



|2026

## ST. RAPHAEL NURSING SCHOOL

EFFECTIVE: 01/01/2026 – 05/31/2026

14114 POLK STREET, SUITE 200  
SYLMAR, CA 91342

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<https://straphaelnursingschool.com/>

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## INTRODUCTION

The catalog provided serves as the official notification of St. Raphael Nursing School's programs, prerequisites, and guidelines. It is imperative for students who plan to enroll in St. Raphael Nursing School to familiarize themselves with the information stated in this catalog. By enrolling, students commit to adhering to the rules, regulations, and policies outlined herein. It is the responsibility of each student to be knowledgeable about and abide by these requirements and regulations. Neglecting to read this catalog does not exempt students from the responsibilities specified within it. We strongly urge prospective students to thoroughly examine this catalog before signing an enrollment agreement. Furthermore, we extend an invitation to prospective students to visit St. Raphael Nursing School, situated at 14114 Polk Street, Suite 200, Sylmar, CA 91342, to acquire all the necessary details about the school prior to enrolling in classes.

"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."

## MISSION AND PHILOSOPHY STATEMENT

### Mission Statement:

The mission of St. Raphael Nursing School, a new vocational nursing school in Sylmar, CA, is to provide a comprehensive and dynamic education that prepares students for a successful career in nursing. We are committed to delivering high-quality instruction, hands-on training, and personalized support to our students, enabling them to develop the knowledge, skills, and professionalism necessary to excel in the healthcare field. Our mission is rooted in the values of compassion, integrity, and excellence, as we strive to produce competent and compassionate vocational nurses who positively impact the health and well being of individuals and communities.

### Philosophy Statement:

The philosophy of the Vocational Nursing Program at St. Raphael Nursing School is grounded in the values of compassion, professionalism, and excellence. We strive to educate competent and caring vocational nurses who are prepared to meet the evolving healthcare needs of individuals and society. Our program values the principles of patient-centered care, cultural sensitivity, evidence-based practice, and lifelong learning. By embracing these values and concepts, we aim to shape nursing professionals who make a positive impact in the lives of their patients and communities.

## TERMINAL OBJECTIVES OF ST. RAPHAEL NURSING SCHOOL PROGRAM

The information provided in this catalog is accurate at the time of printing. However, St. Raphael Nursing School retains the right to modify its organization, policies, procedures, course content, equipment, materials, tuition, and curriculum after publication. It is the responsibility of students to review and understand the catalog's contents and adhere to the school's policies and procedures.

Upon successful completion of the Vocational Nursing Program at St. Raphael Nursing School, students are expected to achieve the following terminal objectives:

**Successful Completion of Program Hours and Objectives:**

- Complete all required program hours, including classroom instruction, laboratory work, and clinical experiences.
- Meet the learning objectives outlined in each course within the program.
- Demonstrate competency in the knowledge, skills, and attitudes required for vocational nursing practice.

**Passing the Examination set forth in Section 2510:**

- Successfully pass the licensing examination mandated by Section 2510, which assesses the student's knowledge and competence in vocational nursing practice.
- Attain the minimum passing score required by the licensing authority to obtain licensure as a vocational nurse.

**Competent Performance as an Entry-Level Vocational Nurse:**

- Apply nursing knowledge and skills to provide safe, effective, and compassionate care to patients across the lifespan.
- Demonstrate proficiency in performing nursing procedures, administering medications, and managing patient care under the supervision of a registered nurse or physician.
- Display professionalism, ethical behavior, and effective communication skills in interactions with patients, families, and healthcare team members.

**Successful Completion of Progressive Components of the Program:**

- Complete all program modules, courses, terms, or semesters as per the prescribed curriculum.
- Achieve satisfactory performance evaluations in clinical settings, demonstrating the ability to apply theoretical knowledge to practical nursing care.
- Meet the requirements for clinical competencies, including proficiency in fundamental nursing skills, critical thinking, and decision-making.

**Adhering to Professional Standards and Ethical Guidelines:**

- Practice nursing within the legal and ethical framework, adhering to the standards and guidelines set by the nursing profession.
- Maintain patient confidentiality and privacy in accordance with HIPAA regulations.
- Recognize and respond appropriately to ethical dilemmas and conflicts that may arise in nursing practice.

**Utilizing Healthcare Technology and Informatics:**

- Demonstrate competency in using healthcare technology, including electronic health records (EHR), computerized documentation systems, and clinical decision support tools.
- Utilize informatics to retrieve, analyze, and apply relevant healthcare information for optimal patient care.

- Ensure the accurate and secure documentation of patient information using technology-based systems.

These terminal objectives provide a framework for measuring the expected student outcomes upon successful completion of the Vocational Nursing Program at St. Raphael Nursing School. They encompass the successful completion of program hours and objectives, passing the examination required for licensure, and the ability to perform as a competent entry-level vocational nurse.

## ACCREDITATION AND APPROVALS

St. Raphael Nursing School is approved by the Bureau for Private Postsecondary Education (BPPE). This proposed catalog will only be supplied to students upon receiving Bureau approval. Additionally, St. Raphael Nursing School has received approval from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) as of January 28, 2025. Approval to operate means that the institution complies with the state standards outlined in the CEC and 5, CCR.

St. Raphael Nursing School is not accredited by an accrediting agency recognized by the United States Department of Education.

St. Raphael Nursing School currently does not participate in federal and state financial aid programs.

## CAMPUS AND EQUIPMENT

St. Raphael Nursing School is conveniently located at 14114 Polk Street, Suite 200, Sylmar, CA, 91342. The theory component of the program is conducted on campus (in-person), and exams and labs take place on campus. Clinicals are conducted at various clinical facilities. The facility is easily accessible by public transportation routes and is in close proximity to freeways. Ample free parking is available both on the premises and across the street. The facility includes classrooms, skills lab, a student lounge, library, and administrative offices.

