 108C CLINICAL EXTERNSHIP III** (LECTURE: NONE | LAB: NONE | EXTERNSHIP: 660 HOURS | PREREQUISITE: DMS101, DMS102, DMS103, DMS104, DMS105, DMS106, DMS107, DMS 108A, DMS 108B, CD100, CD110)

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After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of sonographer.

## LICENSURE

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In the State of California, graduates of the Diagnostic Medical Sonography program are not required to obtain licensure to secure employment. However, PCC strongly encourages all students to pursue registration, certification, or licensure to enhance their employment prospects and support further education.

**PROGRAM TITLE: NURSE ASSISTANT (DIRECT AND BLENDED)**

160 clock hours / 5 Weeks (SOC 31-2011)

**PROGRAM DESCRIPTION**

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The Nurse Assistant program is designed to teach students the competencies that will enable them to perform basic nursing skills and provide quality care for acute hospitals and long-term care facilities. Training includes taking of vital signs, range of motion, patient care skills and procedures, CPR, First Aid, communication, safety promotion and professionalism to work effectively. The program has classroom and clinical components and prepares the students to take the State of California Nurse Assistant Certification.

**Method of delivery:** Residential, Blended

**Credential:** Certificate of Completion

**Pre-requisites:** Live scan, Physical Examination

**Training location:** Huntington Park, Pomona Van Nuys

**PROGRAM OBJECTIVES**

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After successfully completing this program, the student will be able to:

1. Demonstrate behaviors consistent with professional work ethics, legal responsibilities and scope of practice according to the California Department of Public Health for Nurse Assistants (Title 22).
2. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
3. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
4. Demonstrate competence and proficiency in communication and interpersonal relationships, safety and infection control, patient care skills, personal care procedures, vital signs, nutritional requirements and techniques, body mechanics, exercise and activity, emergency procedures, care to clients with special needs, end of life, rehabilitation and abuse prevention.
5. Adhere to the policies and procedures of clinical sites.
6. Demonstrate compliance with standards of practice for nursing assistant.
7. Demonstrate competence with all skills required for certification as a Certified Nurse Assistant.

## PROGRAM OUTLINE

Course Code	Course Title	Lecture Hours	Lab	Clinical Hours	Total Clock Hours
Module 1	Introduction	2.00	-	-	2.00
Module 2	Patients' Rights	3.00	-	1.00	4.00
Module 3	Interpersonal Skills	2.00	-	-	2.00
Module 4	Prevention and Management of Catastrophe and Unusual Occurrences	1.00	-	1.00	2.00
Module 5	Body Mechanics	2.00	-	4.00	6.00
Module 6	Medical And Surgical Asepsis; Infection Control	2.00	-	8.00	10.00
Module 7	Weights And Measures	1.00	-	1.00	2.00
Module 8	Patient Care Skills	14.00	-	40.00	54.00
Module 9	Patient Care Procedures	7.00	-	20.00	27.00
Module 10	Vital Signs	3.00	-	6.00	9.00
Module 11	Nutrition	2.00	-	6.00	8.00
Module 12	Emergency Procedures	2.00	-	1.00	3.00
Module 13	Long –Term Care Patient	5.00	-	4.00	9.00
Module 14	Rehabilitative Nursing	2.00	-	4.00	6.00
Module 15	Observation And Charting	4.00	-	4.00	8.00
Module 16	Death and Dying	2.00	-	-	2.00
Module 17	Patient/Resident Abuse	6.00	-	-	6.00

## DESCRIPTION OF COURSE TITLES

**MODULE I INTRODUCTION** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: NONE | PREREQUISITE: NONE)

This module is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

**MODULE II PATIENTS' RIGHTS** (LECTURE: 3 HOURS | LAB: NONE | CLINICAL: 1 HOUR | PREREQUISITE: MODULE 1)

This module is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind patient/resident rights is that each patient/resident is a member of a family and of society as a

whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

**MODULE III INTERPERSONAL SKILLS** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: NONE | PREREQUISITE: MODULE 2)

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This module is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact with patients/residents, patient's/residents' families and guests, and other members of the health care team.

**MODULE IV PREVENTION AND MANAGEMENT OF CATASTROPHE AND UNUSUAL OCCURRENCES** (LECTURE: 1 HOURS | LAB: NONE | CLINICAL: 1 HOUR | PREREQUISITE: MODULE 3)

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This module is to introduce the student to the concepts and procedures related to the patient's/resident's safety including environmental emergency issues The Nurse Assistant 's role in creating a safe environment for the patient/resident is discussed.

**MODULE V BODY MECHANICS** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: 4 | PREREQUISITE: MODULE 4)

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This module provides students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting patients/residents and will implement these principles when providing patient/resident care.

**MODULE VI MEDICAL AND SURGICAL ASEPSIS; INFECTION CONTROL** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: 8 HOURS | PREREQUISITE: MODULE 5)

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This module presents information about asepsis and the control of infection. Procedures and precautions to protect patient/patients/residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

**MODULE VII WEIGHTS AND MEASURES** (LECTURE: 1 HOUR | LAB: NONE | CLINICAL: 1 HOUR | PREREQUISITE: MODULE 6)

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This module is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

**MODULE VIII PATIENT CARE SKILLS** (LECTURE: 14 HOURS | LAB: NONE | CLINICAL: 40 HOURS |  
PREREQUISITE: MODULE 7)

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This module is to teach the students skills needed to support and/or assist the patient/resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when patients/residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient/resident.

**MODULE IX PATIENT CARE PROCEDURES** (LECTURE: 7 HOURS | LAB: NONE | CLINICAL: 20 HOURS |  
PREREQUISITE: MODULE 8)

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This module provides learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the patient/resident in meeting physical care needs that cannot be performed independently.

**Module X Vital Signs** (LECTURE: 3 HOURS | LAB: NONE | CLINICAL: 6 HOURS | PREREQUISITE: MODULE 9)

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This module prepares students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

**MODULE XI NUTRITION** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: 6 HOURS | PREREQUISITE: MODULE 10)

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This module is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a patient/resident to meet nutrition and hydration needs.

**MODULE XII EMERGENCY PROCEDURES** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: 1 HOUR |  
PREREQUISITE: MODULE 11)

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This module introduces the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

**MODULE XIII LONG –TERM CARE PATIENT** (LECTURE: 5 HOURS | LAB: NONE | CLINICAL: 4 HOURS |  
PREREQUISITE: MODULE 12)

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This module is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly

patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

**MODULE XIV REHABILITATIVE NURSING** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: 4 HOURS | PREREQUISITE: MODULE 13)

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This module introduces the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the patient/resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

**MODULE XV OBSERVATION AND CHARTING** (Lecture: 4 Hours | Lab: None | Clinical: 4 Hours | Prerequisite: Module 14)

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This module is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

**MODULE XVI DEATH AND DYING** (LECTURE: 2 HOURS | LAB: NONE | CLINICAL: NONE | PREREQUISITE: MODULE 15)

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This module is to introduce to the Nurse Assistant the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the patient/resident during this period to understand coping mechanisms and provide support to the patient/resident and family members.

**MODULE XVII PATIENT RESIDENT ABUSE** (LECTURE: 6 HOURS | LAB: NONE | CLINICAL: NONE | PREREQUISITE: MODULE 16)

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This module is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

## LICENSING REQUIREMENTS

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In the State of California, students are required to obtain Certification as Certified Nurse Assistant to secure employment. Students must pass a live scan, complete all required hours, and submit an application to the California Department of Public Health and Pass for Certification Testing.

## ACADEMIC POLICIES

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory academic progress is necessary to become a Prestige Career College graduate. The following applies to all students enrolled at PCC:

- Maximum time frame is the maximum amount of time that a student is permitted to work towards a certificate/diploma/degree. This period is equal to 1.5 times the standard program length. The maximum time frame is based on the length of the program measured in clock or credit hours.
- Students not completing within the maximum time frame will not graduate from their program but only receive an acknowledgement of completion of the required hours.
- Students to meet Satisfactory Academic Progress (SAP) must have a minimum of 80 % attendance (quantitative) for clock/credit hour program and must have earned at least 70% (2.0) cumulative point average (qualitative) at each evaluation period.
- Satisfactory Academic Progress (SAP) is measured in increments of 25%, 50%, 75%, 100% for the diploma or degree program measured in clock or credit hours.
- Satisfactory Academic Programs (SAP) is measured at 50% of the program clock or credit hours for certificate programs, except Nurse Assistant training.
- Due to the completion requirements of the Nurse Assistant training which requires 100% completion of entire program, student must complete 100% of hours for theory and maintain 70% CGPA in order continue with clinical experience. Upon participation in clinical rotation, students must complete 100% of the hours and demonstrate satisfactory competency in all skill sets required in order to graduate from the program.
- Failure to meet Satisfactory Academic Standards at an evaluation point will result in the student being placed on “Warning”. If at the end of the warning period, the student meets both quantitative and qualitative requirements, student will be re-instated to Satisfactory Academic Progress.
- Failure to meet satisfactory academic progress requirements during the “Warning” period will result in the student being placed on “Probation”.
- Failure to meet the Satisfactory Academic Progress requirements during the “Probation” period will result in the student being terminated.
- For Course Repetitions, see Repeat Policy.
- For Withdrawals and Incomplete, see Withdrawals and Incomplete Policy.
- For being on warning, see Warning Section.
- For being on probation, see Probation Section.
- For Readmission, see Readmission Section.

## WARNING POLICY

- All students are required to make academic progress toward their educational goals.
- Warning status is assigned without an appeal or other action by the student. If at the end of the Warning Period, the student meets both the quantitative and qualitative requirements, they will re-establish Satisfactory Academic Progress.
- If at the end of the Warning Period, the student has not met both the quantitative and qualitative requirements, the student will be placed on probation for the next period.

## PROBATION POLICY

PCC maintains a Probation Policy. Probation will occur if a student's CGPA falls below 70% or 2.0, or attendance falls below 80% at the established incremental evaluation points. Probation status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on probation. By the end of the probationary period. Students are expected to maintain a CGPA of at least 2.0 (70%) in order to remain in good academic standing.

If the student meets the minimum quantitative and qualitative requirements by the end of the probationary period, satisfactory progress will be re-established. If a student does not meet the CGPA minimum within the next consecutive evaluation period, the student's enrollment will be terminated.

## APPEAL POLICY

- Any student who is placed on probation and / or terminated for failure to maintain satisfactory progress or failure to complete the terms of probation may appeal the decision.
- All appeals and / or requests for readmission must be made in writing to the Appeals Committee within 15 days of the student being notified of his / her probation or termination
- The appeal or request for readmission must document that the conditions resulting in the probation status or termination have been rectified. Readmission is not guaranteed, and the decision of the Appeals Committee is final.
- A student will be notified in writing of the Committee's decision within 15 days of the college's receipt of the appeal or request for readmission.

## REPEAT POLICY

Students may repeat a course as required by PCC due to academic or other reasons. A student may repeat at the discretion of the Director of Education. All courses attempted will be listed on the student's transcript; however only the final grade for the last repeat will be listed and count toward the CGPA. All previous attempted credits will be listed as "R". Students who fail a required course three times will be terminated from the program. Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for student financing. Students may repeat one course at no additional charge. All



subsequent repeated courses will be added to the student's total tuition cost at the current cost per credit / hour charges.

#### STATE LICENSURE DETERMINATION

Direct Notice Policy for Programs leading to Licensure or Certification. Prestige Career College (PCC) determines the student's physical location during the admissions process. Applicants share their address on the Interview Application for admission. Their address is verified through government issued ID that is collected as part of the admissions process. Students located outside of California are not accepted into Prestige Career College.

Prestige Career College provides direct notice as to the determination of qualification for licensure for states outside of California via email. Students are able to update their personal information, including address, in the Student Information System, Canvas. 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. Students are encouraged to speak with PCC staff prior to relocation to determine options for continuing training or withdrawing prior to moving outside of California. If a student moves out of California, or if the determination of qualification for licensure for a state on the list changes, Prestige Career College provides Direct Notice to all students. Direct Notice is provided via email within 14 days after the day the change in determination is identified by PCC.

Prestige Career College has determined if the program meets the educational requirements for specific state licensing or credentialing required for employment.

#### WITHDRAWAL AND INCOMPLETE GRADE POLICY

Withdrawal from a program will result in termination from the program. Students who do not complete the course requirements by the last scheduled day of the course will receive a grade of

I. This will not affect the CGPA until it is converted to a final grade. The incomplete grade will be conferred to an "F" if the requirements are not met within ten calendar days of the last scheduled day of instruction for the course.