St. Raphael Nursing School ensures that its classroom and lab are well equipped for both lectures and hands-on exercises. The skills laboratory are equipped with a wide range of equipment commonly found in clinics, long-term care facilities, and hospitals. This includes multimedia projector, computers, manikins, hospital beds, suction machines, wheelchairs, sphygmomanometers, and other teaching aids. The lab equipment also includes a medication cart, mannequins, thermometers, disposable supplies, walkers, crutches, canes, a bedside commode, a suction machine, a scale, blood glucose testing equipment and supplies, as well as stethoscopes and blood pressure cuffs.

## **NONDISCRIMINATORY POLICY**

At St. Raphael Nursing School, we are dedicated to upholding the principle of equal opportunity. Our institution has a non-discriminatory policy that prohibits any form of discrimination based on sex, age, race, national origin, creed, religion, or disabilities that do not hinder employment within the chosen program area. This policy applies to various aspects such as admissions, advising, training, placement, employment, and all other activities. It is also important to note that such discrimination is strictly prohibited by federal law. If there are any concerns or complaints regarding the institution's compliance with this policy, they can be brought to the attention of the Title IX Coordinator. For more information on non-discrimination, you can visit the United States Department of Education Office of Civil Rights website or contact their office directly.

## **PROGRAM OVERVIEW**

The Vocational Nursing Program is a 60-week/ 1530 clock hours program delivered through in-person instruction. It consists of four modules, each focusing on different aspects of nursing. Successful completion of all program requirements allows graduates to take the state licensing examination, the NCLEX-PN. To graduate, students must achieve a grade of 75% or higher in all courses, meet attendance requirements, and fulfill module progression and graduation requirements.

Module I, called Fundamentals of Nursing, introduces students to basic nursing skills for direct patient care of adult patients. It covers topics such as the nursing process, critical thinking, clinical judgment, evidence-based practice, safety, ethics, cultural competency, and the health and wellness continuum. Students also learn about anatomy and physiology and basic pharmacology. By the end of this module, students will be able to demonstrate the beginning duties and behaviors of a student vocational nurse, have basic knowledge, skills, and abilities for medication administration, understand fundamental nursing skills, and demonstrate caring behaviors through nursing interventions.

Module II, known as Medical-Surgical Nursing I, builds on the foundation of Module 1. It focuses on the care of patients with disorders of the skin, endocrine system, blood, musculo-skeletal, respiratory, immune, and cardiovascular systems. Students learn about anatomy, physiology, and pharmacology related to these systems. They also develop skills in patient care, medication administration, and therapeutic communication. By the end of this module, students will be able to describe the anatomy and physiology of various systems, provide patient care consistent with nursing principles, administer medications, and recognize quality care measures.

Module III, Medical-Surgical Nursing II, continues the study of medical-surgical nursing, with a focus on disorders of the endocrine, neurological, sensory, urinary, and reproductive systems. It also covers topics such as home health, hospice care, and pharmacology. Students further develop their critical thinking and nursing process skills.

By the end of this module, students will be able to provide complex patient care, describe the anatomy and physiology of specific systems, administer medications through various routes, and use clinical judgment in patient care.

Module IV, Specialty Nursing, covers areas such as maternity and pediatrics, mental health, leadership/supervision, anatomy and physiology, and pharmacology. It prepares students to provide nursing care in these specialized areas and introduces them to career issues for vocational nurses. By the end of this module, students will be able to provide nursing care to maternity, pediatric, and mentally ill patients, use the nursing process effectively, communicate with clients with psychological disorders, demonstrate leadership and supervision skills, and apply critical thinking principles in patient care.

The program schedule includes theory classes held in the evenings twice a week and clinicals on Saturdays and Sundays. The duration of the program is 60 weeks, but please note that St. Raphael Nursing School reserves the right to modify program length and class schedules at its discretion without notice.

### **VOCATION NURSING PROGRAM DESCRIPTION AND SCOPE OF PRACTICE**

The vocational nursing program prepares students with the theoretical knowledge, practical skills, and clinical experience required for a career as a vocational nurse. The program comprises on-campus lectures, hands-on skills laboratory sessions, and clinical training conducted at various healthcare facilities. As integral members of the healthcare team, vocational nurses deliver vital nursing care, administer medications, observe and document patient symptoms, and carry out therapeutic and rehabilitative measures.

As part of the healthcare team, vocational nurses provide essential nursing care, administer medications, observe and record patient symptoms, and implement therapeutic and rehabilitative measures. After successfully completing the program, students are eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) to become licensed as a Vocational Nurse (LVN). The program spans a total of 1530 clock hours, and students are required to complete all courses in the approved curriculum sequence.

The role of a Licensed Vocational Nurse (LVN) involves providing fundamental nursing care under the direction of a physician or registered nurse. LVNs apply scientific and technical knowledge, critical thinking, and psychomotor skills. Their responsibilities within the scope of practice typically include basic hygiene and nursing care, vital signs measurement, client assessments, documentation, data collection, performance of prescribed medical treatments, administration of prescribed medications, contribution to and evaluation of care plans, and non-medicated intravenous therapy and blood withdrawal (requiring separate Board certification).

### **FACULTY**

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The instructors at St. Raphael Nursing School are highly skilled, understanding, compassionate, and committed individuals who are attentive to the requirements and diverse backgrounds of the students.

NAME	DEGREE	EXPERIENCE	PROGRAM	PART TIME
Ms. Carol Holden	SUNY- Buffalo RN, NP, MS	39 years	Theory and Clinical	X
Ms. Mariya Miladinova	California Career College LVN	13 years	Theory and Clinical	X
Ms. Victoria Tsoy	CES College LVN; California Career College- RN, BSN; Walden University- MSN	6 years	Clinical Instructor	X
Mr. Oleg Khilkevich	United State Army Academy of health Science- RN, BA	30 years	Theory and Clinical	Full Time
Mr. David Warren-Taylor	De Anza College – RN, AA	41 years	Theory and Clinical	X
Ms. Amanda Rose Karley	Casa Loma College- LVN; LA Pierce College - AA	15 years	Theory and Clinical	X

## ADMISSION REQUIREMENTS.

To be eligible for admission to St. Raphael Nursing School, students must meet certain requirements and follow specific procedures. These include:

1. Graduating from an accredited high school or earning a Graduate Equivalency Diploma (GED).
2. Submitting a copy of the high school diploma, transcripts, or GED/HSE certificate as part of the application.
3. If the student has a foreign high school diploma, it must be translated into English and evaluated for acceptance in the United States. The cost of transcript evaluation is the responsibility of the student.

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4. Passing an entrance examination known as the TABE test with a minimum score of 75%.
5. In the event of limited spaces in the program, applicants will be ranked based on their entrance test results. Those with the highest scores will be selected. Students have the opportunity to attempt the entrance test twice if they do not achieve the minimum score on the first attempt. In such cases, the average of the two test scores will be used for ranking purposes.
6. Selected students must complete the application package and provide all necessary documents to finalize their enrollment.
7. St. Raphael Nursing School does not administer the General Educational Development (GED) test. However, individuals without a high school diploma can take the GED test to receive a California High School Equivalency Certificate.
8. Proficiency in the English language is required as all instruction at St. Raphael Nursing School is delivered in English. Students must be able to read, write, speak, understand, and communicate effectively in English at a high school level. Proof of high school diploma and a minimum score of 75% on the entrance exam can demonstrate this proficiency.
9. All admissions materials are available only in English, and no English as a Second Language (ESL) instruction is provided. St. Raphael Nursing School does not admit international students and does not offer visa services or support.

Please note that there may be fees associated with taking the GED test. Information on GED test locations can be obtained from the website <http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp>.

## PHYSICAL EXAMINATION AND REQUIREMENTS

To ensure the health and safety of students, St. Raphael Nursing School requires a physical examination to be completed by a licensed Physician or Nurse Practitioner. The examination must be conducted using the St. Raphael School Physical Examination form. It is important to address any deficiencies identified in the examination at least four weeks before starting the clinical portion of the program. Additionally, proof of immunity to certain communicable diseases must be provided through either immunization records or blood titers. The required diseases for immunity proof include measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis (Tdap), chickenpox (varicella), and hepatitis B.

A negative PPD (tuberculin skin test) result must also be documented annually. If a student has a history of a positive PPD, additional documentation is required. These health requirements adhere to the recommendations for healthcare workers outlined by the Center for Disease Control (CDC). Failure to provide the necessary health records may result in unexcused absences.

St. Raphael Nursing School is committed to making reasonable accommodations for students with disabilities to help them progress through the program. However, it is important for students to have sufficient sensory function for client assessment and care, as well as the ability to provide nursing care safely.

In terms of physical requirements, students must be capable of standing on their feet for extended periods of 6-12 hours. They should also be able to perform various physical activities such as reaching, balancing, carrying, pushing, pulling, stooping, bending, and crouching. The ability to lift and carry up to fifty pounds, and push or pull up to one hundred pounds is necessary. Students should have the dexterity to apply up to ten pounds of pressure to bleeding sites or the chest during CPR. Maneuvering quickly in small spaces, demonstrating fine motor skills for precise instrument and syringe use, and being able to assess tissue size, shape, texture, and temperature are also required. Furthermore, students should be able to tolerate changes in temperature and humidity, as well as potential exposure to dust, fumes, or gases.

In terms of senses, students must have the ability to read calibrated scales visually, perform visual acuities involving persons and paperwork, discriminate depth and color perceptions, identify and distinguish pungent odors related to infection or metabolic imbalance, respond to auditory instructions and signals promptly, and perform auditory assessments requiring the distinction of sound variances.

Lastly, students must possess certain attitudes and skills, including the ability to perform mathematical calculations for medication preparation and administration, effective communication both orally and in writing using appropriate grammar, vocabulary, and medical terminology, comprehension of verbal and written directions, making correct notations and responding accordingly, making timely and appropriate decisions under stressful and emergency situations, and responding to negative or unexpected situations in an appropriate and controlled manner.

### **THE CLEARANCE OF THE CONSUMER BACKGROUND REPORT**

The clearance of the consumer background report is conducted after the program has commenced. In the event that the criminal background report, which is necessary for clinical placement, reveals any violations, it may hinder the student from being assigned to a clinical setting or obtaining licensure as an LVN/LPN. It is also possible that the student may be dismissed from the program.

### **DRUG-SCREENING REQUIREMENTS**

St. Raphael Nursing School is required to follow drug-screening requirements set by clinical facilities, which may include unannounced testing prior to working with patients. Test results are confidential and are determined as either a pass or fail. It is important for students to understand that federal law governs the school when it comes to the

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possession and use of controlled or illegal substances. Possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine is illegal under federal law, as stated in the Drug & Alcohol Abuse Policy.

Drug screening tests can be conducted at any point during the program. Students may be subject to random drug testing by the school or at the discretion of the clinical agency at the clinical site. If informed of a urine drug test, a student must report to St. Raphael Nursing School in Sylmar within one hour to submit a urine sample for testing. Refusal to provide a urine sample will result in immediate termination from the school. If a student is found impaired due to the use of alcohol, illegal drugs, prescription medications, or any other chemical substance while in St. Raphael uniform, on school property, or at clinical sites, they may also be immediately terminated.

"For cause" screening may be conducted at any time during classroom, lab, or clinical settings if a student is suspected of being under the influence of drugs or alcohol. The student is responsible for the cost of the screening. If the clinical facility has the capability to conduct the screening on-site, they may use that service. If a student needs to be dismissed from the clinical facility for testing or due to inappropriate behavior potentially influenced by drugs or alcohol, they must provide contact information for someone to provide transportation to the testing agency. Failure to comply with these policies may result in dismissal from the program.