#### RE-ADMISSION REQUIREMENTS

Any student that has voluntarily withdrawn may apply for automatic readmission. Students who were Dismissed from their program for academic performance issues, attendance issues or school policy violations may also reapply for readmission and are subject to approval by the Re-Admission Committee comprised of the President, Campus Director, Education Department, Registrar Department, Career Services, and Finance Department. A student who withdrew or dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered a

‘reenter’ status. Any student who withdrew or dismissed from a program and seeks readmission later than 180 days of their last date of attendance is considered a ‘reenroll’ status and may be eligible for transfer credit from previous enrollment. Any student who withdrew or was dismissed from a program for five (5) years or later must start at the beginning of the program meeting all requirements satisfactorily (previous credit earned within the 5-year period may be denied if major curriculum changes occurred). Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to 6 months depending on the circumstance surrounding the withdrawal or dismissal and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous courses will apply. Students submitting a re-enrollment letter to the Re-Admission Committee will be notified in writing of the Committee’s decision within 15 days of receipt of the written request for readmission. The decision of the Committee is final, Readmission will be allowed on a “space available” basis only.

### GRADING SYSTEM

Percentage	Letter Grade	Point Average	Description
100-90	A	4.0	Outstanding
89-80	B	3.0	Good
79-70	C	2.0	Average
69-60	D	1.0	Below passing
Under 60	F	0.0	Failure
	I	0.0	Incomplete
	W	0.0	Withdrawal

### CLINICAL/EXTERNSHIP GRADING:

Rating	Description
Pass/Fail	These grades are given for Externship and are not counted in the CGPA.
Satisfactory/Unsatisfactory	These grades are given for Clinical Experience and are not counted in the CGPA.

### GRADUATION REQUIREMENTS

To graduate from a program, the student must have completed all clock hours for the program, and passed or achieved a 70% CGPA and 80% of school attendance.

Non-degree programs: Students who successfully complete their programs will receive either a Diploma or Certificate of Completion.

Degree programs: Students who successfully complete their programs will receive their degrees.

## ATTENDANCE POLICY

The school expects students to demonstrate the same work habits that are required in the workplace. Students are expected to arrive on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop new skills that are required by employers. To meet attendance requirements and successfully graduate from their training, students must complete a minimum of 80% of the total scheduled hours for the program. If a student expects to be absent or late, they must notify the college by contacting the instructor in advance or the registrar. Attendance is monitored in every class period. A student who fails to attend for fourteen (14) consecutive calendar days will be terminated from the program. This policy is applicable for online classes.

## TARDINESS

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The institution places the same demands on its students as an employer would on their employees. Students are expected to be on time for each class session. A student is considered tardy for class if they arrive later than 15 minutes after the scheduled start of class. Excessive tardiness may result in disciplinary actions, including but not limited to probation, suspension, or dismissal.

## LEAVING EARLY

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The institution places the same demands on its students as an employer would on their employees. Students are expected to remain in class for the entire session. A student is considered to be leaving early from class if they depart earlier than 15 minutes prior to the close of class. Students leaving early from class will be documented. Excessive early departures may result in disciplinary actions, including but not limited to probation, suspension, or dismissal.

## PROBATION, SUSPENSION AND DISMISSAL

A student who does not meet academic or attendance or conduct requirements may face probation, suspension or dismissal. If a student does not maintain satisfactory academic progress, the student will be placed on probation with provisions until the next evaluation point. If there is no improvement and a student does not meet the provisions of the probation, then the student will face termination from the program. A student that does not maintain satisfactory attendance during a Program will be placed on probation for a period of thirty (30) days during which time the student must maintain satisfactory attendance. Students who violate school policies on student conduct may face suspension and may not be allowed in the school premises, and advised when to return to the campus. Students cannot appeal suspension and probation. Students who face dismissal may seek an appeal with the School Director for continuance of enrollment or permit the student to continue with or without additional probationary requirements.

## EXTERNSHIP

Students enrolled in Programs with externship must complete the established hours of externship to successfully complete the program. The school's Attendance Policy applies to students in externship.

## MAKE-UP WORK FOR ABSENCE/TARDY HOURS

Students are expected to make up all work necessary to meet the program objectives of their programs. Make up for classroom objectives will be in accordance with the Program Instructor.

Arrangements to take any tests or work missed because of an absence/tardy must be made immediately upon return to class. Make-up work or lessons should be completed within the week following the missed lesson.

Other than testing, the instructor may assign additional outside work to be completed as make-up for each tardiness or absence such as submission of term/research paper on assigned topics, reading assignments of several missed chapters and create an outline, other essays; all related to the Program/subject matters missed. Missed clinical skills work will be made-up only by extra laboratory hours. Practical skills and computer work will be made-up by additional projects as instructed.

Students taking up the make-up test or projects cannot obtain more than 90% of the passing grade of that particular test/project/work. Arrangements to take any tests missed because of an absence must be made within the week following the missed lesson or immediately upon return to class.

Students who do not meet with the instructor upon returning to school to make arrangements for the make-up will get a grade of zero (0) and will not be scheduled to any make-up work.

Hours of make-up cannot be accepted as hours of class attendance. Make-up hours will be achieved by attendance to a class outside of the student's current class schedule. Students taking up make-up hours cannot be more than 50% of the length of the Program.

## ONLINE LEARNING

PCC offers the Blended and the Online (synchronous and asynchronous) learning. Blended utilizes Zoom meetings to deliver lectures and facilitate student engagement. While on Zoom, instructor and students utilize the Canvas as a learning tool where Program content and other instructional materials can be found. The skills component for the Blended are done in the school's skills laboratory

The clock hours spent for synchronous and asynchronous learning vary from program to program. For the asynchronous portion, students will have to utilize the Canvas for their learning. During these days, instructors will be available for consult during the faculty office hours, via email, text, telephone calls or discussion boards when applicable.

## LEAVE OF ABSENCE

If a Leave of Absence (LOA) is needed, a student must submit in writing to the Campus President, the basis of the request, the expected return date and include the student's signature and the date of the request. Submission of the request does not automatically reflect the school's approval. Duration of the LOA must not exceed 180 days. Students not returning on the date specified in the LOA will be dropped from the program.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION

“The transferability of credits you earn at Prestige Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate, diploma or degree 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, diploma or degree that you earn at this institution are not accepted at the institution to which to seek to transfer, you may be required to repeat some or all of your Program work 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 Prestige Career College to determine if your certificate, diploma or degree will transfer.”

## RE-ENROLLMENT AND TRANSFERABILITY OF CREDITS POLICY

Any student who re-enrolls to the same program after 180 days (based on prior enrollment's last day of attendance), re-enrolls to a new program, or transfers in **MUST SIGN A NEW ENROLLMENT AGREEMENT** at current tuition rates. The student re-enrolling will be credited for any tuition, books, and/or supplies previously received by the school. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the new student file.

Re-enrolling students will only be charged for any increases in tuition that may have occurred in the interim. Any increase in the books and/or supplies will be included on the new enrollment agreement. Transfer students must provide a transcript of their studies.

## ARTICULATION AGREEMENT

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Prestige Career College has not entered into any articulation agreement with any college or university.

#### ADVANCED PLACEMENT OR EXPERIENTIAL LEARNING

Prestige Career College does not award academic credit for advanced placement testing or experiential learning,

#### POLICY AND PROGRAM CHANGES

The School Catalog is current as of the time of printing. PCC reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. PCC further reserves the right to make changes in equipment and materials and modify curriculum, as it deems necessary.

#### STUDENT APPEAL PROCESS

Students whose training programs are terminated by the PCC have the right to appeal that decision and to seek re-admission to the same program after a waiting period of 30 days. Students must initiate the process by submitting a written request for re-admittance.

#### CLOCK HOUR DEFINITION

The program is measured in 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.

#### CREDIT HOUR DEFINITION

A semester credit hour is the equivalent of a minimum of fifteen (15) class hours of instruction, including appropriate homework and study. Laboratory courses have both practice work and classroom instruction; therefore, these courses require thirty (30) hours of instruction for one semester credit. Externship/Clinical Experience courses require a minimum of forty-five (45) hours for one semester credit.

**STUDENT FINANCING CURRENT TUITION AND FEES**

Program	Nurse Assistant	Central Service Technician	Diagnostic Medical Sonography	Medical Assistant
<b>Total Tuition</b>	\$2,550	\$6,780	\$25,358	\$6,780
Tuition 1st period	\$2,550	\$2,410	\$5,583	\$2,410
Tuition 2nd period	\$0	\$3,013	\$5,583	\$3,013
Tuition 3rd period	\$0	\$1,357	\$6,281	\$1,357
Tuition 4th period	\$0	\$0	\$7,911	\$0
<b>Registration Fee</b>	\$75	\$75	\$75	\$75
<b>STRF1 Non-Refundable</b>	\$0	\$0	\$0	\$0
<b>Books/Supplies/ LMS</b>	\$530	\$570	\$1,563	\$570
<b>Licensing/Life Scan Certification/ Physical Exam / CPR</b>	\$345	\$75	\$0	\$75
<b>Total Cost</b>	\$3,500	\$7,500	\$27,000	\$7,500

[1] Student Tuition Recovery Fund (STRF) assessment rate will be \$0.

**FINANCIAL AID DISCLOSURE**

Prestige Career College is not an accredited institution and does not participate in federal financial aid programs. There are different financing options available to students such as inhouse installment payment or third-party financing companies. Some of PCC Programs are eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA).

The degree programs offered by PCC are not accredited by an accrediting agency recognized by the United States Department of Education, the degree programs offered are not eligible to sit for the applicable for licensure exam in California or other states; they are not recognized by some employment positions including but not limited to, positions with the State of California; and the student is not eligible for federal financial aid programs.

Students who have made financial arrangements with the school must pay according to the contract schedules.

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

## CANCELLATION, WITHDRAWAL, AND REFUND POLICY

### CANCELLATION

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#### STUDENT'S RIGHT TO CANCEL

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1. Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, they also have the right to stop the school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance.
2. Student Tuition Recovery Fund Fee: This is a Non-Refundable fee of \$2.50 for every \$1,000 rounded to the nearest \$1,000 (included in tuition amount)
3. Cancellation may occur when the student verbally informs or provides a written notice of cancellation to the school's address.
4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

#### NOTICE OF PROGRAM CANCELLATION

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Prestige Career College reserves the right to cancel any program prior to start date due to force majeure, encompassing unforeseeable events like natural disasters, pandemics, or other significant disruptions beyond the school's control. Additionally, if circumstances arise that make it impractical or impossible to conduct classes normally, or if the number of enrolled students drops below the minimum threshold within the first five days of the scheduled class period, the college may cancel classes. In these instances, students will receive a full refund.

#### REFUND POLICY /WITHDRAWAL FROM THE PROGRAM

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Students may withdraw from Prestige Career College at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days (or hours) in the current payment period in their program through the last day of attendance. The refund will be less a registration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is



considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: 1. The student notifies the school of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. 2. PCC terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. 3. The student has failed to attend class for 14 consecutive school days without notifying the school of their intent to continue.

Failure to return from a leave of absence. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

#### COLLECTION OF DELINQUENT TUITION/FEE ACCOUNTS

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Prestige Career College reserves the right to collect delinquent tuition owed by students. Tuitions not paid within 15 days from the due date are considered delinquent. Failure to meet your financial obligations to the College may result in termination/dismissal. PCC will not provide progress reports or attendance reports to students whose tuition is considered delinquent. Prestige Career College will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current. Student Financial Ledger will be provided upon request, regardless of a student's account balance history. PCC reserves the right to withhold a graduate student's diploma or degree until that student's account balance is current as per the terms of the agreement signed by the student. Students will not be permitted to attend the Prestige Career College graduation ceremony until all delinquent tuition payments are paid in full.

#### STUDENT TUITION RECOVERY FUND (STRF)

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

you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento CA 95834, (916) 5748900 or (888) 3707589.

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

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

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

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

## OFFICE OF STUDENT ASSISTANCE AND RELIEF

“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, option #5 or by visiting [osar.bppe.ca.gov](https://osar.bppe.ca.gov).

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT PRIVACY RIGHTS

The school is bound by the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438); otherwise known as the Buckley amendment. Said Act prohibits the institution from releasing the school records or any other information about a student to any third party without the written consent of the student, parents of minor students, and guardians of “tax dependent” students, information which is guaranteed as available for inspection and challenge by students, parents of minor students, and guardians of “tax dependent” students. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or 8) government agency requirement.