If a student needs to take over-the-counter or prescribed medications that have the potential to impair their performance or behavior, they must inform the Program Director. The student must provide information about the medication, the prescribing doctor, the condition for which the drug is being taken, the dosage, and the duration of use. Valid prescriptions and/or licenses for medications must be maintained during the entire period of use, including the time of testing. The Program Director will determine if the student can remain at the clinical site and what restrictions, if any, are necessary. Failure to report medication use may result in disciplinary action.

## DISCLOSURES INFORMATION

To obtain important information, including graduation rates, please consult your admissions representative. St. Raphael Nursing School strives to maintain the accuracy of the information provided in this catalog and reserves the right to make changes to policies, regulations, fees, and courses of instruction. The content of this college catalog is current and correct as of the publication date. St. Raphael Nursing School has not have a pending petition in bankruptcy.

St. Raphael Nursing School has not filed a petition in bankruptcy, is not operating as a debtor in possession, and has not had a petition in bankruptcy filed against it within the preceding five years resulting in reorganization under Chapter 11 of the US Bankruptcy Code.

## HEATH AND SAFETY COMPLIANCE

The institution ensures compliance with health and safety regulations set by regulatory agencies. This includes maintaining facilities, classrooms, and equipment that meet the required standards. Students are also expected to adhere to specific health and safety requirements. As students are directly involved in patient care, they may encounter high-risk situations, and it is essential to protect both the students and the patients. Compliance with the clinical site's requirements is mandatory for all students. Failure to meet these requirements may result in ineligibility to participate in the program or inability to complete it.

## PROGRAM AND POLICY CHANGES

St. Raphael Nursing School has the authority to implement necessary changes in program content, materials, and equipment to enhance the educational experience of its students. The catalog will cover a time period of 15 months or 60 weeks. The specific starting and ending dates for this period will be determined once the first class is enrolled. Additionally, the School reserves the right to modify policies and procedures as the need arises.

## CLASS SIZE

At St. Raphael Nursing School, the number of students in each class is intentionally restricted to ensure that the instruction is of exceptional quality and tailored to the needs of each individual student. The specific class size may vary depending on the requirements of the program and relevant regulations. Rest assured, regardless of the class size, St. Raphael Nursing School is committed to providing personalized attention and outstanding educational resources to all students. For information about the class size for the program you are interested in, please consult with your Admissions Representative.

## STUDENT RESOURCES

All enrolled students at St. Raphael Nursing School have access to a wide range of online libraries and learning resources, which are available 24/7. To access these resources, you can either obtain the necessary codes from your instructor or find them as scratch-off labels inside the front cover of new print books. Here are the steps to redeem the code:

1. Visit [evolve.elsevier.com](http://evolve.elsevier.com)
2. Select "I'm a Student"
3. Click on "Sign in" at the upper right corner of the screen to log in to your account. If you don't have an account yet, select "Create Account" and follow the instructions to create one. Then sign in to your account.
4. Click on the Evolve logo at the upper left corner to return to the home page.

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5. Scroll down the home page to find "Redeem an Access Code" and enter the provided code.
6. Click the "Submit" button.
7. Your resources will now be displayed in the "My Evolve" list, ready for you to access and start learning! For more information or assistance, please consult your instructor or contact Student Services.

These online libraries and learning resources are sufficient to support the instructional needs of students. They provide access to a wide range of reference materials, textbooks, journals, and other relevant resources that are essential for learning and research in nursing.

In addition to the online resources, St. Raphael Nursing School also has a small library available on campus. This library houses nursing books and other relevant information that students can access. Although the resources in the small library may be limited compared to the online libraries, they still serve as a valuable source of information for students who prefer or require physical materials.

To obtain access to the library and other learning resources as required by the curriculum, students can follow the procedures mentioned earlier for online resources. For the small library on campus, students can visit the designated location during the hours of operation to borrow books and access the available resources.

## **NEW STUDENT ORIENTATION**

Before starting classes, all new students are required to attend an orientation session. Attendance at orientation is essential for new students. During this session, students will have the opportunity to meet the staff and their fellow peers, learn about program policies and procedures, familiarize themselves with available resources, understand their rights and responsibilities as students, and be informed about required supplies and materials.

## **ALTERNATE STUDENT**

Once the enrollment capacity of the St. Raphael Nursing School's Vocational Nursing program has been reached, applicants may be accepted as "Alternate Students". The number of alternate students admitted cannot exceed 10% of the approved class size set by the school's board. Prior to admission, alternate students will receive written notification of their alternate status. If there are former students who withdrew or were terminated from the program among the alternate students, their selection will be based on their performance in the program prior to their withdrawal or termination. Alternate students are allowed to participate in classes until the scheduled clinical experience begins at clinical facilities.

If an accepted student drops out, alternate students in good standing may be officially admitted to the program. If an alternate student is not accepted, their enrollment will be canceled. Alternate students are not required to pay tuition unless they become regular students. They are only charged for the registration fee and any books, materials, and supplies issued to them. As long as the alternate student maintains a minimum average grade of 75%, fulfills attendance requirements, and complies with all Vocational Nursing program and School policies and procedures, they will be offered a guaranteed seat in the next available class.

## DOCUMENT INTEGRITY

In the event that a prospective student submits a forged or altered document, St. Raphael Nursing School will retain the document and it will not be returned to the student. Furthermore, the student will not be considered for admission. If a currently enrolled student is found to have submitted a forged credential, the following actions will be taken:

- If the forged document was used for admission and its absence would render the student ineligible, the student will be dismissed from the school without earning any credits.
- If the forged document was used to receive transfer credit, the student will be dismissed from the school and any transfer credit obtained from the forged credential will be revoked.

It is important to note that St. Raphael Nursing School reserves the right to reject applicants and revoke eligibility for those who do not successfully complete all admissions requirements within the specified timeframe. The admissions staff at St. Raphael Nursing School is available to assist applicants in planning for the program and providing information about admissions requirements, schedules, and other pertinent details. However, please note that the financial office is currently unable to provide assistance with the financial aid application or information about available financial aid for students.

## TRANSFER FROM OTHER SCHOOL AND TRANSFER CREDITS

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

"The transferability of credits you earn at St. Raphael Nursing School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in VN program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending St.

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Raphael Nursing School to determine if your certificate will transfer."

St. Raphael Nursing School had not entered into an articulation or transfer agreement with any other college or university.

There are no fees for assessment to transfer credits or for transfer credits.

Transfer students are welcome at St. Raphael Nursing School. In order to transfer from another institution, students must meet the admissions requirements set by St. Raphael Nursing School. This includes submitting the necessary enrollment documentation and obtaining approval from the School Director before beginning classes.

When it comes to transfer credits, St. Raphael Nursing School only accepts credits from institutions that are approved by BPPE and accredited by the BVNPT or an accrediting agency recognized by the US Department of Education and the relevant state's nursing board. A maximum of 50% of the program hours can be transferred, and the courses must be similar to those offered at St. Raphael Nursing School. Additionally, the coursework must have been completed within five years of the program start date or re-entry date. Official transcripts are required for the evaluation of transfer credits. It's important to note that courses taken at another institution after admission to St. Raphael Nursing School are not transferable unless they have been approved in writing by the School Director in advance.

St. Raphael Nursing School keeps a written record of the previous education and training of transfer students. If credits are granted, the student's record will indicate the credit awarded, if applicable, and the training period will be adjusted accordingly. The tuition fee will be adjusted accordingly as well, and the Financial Office will handle the calculations. To be eligible for transfer credits, a student must have earned a grade of B or better. If the grade is below a B, the student may be required to take an assessment test and pass it with a score of 75% or above. Students who have been out of school for more than a year may also be required to take a clinical assessment test, which incurs a fee of \$150. If a student wishes to appeal the decision regarding transfer credits, they can do so through the St. Raphael Nursing School grievance process.

Transfer credits can be granted for courses such as Armed Services, Licensed Psychiatric Technician or Psychiatric Technician courses, Vocational or Practical Nursing courses, Registered Nursing courses, and Certified Nurse Assistant courses. Applicants seeking transfer credits must meet the current entrance requirements, submit their applications and supporting documents at least two weeks prior to the desired start date, provide an official sealed transcript along with course descriptions, school catalogs, and syllabi for the courses they are seeking credit for. A grade of B or better is required for transferring nursing course credits. If the program structure is different from that of St. Raphael Nursing School, or if the grade is below a B, or if the course was taken more than a year ago, the student may be asked to take a challenge exam. The course must also be approved by the applicable state agency or governing body. In addition, students must provide proof of completing a CPR course (American Heart Association - BLS- Health

Care Provider), a fire safety course, a completed physical examination form, and mandatory immunizations. For Certified Nursing Assistants, proof of current certification is required.

Please be aware that the transferability of credits and credentials earned at St. Raphael Nursing School is solely determined by the institution you intend to transfer to. The acceptance of the Vocational Nursing Program certificate earned at St. Raphael Nursing School is also subject to the discretion of the receiving institution. If the certificate is not recognized by the institution you wish to transfer to, you may be required to retake some or all of your coursework at that institution. It is important to ensure that attending St. Raphael Nursing School aligns with your educational objectives. To determine if your certificate will transfer, you may consider contacting the institution you plan to transfer to after attending St. Raphael Nursing School. Please note that St. Raphael Nursing School has not established any articulation or transfer agreements with other colleges or universities.

The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay. St. Raphael Nursing School VN Program: Policies and Procedures for Credit for Prior Experiential Learning

#### 1. Credits for Prior Experiential Learning (CPEL) Policy

- Purpose: To recognize and award credit for relevant prior learning experiences that contribute to the student's educational goals in the VN program.
- Scope: Applicable to students enrolled in the VN program who possess prior relevant work or volunteer experience in healthcare settings.

#### 2. Eligibility Criteria

Students must demonstrate that their prior experiential learning aligns with the competencies required in the VN curriculum. Experiences must be documented and verifiable.

#### 3. Assessment Policies and Procedures

- Application Process: Students seeking CPEL must complete a CPEL application form available from the program office. Submit supporting documentation, including resumes, letters of recommendation, and any relevant certifications or diplomas.
- Evaluation: A designated committee, including faculty and administrative staff, will review applications. Assessments may involve interviews and practical skill demonstrations to validate the student's competencies.

- Credit Determination: Based on the evaluation, the committee will determine the amount of credit to be awarded, if any. Students will receive written notification of the decision within 30 days of submission.

#### 4. Provisions for Appeal

- Right to Appeal: Students have the right to appeal decisions regarding credit awarded or denied.
- Appeal Process: Appeals must be submitted in writing to the program director within 15 days of receiving the decision. The appeal should outline the reasons for the

disagreement and include any additional documentation. A review committee will reassess the application, and the student will receive a final decision within 30 days.

### 5. Student Charges

- **Assessment Fee:** A non-refundable assessment fee will be charged for processing CPEL applications, as outlined in the school's fee schedule.
- **Tuition Adjustments:** If credit is awarded, tuition may be adjusted. Students will be informed of any changes to their tuition fees following the award of credit.
- **Additional Costs:** Students may incur costs associated with assessments, materials, or certifications required for CPEL evaluation.

### STUDENT'S RIGHT TO CANCEL

**STUDENT'S RIGHT TO CANCEL:** You have the right to cancel this Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later. If a student cancels the Enrollment Agreement following the cancellation period, he/she will be charged tuition and an administrative fee not to exceed \$125. The student is obligated to pay only for educational services rendered and for unreturned equipment.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or e-mail. The written notice of cancellation is sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two (2) Notice of Cancellation forms [attached to this Agreement] to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty (30) day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will refund any money that you paid, less Administrative fee, less any deduction for equipment not timely returned in good condition, within thirty (30) after your Notice of Cancellation is received.