### GRIEVANCE PROCEDURE

- 1. Purpose:** The Student Grievance Process at Prestige Career College (PCC) is designed to address and resolve concerns or complaints related to academic or administrative issues. This process ensures that students have a fair and transparent mechanism to voice their grievances and seek resolution.
- 2. Initial Complaint Submission:**
  - **Informal Resolution:** Students are encouraged to first address their concerns informally with the involved party, such as a faculty member, administrator, or staff member, to attempt to resolve the issue directly.
  - **Formal Grievance:** If the issue is not resolved informally, the student may submit a formal grievance. The grievance must be submitted in writing and include the following information:
    - Student’s full name and contact information
    - Date of the complaint
    - Detailed description of the grievance, including relevant facts and evidence
    - The resolution or outcome the student is seeking
- 3. Submission Process:**
  - **Grievance:** Students should complete and submit the written Grievance.
  - **Submission:** The written Grievance should be submitted to the Student Services Office or Campus Director either in person, by email, or by certified mail.
- 4. Review and Investigation:**

- **Acknowledgment:** Upon receipt of the grievance, the Student Services Office or Campus Director will acknowledge receipt within 2 business days from date of receipt.
  - **Investigation:** The grievance will be reviewed and investigated by the Grievance Committee, which may include faculty members, administrative staff, and/or student representatives. The investigation will include reviewing relevant documents, interviewing involved parties, and gathering additional information as needed.
5. **Resolution:**
- **Decision:** The Grievance Committee will make a decision regarding the grievance within 7 business days of completing the investigation. The decision will be communicated to the student in writing.
  - **Appeal:** If the student is dissatisfied with the resolution, they may appeal the decision. The appeal must be submitted in writing to the Grievance Committee Chair within 10 business days of receiving the initial decision. The appeal should include a clear explanation of why the student believes the decision should be reconsidered.
6. **Appeal Review:**
- **Appeal Process:** The Grievance Committee Chair will review the appeal and may schedule a meeting with the student to discuss the appeal. A final decision will be made within 7 business days of receiving the appeal.
  - **Final Decision:** The final decision will be communicated to the student in writing. This decision is final and no further appeals will be considered.
7. **Special Circumstances:**
- **Program Termination:** If a student's training program is terminated by PCC, the student has the right to appeal the termination decision. To seek re-admission to the same program, the student must submit a written request for re-admittance after a waiting period of 30 days. The request should detail the reasons for seeking re-admission and any supporting evidence.

A student who is dissatisfied with final resolution or any member of the public may also file a complaint about this institution with:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov)

Physical Address: Bureau for Private Postsecondary Education is

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

## POLICY ON PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The school assumes no liability for any loss or damage. Clothing and other items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## DRESS CODE POLICY

Proper dress attire and good hygiene are required of all students at all times during their training, both on campus and online, at skills lab facilities and at externship sites. Students enrolled in healthcare programs must be present wearing a clean, neat and fitted uniform and comfortable, skid resistant shoes at all times while attending the program. The school reserves the right to send a student home to change attire if it is unacceptable under the Dress Code policy.

## STUDENT CONDUCT

Students are expected to conduct themselves professionally, that is courteous, conscientious, and generally in a businesslike manner, when on campus. Students are advised that conduct that is disruptive in the classroom or on the premises, to other students, classes, and faculty or staff members will not be accepted. Conduct unbecoming includes, but is not limited to the following:

1. Non-conformity with the school's regulations
2. Plagiarism
3. Unsatisfactory academic progress
4. Cheating
5. Falsifying school records
6. Breach of school records
7. Failure to pay charges when due
8. Lying, stealing, profanity or offensive conduct to others
9. Excessive absences or tardiness
10. Destroying School property
11. Possession, use, gifts or distribution of illegal drugs or alcoholic beverage on school premises
12. Possession of firearms, explosives or other items generally considered weapons or harmful to the health and safety of the public in general
12. Discourteous behavior to instructors, staff or fellow students
13. Solicitations of any nature or type while on school premises, e.g., raffles, sales, products or other extracurricular activities unrelated to specific school activities.
14. Smoking, food or drinks in the classrooms
15. Electronic equipment, such as radios, recorders, headsets, cell phones or other similar devices

The above list is not all-inclusive and is merely a guideline for students. Any conduct or behavior above mentioned may result in the student receiving a probationary period, suspension or termination.

## ONLINE ETIQUETTE

1. Be kind and professional
2. Don't abuse the chat box
3. Run a spelling and grammar check before posting
4. Take some time to read
5. Think before you type

6. Use proper language.
7. Be aware of strong language, all caps, and exclamation points.
8. Recognize and respect diversity. Email your instructor privately for more information.
9. Avoid sarcasm and dark humor.
10. Take your posts seriously.
11. Be respectful. Never say online what you wouldn't say in real life to another person's face.
12. A discussion board is not the venue to complain.
13. Don't post or share (even privately) inappropriate material.

#### FRATERNIZATION POLICY

Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College. Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to Program work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior. If a student witnesses or is made aware of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Campus President and/or the Answer Program immediately.

#### HEALTH/ MEDICAL CARE

Students must take proper care of their health so that they can perform their best in school. Taking proper care includes getting plenty of sleep, sufficient exercise, and nutritional food. Students who become seriously ill or contract a communicable disease are required to notify the School immediately and should stay home and recover. All medical and dental appointments should be made after school hours. The School will not be responsible for rendering medical assistance. Students should see Career Services for referral information to the proper medical facility or services.

## RETENTION OF EDUCATION RECORDS

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies and as referenced herein under Student Privacy Rights. Students have the right to inspect their student files by requesting such inspection from the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Student records are retained by this institution for a period of not less than five years, as required by law, from the date the student graduates, withdraws or otherwise ceases to be enrolled. Transcripts are maintained permanently and are available for all enrolled and graduated students and are available upon written request.

## STUDENT SERVICES

### CAREER SERVICES

Career Services will provide student support services including externship, student advisement, career preparedness and job placement.

### PLACEMENT

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges. The school encourages students to maintain satisfactory attendance, conduct, and academic progress. These traits are favorably viewed by prospective employers. While the School cannot guarantee employment, every attempt is made to assist them in job placement. All graduating students participate in the following job preparation activities:

Preparation of resumes and letters of introduction an important step in a well- planned job search.  
Interviewing techniques: Students practice proper conduct and procedures for interviews.