### WITHDRAWAL PROCEDURE

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**WITHDRAWAL PROCEDURE:** You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund less an Administrative fee of \$125, if applicable (exit interviews or evaluations; material return; transfer documentation preparation), within fourteen (14) days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction, which you have not received but for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within thirty (30) days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you.

If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

IF THIS AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN FOURTEEN DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, AND THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund. Any refund shall be remitted to the third party organization. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the School of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You fail to attend classes for 15 days. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

## COURSE CANCELLATION

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

## SCHOOL CLOSURE

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

## LANGUAGE

All admission activities and instruction occur in English. If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of this agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement.

## HYPOTHETICAL REFUND EXAMPLE

Assume that a student upon enrollment in a 1530 hour course pays \$10,000 for tuition, \$450 documented cost to school, for material and supplies and withdraws after completing 100 hours without returning the material & supplies he/she obtained. The pro rata refund to the student would be \$9,222 based upon the calculations stated below. If the student returns the equipment in good condition within thirty (30) days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

\$10,000	Divided by	1530 hours in the program	= \$6.53 Hourly charge for the program
\$10,000	Minus	\$ 450 (cost of unreturned supplies & materials)	= \$9,550 Total refundable amount
\$ 6.53	Multiplied by	100 hours of instruction attended	= \$653 Owed by the student for instruction received.
\$9,550	Minus	\$653	=\$8,897 Total refund amount*
\$8,897	Minus	\$ 125 (cancellation fee)	=8,772

\* If the student returns the equipment and supplies in a good condition, the actual refund to the student would be \$9,222 ( $8,772 + 450$ ).

## REFUND TABLE (BASED ON \$10,000)

Refundable amount	10% Refund	25% Refund	50% Refund	60% Refund
\$10,000	\$1,000	\$2,500	\$0	\$0

## SCHEDULE AND CALENDAR

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To ensure a well-planned educational experience, St. Raphael Nursing School advises students to consider their schedule in advance. It is recommended to schedule vacations and breaks around school holidays. St. Raphael Nursing School observes various holidays, including New Year's Day, Martin Luther King's Birthday, President's Day, Cesar Chavez Day, Memorial Day, Thanksgiving (two days), Independence Day, Labor Day, Veteran's Day, Yom Kippur, Winter Break (including Christmas, lasting two weeks), and Summer Break (lasting one week). In case of emergency or any unforeseen circumstances, students will be promptly informed if St. Raphael Nursing School needs to close.

### STUDENT TUITION RECOVERY FUND DISCLOSURES

The catalog contains a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). This statement specifies that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. This statement also describes the purpose and operation of the STRF and the requirements for filing a claim against the 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."

"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, California, 95834, [\(916\) 574-8900](tel:(916)574-8900) or [\(888\) 370-7589](tel:(888)370-7589).

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

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2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

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

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

## **JOB PLACEMENT ASSISTANCE**

At St. Raphael Nursing School, we provide placement assistance to all active students and graduates. While we cannot guarantee employment or a specific level of income, we offer various resources to support our students in their job search.

We regularly send job openings via email and post them on a job board. Additionally, we provide individualized guidance to potential applicants, discussing job opportunities and

offering advice on resume preparation, job search techniques, and interviewing skills. We may also invite guest speakers from the industry to share valuable insights on finding and securing jobs.

We strongly encourage all students to participate in the job search activities offered by the school. To increase their chances of success, students should maintain a cooperative attitude, demonstrate a desire to succeed, and have reasonable salary and schedule expectations. It is crucial for graduates to showcase their knowledge, skills, and appropriate attitude to potential employers.

Ultimately, graduates who show determination in their job search, perform well in interviews, and follow up effectively are more likely to achieve their employment goals. We are committed to supporting our students and graduates throughout their job placement journey.

## GRADUATION REQUIREMENTS

To graduate from the program, a student must fulfill the following five requirements:

1. Fulfill all required hours in both clinical and theory.
2. Complete all coursework with a minimum grade of 75% in theory.
3. Receive a passing grade in the clinical component.
4. Pass the computer-based final exam (HESI) with a score of 900 or ATI with a score of 70.
5. Pass the comprehensive final examination with a minimum grade of 75%.

If a student fails to meet all graduation requirements, they will not be considered a graduate of the program. It is important to note that failing to achieve a minimum passing score on the comprehensive final exam or the module exams will result in a failing grade for the respective module. In such cases, the student will need to repeat Module IV and meet all the requirements listed above to graduate and be eligible to apply for the NCLEX-PN examination.

For VN students, it is required to meet all graduation requirements, including passing the computer-based final examination, within 150 percent of the published program length.

Additionally, it is important for students to fulfill all financial obligations, as failure to do so will result in no certificate being issued. St. Raphael Nursing School covers the BVNPT Application Fee and the NCLEX Examination Fee for program graduates.

The school strongly encourages students to take the State Board Exam within ninety days after graduation. Research shows that the chances of passing the exam are highest within this timeframe, and delaying may increase the risk of not passing.

## METHOD OF INSTRUCTION

The Vocational Nursing program utilizes a combination of theory-based and hands-on instruction to provide a comprehensive learning experience for students.

Theory-based instruction is conducted on campus (in-person) and includes various teaching methods such as lectures, PowerPoint presentations, discussions, and audio-video materials. This allows students to access course content and interact with instructors and fellow classmates.

Hands-on instruction is facilitated through skills lab sessions and clinical rotations in real healthcare settings, including long-term care facilities, acute care facilities, and specialty clinics. During skills lab sessions, students have access to a range of instructional equipment, including anatomy charts, glucometers, medication carts, procedure kits, skeleton models, stethoscopes, scissors, pen lights, wheelchairs, walkers, crutches, hospital beds, mannequins, scales, sphygmomanometers, thermometers, catheters, nasogastric tubes, needles, syringes, simulated patient units, sterile supplies, and other teaching aids and specialized equipment. This hands-on training allows students to practice and develop their nursing skills under the guidance of experienced faculty.

The Vocational Nursing program ensures that students receive a well-rounded education that prepares them for the demands of the nursing profession.

## PROGRAM METHODOLOGY

The Vocational Nursing program at St. Raphael Nursing School offers on campus lectures and in-person labs/clinicals.

Lectures are delivered in person on campus at 14114 Polk Street, Suite 200, Sylmar, CA, 91342, allowing students to engage in a collaborative learning environment. This format ensures that students receive the essential theoretical knowledge required for their nursing education. Exams are administered exclusively in person at the same campus location, enabling students to demonstrate their understanding of the course material in a controlled testing environment. Labs and clinical rotations are also conducted on campus, providing students with hands-on experience and practical skills development. These sessions take place at various clinical sites, allowing students to apply their knowledge and gain real-world nursing experience under the guidance of qualified instructors. By focusing solely on in-person teaching for lectures, labs, and exams, the program offers a comprehensive and immersive learning experience for vocational nursing students.

## COMPLETION DOCUMENTS

Upon successful completion of the Vocational Nursing Program at St. Raphael Nursing School, students will be awarded a certificate as documentation of their program completion.

## GRADING

In St. Raphael Nursing School's vocational nursing program, the grading system is as follows:

- A: Excellent (90-100%)
- B: Good (80-89%)
- C: Satisfactory (75-79%)
- F: Fail (below 75%)

To successfully complete each module, students must maintain a cumulative GPA of 75% or above. Late assignments can receive a maximum grade of 75%, and any adjustments to due dates must be discussed with the faculty before the original due date.

The overall grade is calculated based on the following weightage:

- Chapter tests: 15%
- Quizzes: 5%
- Bundle Exams: 30%
- Final Exam: 25%
- HESI Exam: 25%
- Total: 100%

Each module has specific guidelines for making up failed tests:

- Module I: All failed tests can be made up, but a remediation assignment must be completed before retaking the test.
- Module II: Up to five tests can be made up, with a remediation assignment required before retaking each test.
- Module III: Up to three tests can be made up, with a remediation assignment required before retaking each test.
- Module IV: One test can be made up, with a remediation assignment required before retaking the test.

Clinical evaluations are conducted by the clinical instructor, and passing the clinical component is necessary for successful completion of the program.

## EXAMS/TESTS

Nursing exams in St. Raphael Nursing School's vocational nursing program are designed to mirror the format of the NCLEX-PN exam. These exams may include various question types, such as Multiple Response Multiple Choice, Fill-in-the-Blank, Hot-spot, Ordered Response, and more.

If a student misses or fails an exam, they will not be able to score higher than 75% on the make-up exam. If a student fails to make up missed tests or quizzes by the final examination, they will receive a grade of zero for the missed exams or the earned grade for the failed exam.

Before retaking an exam, students must complete a remediation assignment, which should be submitted by the deadline set by the instructor. It is important to note that if a student fails to submit the assigned remediation activity, they will not be allowed to take the exam on that day.

During exams, instructors and proctors are not permitted to provide any form of assistance. However, computer/technical assistance is allowed for computerized exams.

Scheduled tests and pre-announced quizzes must be taken on the designated date and time. Attendance and make-up policies can be found in the school's catalog. It is considered a violation of the Academic Code of Conduct to discuss test questions outside of the permitted classroom discussions, and the rules regarding this violation will be enforced.

#### **EXPECTATIONS FOR EXAMS/ TESTS IN-PERSON:**

In-person Exams:

- All test materials, including answer sheets, scratch paper, and rationales (if provided), must be returned to the instructor at the end of the test period.
- Students are not allowed to leave the testing area during the exam, except in emergency situations. It is advised to use the restroom before the start of the test.
- Talking during the exam, except for communication with the proctor, is strictly prohibited and may result in dismissal or termination.
- The use of electronic devices such as cell phones, smartphones, smartwatches, tablets, or any device with Internet access is not allowed during the exam. Having such devices in possession during the test may lead to dismissal or termination.
- Belongings should not be placed on the desk during the exam.
- Scrap paper will be provided by the proctor upon request, and it must be returned to the instructor before leaving the testing area or at the end of the test.
- Instructors will assign seating during in-person exams.

#### **MODULE PROGRESSION**

In order to progress to the next module, students must successfully complete both the theory and clinical requirements of the current module. They must achieve an overall

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score of at least 75% and pass the final exam for the theory component. Passing the clinical component is also necessary for progression.

If a student fails to achieve a minimum grade of 75% as the final module grade or fails the final examination, they will receive an "F" grade for the module. Final module exams are administered at the end of each module.

Students have the opportunity to remediate the final exam up to two times during their enrollment at the school, including any repeated modules. The following conditions apply:

- For the first failure, students can remediate the final exam. To pass, they must achieve a minimum grade of 75% on the remediation final. The final cumulative grade, including the grade received for the final make-up exam, should be 75% or above.
- For the second failure, students can make up the exam if their average grade is 80% or above. They must achieve a minimum grade of 75% on the remediation final. The final cumulative grade, including the grade received for the final make-up exam, should be 75% or above.

Failure to meet these conditions will result in the student being unable to retake the final exam and termination from the program. If a student does not pass either the classroom or clinical component satisfactorily, they may not proceed to the next module. If readmitted to the program and repeating a module, both the theory and clinical components must be repeated.

Students are allowed to repeat a module once at no cost during their enrollment at St. Raphael Nursing School. If they need to repeat a module more than once, they will be responsible for additional costs. Readmission to the program is subject to class and space availability.

## COMPUTERIZED SPECIALTY EXAMS

Computerized specialty exams are administered at the end of each module and account for 25% of the final grade. In order to pass the module, students must achieve a minimum required score: Module 1 - 850, Module 2 - 850, Module 3 - 900. The grade calculation is based on percentile scores. Even if a student's overall score is above 75%, they must complete remediation if they receive a score below the required HESI score on the specialty exam. Diagnostic reports provide immediate results and remediation opportunities. Proof of satisfactory remediation is required. The second exam is scheduled one week later, and remediation must be completed by the established deadline. Failure to complete remediation will result in being marked absent and may

lead to warning, probation, or termination according to the attendance policy. The highest score from the two HESI exams will be recorded.