### RESPONSE TIME

Students who are in online and Blended programs interact with the instructor via Canvas, email or telephone. The school has 24-48 hours response times for student inquiries and advisement. The school has five (5) working days for the mailing of its response/s or evaluation after receipt of students' projects or assignments.

## COUNSELING / REFERRAL SERVICES

Student Services provides academic advisement and referral information for various professional services. Students will be referred to counselors or agencies outside SCHOOL. Students are encouraged to contact these agencies.

## HOUSING

The institution has no responsibility to find or assist a student in finding housing, does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near our campuses. Per the California Student Aid Commission statistics for 2019-2020, average housing costs are \$1,145.00 per month.

## STUDENT RESOURCE CENTER / LIBRARY

PCC has on-campus Learning Resources which offers computers, printers, copies of textbooks for all approved programs, reference materials and periodicals for student's use. Learning resources are also electronically provided via Library Information Resources Network (LIRN) with librarians accessible to students. LIRN is a complete library resource with robust subscription from various educational vendors. Students have access to several online resources such as [Openlibrary.org](https://openlibrary.org), [overdrive.com](https://overdrive.com), googlebooks, open textbook library and Pressbooks.directory.

Students are provided access to online resources through login User ID and password given to them during orientation. For the use of on-campus resources such as computers, printers, copies of textbooks and other reference materials, students have to present their student ID badge to the Student Support Services Office who grants access of their use. On campus resource center is available to students from 8:00am to 6:00pm.

## COPYRIGHT INFRINGEMENT AND NETWORK/COMPUTER USE POLICY

**COPYRIGHT INFRINGEMENT** is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.



## CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Students violating this rule will be subject to immediate termination.

## EMERGENCY PREPAREDNESS PLAN

The Emergency Preparedness Plan is available to all students and can be accessed through this [hyperlink](insert hyperlink). All students are encouraged to review the plan regularly to familiarize themselves with the steps to take in the event of an emergency, helping to promote a safe and well-prepared campus environment.

## STATE BY STATE DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Prestige Career College has determined if the program meets the educational requirements for specific state licensing or credentialing required for employment. The following information identifies the programs offered at Prestige Career College and if the program curriculum meets state education requirements for licensure, does not meet state education requirements for licensure or if the institution has not determined whether the curriculum meets the state educational requirements for licensure.

## TECHNICAL SUPPORT

PCC ensures that students have easy access to technical support when they need it. A dedicated telephone number and email addresses are provided, and these resources are available during class hours. For the convenience of students, support is extended beyond regular class hours. In case students encounter technical issues or have questions related to CANVAS or software, they can access staff information to call, text, or email for assistance.

Pete Limon: petelimon@prestigecareercollege.com 619-990-5143

Patty Anais: panais@prestigecareercollege.com 323-342-7873

## ADMINISTRATION

- President – Ali Bayrami
- Campus Director – Rick Prieto
- Director of Education – Pete Limon
- Director of Compliance– Bessie Paragas- Valmores
- Business Office Administrator- Martha Hernandez
- Director of Admissions- Andrew Martinez
- Director of Career Services – Ingrid Mejia

- Registrar – Erika Brizuela
- Marketing Representative – Patty Anais
- Placement Coordinator – Vanessa Duarte
- Student Services- Rose Garcia
- Admissions Representative – Art Garcia
- Administrative Assistant – Ben Carillo
- Pomona Campus Administrator - Tanya Tijerina
- Van Nuys Campus Director – Ali Bayrami

**FACULTY**

Faculty	Status	Degree	Institution	Program
<p><b>PETE LIMON.</b> Graduate in Doctor in Computer Science, Masters in Business Administration, MS information Systems, MS Software Engineering, BA Sports Science. 10 years experience in teaching on-ground and online. Certifications in Microsoft, Cisco, CompTIA. 6 years experience operating a shipping and receiving company including special driving and commercial trucks, trailers and tankers, passenger and hazardous materials endorsements.</p>	Full-time	Doctor of Computer Science (DCS), MBA Masters of Science – Information System SOFTWARE ENGR – Master’s degree Bachelors of Arts in Sports Science	Colorado Technical University, National University	Medical Assistant  Central Service Technician  Diagnostic Medical Sonography
<p><b>MELITON PRUDENCIO</b> RN with over 30 years experience in Nursing. 7 years experience as Program Director for Nurse Assistant and Home Health Aide Training Programs, 9 years experience as Vocational Nursing Instructor</p>	Full-time	Bachelor of Science in Nursing	University of Sto. Tomas, St. Jude College	Nurse Assistant
<p><b>MATTHEW ALLEN</b> Over 8 years of extensive experience in sterile processing across various hospitals along the West Coast. Throughout his career he has honed his skills as a lead technician and department manager. Beyond his professional role, Allen served in the US Navy where he refined his leadership abilities and sense of discipline. He is a Certified Registered Central Service Technician from the Healthcare Sterile Processing Association (HSPA</p>	Part-time	Central Service Technician - Diploma	Glendale Career College	Central Service Technician
<p><b>CHRISTOPHER CASTILLO</b> 5 years experience as an LVN in outpatient, long term care facilities. 5 years experience as a Medical Assistant</p>	Full-time	Vocational Nursing,- Diploma	American Career College	Nurse Assistant

Vent/Trache certified, experience in multiple E HR including LA county power chart, EPIC, Touch Work. Bilingual. Holds a DSD Certificate		Medical Assisting-Diploma		
<b>MARIA VALENZUELA</b>  LVN and a licensed medical coordinator. Worked in foster care agencies, home health care agencies, acute hospitals and long term care facilities. Over 15 years as a licensed nurse. Holds DSD Certificate	Full-time	Vocational Nursing- Diploma	Summit Career College	Nurse Assistant
<b>CHYDELLE MOKUAHI</b>  Medical Assistant Instructor with over 15 years of experience as a medical assistant in various medical clinics in the country. She holds an Associate Degree in Applied Science in Clinical Medical Assistant. She is a Certified Nurse Assistant (CNA ) and a Certified Medical Assistant	Part-time	Associate in Medical Assistant	Remington College	Medical Assistant
<b>CELIA PADILLA</b>  LVN with over 17 professional experiences as a licensed nurse in various clinical settings: subacute and long- term care. She also has extensive experience in home healthcare. She is a graduate in Associate of Arts in Education and Vocational Nursing from the North Orange Regional Occupational Program. She holds a DSD certificate	Part-time	Associate of Arts in Education  Vocational Nursing Program – Diploma	North Orange County Regional Occupational Program	Nurse Assistant
<b>TONITILLO</b>  LVN Almost 15 years as a Vocational Nurse. She has worked in several home care agencies through the years. She holds a DSD Certificate.	Part-time	Vocational Nursing Program – Diploma	North Orange County Regional Occupational Program.	Nurse Assistant
<b>ELIZABETH TORRES</b>  LVN with at least 10 years experience as a licensed nurse in various clinical settings, such as sub-acute and long term care facilities including a supportive housing program.	Part-time	Vocational Nursing Program- Diploma	Trinity College	Nurse Assistant
<b>MARIA HOBBS</b>  LVN with more than 20 years experience as a licensed nurse in various clinical setting, such as acute/ sub-acute and long term care facilities. Also worked as a home health nurse in several home health care agencies. More than 20 years of experience as a clinical instructor in post- secondary nursing schools in Los Angeles County. Licensed instructor of CPR from the American Red Cross. Holds a DSD Certificate.	Part-time	Vocational Nursing Program- Diploma	Casa Loma School of Nursing	Nurse Assistant

<p><b>VAFA MAMMADOVA</b></p> <p>Over 10 years experience in radiology and ultrasound. ARDMS Certification in Breast, OB/Gyne, Abdomen, RVT, Fetal Echo and Pediatric Sonography. With observership stay at the Harvard Medical School in Radiology and Breast Imaging.</p>	<p>Part-time</p>	<p>Doctor of Medicine. Radiology Residency.</p> <p>Observership. Radiology and Breast Imaging.</p>	<p>Azervajian Medical University,</p> <p>Harvard Medical School</p>	<p>Diagnostic Medical Sonography</p>
<p><b>ALEX GELFAND</b></p> <p>Over 20 years as a sonographer. Current ARDMS , RVT Status. Program Director and Faculty of a career college located in Los Angeles County. Course and instructional materials developer.</p>	<p>Part-time</p>	<p>Health Science and Ultrasound-Diploma</p> <p>Masters of Science in Medical Science</p>	<p>California School of Modern Sciences, Beverly Hills</p> <p>Odessa State Medical University</p>	<p>Diagnostic Medical Sonography</p>

**NON-MAIN CAMPUS (BRANCH)**

- 1460 E. Holt Ave Ste. 112 & 120, Pomona, CA 91767 – The campus is located in a business park area with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, reception area and student lounge.
- 16525 Sherman Way Unit C-7 Van Nuys, CA 91406- The campus is located in a business park area with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, computer laboratory, reception area.

**CLASS SCHEDULES**
**CENTRAL SERVICE TECHNICIAN:**

Huntington Park, CA		
Time	Start Date	End Date
Morning 8am-1pm; Evening 5pm-10pm	1/27/2025	8/29/2025
Morning 8am-1pm; Evening 5pm-10pm	2/24/2025	9/26/2025
Morning 8am-1pm; Evening 5pm-10pm	3/24/2025	10/24/2025
Morning 8am-1pm; Evening 5pm-10pm	4/21/2025	11/28/2025
Morning 8am-1pm; Evening 5pm-10pm	5/19/2025	12/26/2025
Morning 8am-1pm; Evening 5pm-10pm	6/16/2025	1/23/2026
Morning 8am-1pm; Evening 5pm-10pm	7/14/2025	2/20/2026
Morning 8am-1pm; Evening 5pm-10pm	8/11/2025	3/20/2026
Morning 8am-1pm; Evening 5pm-10pm	9/8/2025	4/17/2026
Morning 8am-1pm; Evening 5pm-10pm	10/13/2025	5/15/2026
Morning 8am-1pm; Evening 5pm-10pm	11/10/2025	6/12/2026
Morning 8am-1pm; Evening 5pm-10pm	12/8/2025	7/10/2026
Morning 8am-1pm; Evening 5pm-10pm	1/5/2026	8/7/2026
Van Nuys, CA		
Time	Start Date	End Date
Morning 8am-1pm; Evening 5pm-10pm	1/27/2025	8/29/2025
Morning 8am-1pm; Evening 5pm-10pm	2/24/2025	9/26/2025
Morning 8am-1pm; Evening 5pm-10pm	3/24/2025	10/24/2025
Morning 8am-1pm; Evening 5pm-10pm	4/21/2025	11/28/2025
Morning 8am-1pm; Evening 5pm-10pm	5/19/2025	12/26/2025
Morning 8am-1pm; Evening 5pm-10pm	6/16/2025	1/23/2026
Morning 8am-1pm; Evening 5pm-10pm	7/14/2025	2/20/2026
Morning 8am-1pm; Evening 5pm-10pm	8/11/2025	3/20/2026
Morning 8am-1pm; Evening 5pm-10pm	9/8/2025	4/17/2026
Morning 8am-1pm; Evening 5pm-10pm	10/13/2025	5/15/2026
Morning 8am-1pm; Evening 5pm-10pm	11/10/2025	6/12/2026
Morning 8am-1pm; Evening 5pm-10pm	12/8/2025	7/10/2026
Morning 8am-1pm; Evening 5pm-10pm	1/5/2026	8/7/2026
Pomona, CA		
Time	Start Date	End Date
Morning 8am-1pm; Evening 5pm-10pm	1/27/2025	8/29/2025
Morning 8am-1pm; Evening 5pm-10pm	2/24/2025	9/26/2025
Morning 8am-1pm; Evening 5pm-10pm	3/24/2025	10/24/2025
Morning 8am-1pm; Evening 5pm-10pm	4/21/2025	11/28/2025
Morning 8am-1pm; Evening 5pm-10pm	5/19/2025	12/26/2025
Morning 8am-1pm; Evening 5pm-10pm	6/16/2025	1/23/2026

Morning 8am-1pm; Evening 5pm-10pm	7/14/2025	2/20/2026
Morning 8am-1pm; Evening 5pm-10pm	8/11/2025	3/20/2026
Morning 8am-1pm; Evening 5pm-10pm	9/8/2025	4/17/2026
Morning 8am-1pm; Evening 5pm-10pm	10/13/2025	5/15/2026
Morning 8am-1pm; Evening 5pm-10pm	11/10/2025	6/12/2026
Morning 8am-1pm; Evening 5pm-10pm	12/8/2025	7/10/2026
Morning 8am-1pm; Evening 5pm-10pm	1/5/2026	8/7/2026

**MEDICAL ASSISTANT:**

Huntington Park, CA		
Time	Start Date	Theory End Date
Morning 8am-1pm; Evening 5pm-10pm	1/13/2025	9/12/2025
Morning 8am-1pm; Evening 5pm-10pm	2/10/2025	10/10/2025
Morning 8am-1pm; Evening 5pm-10pm	3/10/2025	11/7/2025
Morning 8am-1pm; Evening 5pm-10pm	4/7/2025	12/5/2025
Morning 8am-1pm; Evening 5pm-10pm	5/5/2025	1/2/2026
Morning 8am-1pm; Evening 5pm-10pm	6/2/2025	1/30/2026
Morning 8am-1pm; Evening 5pm-10pm	6/30/2025	2/27/2026
Morning 8am-1pm; Evening 5pm-10pm	7/28/2025	3/27/2026
Morning 8am-1pm; Evening 5pm-10pm	8/25/2025	4/24/2026
Morning 8am-1pm; Evening 5pm-10pm	9/29/2025	5/22/2026
Morning 8am-1pm; Evening 5pm-10pm	10/27/2025	6/19/2026
Morning 8am-1pm; Evening 5pm-10pm	11/24/2025	7/17/2026
Morning 8am-1pm; Evening 5pm-10pm	12/22/2025	8/17/2026
Van Nuys, CA		
Time	Start Date	Theory End Date
Morning 8am-1pm; Evening 5pm-10pm	1/13/2025	9/12/2025
Morning 8am-1pm; Evening 5pm-10pm	2/10/2025	10/10/2025
Morning 8am-1pm; Evening 5pm-10pm	3/10/2025	11/7/2025
Morning 8am-1pm; Evening 5pm-10pm	4/7/2025	12/5/2025
Morning 8am-1pm; Evening 5pm-10pm	5/5/2025	1/2/2026
Morning 8am-1pm; Evening 5pm-10pm	6/2/2025	1/30/2026
Morning 8am-1pm; Evening 5pm-10pm	6/30/2025	2/27/2026
Morning 8am-1pm; Evening 5pm-10pm	7/28/2025	3/27/2026
Morning 8am-1pm; Evening 5pm-10pm	8/25/2025	4/24/2026
Morning 8am-1pm; Evening 5pm-10pm	9/29/2025	5/22/2026
Morning 8am-1pm; Evening 5pm-10pm	10/27/2025	6/19/2026
Morning 8am-1pm; Evening 5pm-10pm	11/24/2025	7/17/2026
Morning 8am-1pm; Evening 5pm-10pm	12/22/2025	8/17/2026
Pomona, CA		
Time	Start Date	End Date
Morning 8am-1pm; Evening 5pm-10pm	1/13/2025	9/12/2025

Morning 8am-1pm; Evening 5pm-10pm	2/10/2025	10/10/2025
Morning 8am-1pm; Evening 5pm-10pm	3/10/2025	11/7/2025
Morning 8am-1pm; Evening 5pm-10pm	4/7/2025	12/5/2025
Morning 8am-1pm; Evening 5pm-10pm	5/5/2025	1/2/2026
Morning 8am-1pm; Evening 5pm-10pm	6/2/2025	1/30/2026
Morning 8am-1pm; Evening 5pm-10pm	6/30/2025	2/27/2026
Morning 8am-1pm; Evening 5pm-10pm	7/28/2025	3/27/2026
Morning 8am-1pm; Evening 5pm-10pm	8/25/2025	4/24/2026
Morning 8am-1pm; Evening 5pm-10pm	9/29/2025	5/22/2026
Morning 8am-1pm; Evening 5pm-10pm	10/27/2025	6/19/2026
Morning 8am-1pm; Evening 5pm-10pm	11/24/2025	7/17/2026
Morning 8am-1pm; Evening 5pm-10pm	12/22/2025	8/17/2026

**NURSE ASSISTANT:**

Huntington Park, CA		
Time	Start Date	End Date
-	1/21/2025	2/21/2025
-	2/10/2025	3/14/2025
-	2/24/2025	3/28/2025
-	3/17/2025	4/18/2025
-	3/31/2025	5/2/2025
-	4/21/2025	5/23/2025
-	5/5/2025	6/6/2025
-	6/9/2025	7/11/2025
-	7/14/2025	8/15/2025
-	8/4/2025	9/5/2025
-	8/18/2025	9/19/2025
-	9/8/2025	10/10/2025
-	9/22/2025	10/24/2025
-	10/13/2025	11/14/2025
-	10/27/2025	12/2/2025
-	12/3/2025	1/9/2026
4pm-8pm; Tue & Thurs; 60 Hrs; 8 weeks	TBD	TBD
8am-4pm; Sat & Sun; 60 hrs; 4 weeks	TBD	TBD
Van Nuys, CA		
Time	Start Date	End Date
-	1/21/2025	2/21/2025
-	2/24/2025	3/28/2025
-	3/31/2025	5/2/2025
-	5/5/2025	6/6/2025
-	6/9/2025	7/11/2025
-	7/14/2025	8/15/2025

-	8/18/2025	9/19/2025
-	9/22/2025	10/24/2025
-	10/27/2025	12/2/2025
-	12/3/2025	1/9/2026
<b>Pomona, CA</b>		
<b>Time</b>	<b>Start Date</b>	<b>End Date</b>
-	1/21/2025	2/21/2025
-	2/24/2025	3/28/2025
-	3/31/2025	5/2/2025
-	5/5/2025	6/6/2025
-	6/9/2025	7/11/2025
-	7/14/2025	8/15/2025
-	8/18/2025	9/19/2025
-	9/22/2025	10/24/2025
-	10/27/2025	12/2/2025
-	12/3/2025	1/9/2026





**ADDENDUM TO CATALOG. Below is an addition to the 2024- 2025 School Catalog since its publication in December, 2024. This addendum is effective March 1, 2025**

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**Tuition Discount for Full Payment**

Students who choose to pay their full program fees upfront will automatically receive a 25% discount on the total tuition cost. This discount is applied for at the time of payment. The discount applies solely to tuition and does not cover registration, textbooks, uniforms, or certification exams if applicable. This offer is available to all students enrolled in the program and is non-transferable.