If a student scores higher than the required score on the HESI exam and achieves 75% or above on the final test, they can proceed to the next module.

If a student scores below the required score on the HESI exam but achieves 75% or above on the final test, they must complete assigned remediation activities and retake the HESI exam. The highest score will be recorded. If the overall score, including the highest grade for the HESI exam, is below 75%, the student's enrollment will be terminated. If the overall score is above 75%, the student can continue to the next module.

If a student scores below the required score on the HESI exam and below 75% on the final test, they must complete the required remediation activity and retake the HESI exam. The highest score will be recorded.

If a student has not failed any final tests in prior modules, including previous enrollments, they will remediate the final exam. If the remediation score on the final test is less than 75%, the student's enrollment will be terminated if the overall score, including both HESI exams and the remediated final exam, is below 75%. If the remediation score is 75% and the overall score is 75% or above, the student can proceed to the next module.

If a student has failed any final test in prior modules, including prior enrollments, they will complete remediation activities and retake the HESI exam first. The highest score will be recorded.

If the overall score, including the HESI score and the first attempt at the final exam, is below 80%, the student will not be allowed to remediate the final, and their enrollment will be terminated. If the overall score is 80% or above, the student can retake the final test (up to two times during the program, including prior enrollments). The student must pass the final exam with an overall score of 75% or above to continue to the next module.

St. Raphael Nursing School may substitute the HESI specialty exam with a similar computerized test.

### **THE HESI FINAL EXAM**

serves several goals, including helping students identify their strengths and weaknesses, providing a remediation plan, and evaluating their understanding of the program material. To successfully complete the program, students must achieve a score of 900 or above on the final HESI Exam. The first exam is typically scheduled at least three weeks before the end of Module IV. If a student does not achieve the minimum score, they must complete the assigned HESI remediation activities.

The second HESI exam is scheduled one week after the first exam. Students can only take the second exam if they have completed the remediation activities. Otherwise, a score of 0 will be recorded.

If a student does not achieve a score of 900 or above after the second Comprehensive HESI exam, they must complete an NCLEX-PN preparation course of their choice at their own cost. The student must provide a certificate of completion to the Program Director before scheduling the third test. The remediation must be completed within three weeks. It is mandatory for students to attend the scheduled exam, or a grade of zero (0) will be recorded. The third HESI Exit Exam will not be administered without written documentation of completion of an NCLEX-PN review course, and a grade of zero (0) will be recorded.

Students who fail to achieve the required score after three attempts are not able to graduate from the program. However, at the discretion of the school, students may choose to take the alternate exam, ATI Comprehensive Exit exam. They have two attempts to reach a score of 70 percent. Students are responsible for the cost of the ATI exams.

In order to graduate from the program, a student must pass the final exam. However, if a student fails the final exam, there are certain conditions and options available:

1. First-time failure: If a student fails the final exam for the first time, they are allowed to remediate the exam. To pass, the student must receive a minimum grade of 75% on the remediation final. The final cumulative grade, including the grade received for the final make-up exam, should be 75% or above.
2. Second-time failure: If a student fails the final exam for the second time, they will be allowed to make up the exam under certain conditions. The student's average grade must be 80% or above, taking into account all tests, quizzes, the first attempt final exam grade, and HESI examination (two attempts, with the highest score recorded). Similar to the first-time failure, the student must receive a minimum grade of 75% on the remediation final. The final cumulative grade should be 75% or above.

If the above conditions are not met, the student will not be allowed to retake the final exam and will be terminated from the program. Students who fail the comprehensive final exam will receive an F for Module IV.

In the case of extenuating circumstances that prevent a student from completing required coursework, clinical hours, assignments, and tests, the student may receive an incomplete grade. The school may grant a maximum extension of 180 calendar days for the student to complete the necessary requirements. However, the student must adhere to the deadlines established by the school and make up the course requirements as soon as possible. Failure to attend a scheduled exam will result in a grade of zero (0). If the final grade is a failing grade, the entire module must be repeated.

## NCLEX APPLICATION POLICY

The Vocational Nursing Program Director will send the applications to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) once the student has met all requirements. It is strongly recommended by St. Raphael Nursing School that students take the State Board Exam within ninety days after graduation. Research has shown that the chances of passing the exam are highest within this timeframe. Delaying the exam increases the risk of not passing.

## LICENSURE REQUIREMENTS

To work as a Vocational Nurse in California, you must pass the licensing examination administered by the National Council Licensure Examination (NCLEX-PN®).

Graduating from a Vocational Nursing program does not automatically grant you the ability to work as a nurse. It is important to carefully review the licensure requirements and conduct further research if you have any concerns about meeting these requirements. If you decide to pursue training even if you may not be able to achieve licensure, you will need to indicate this and sign a release form. Please discuss any concerns or questions with your Admissions Advisor and Program Director. It's important to note that licensure requirements may vary for other states, so it is your responsibility to obtain the most recent application requirements for any state where you intend to work.

The requirements for licensure as a Vocational Nurse in California are as follows:

1. Be at least 17 years old.
2. Graduate from an accredited high school or provide proof of an acceptable equivalent.
3. Successfully complete a Board of Vocational Nurse and Psychiatric Technician (BVNPT) approved Vocational Nursing Program.
4. Complete and sign the "Application for Vocational Nurse Licensure" and the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. A license will not be issued until the board receives the background information from the DOJ.
6. Submit an application fee along with the required forms to the BVNPT. The current fee schedule can be found on the BVNPT website. One of the required forms is the "Record of Conviction."
7. Applicants will need to be fingerprinted by the Department of Justice and FBI to process the fingerprint card.
8. Graduates must meet all certification requirements at the time of application.

It's important to note that graduates with prior felony convictions may be denied the opportunity to take the licensing exams. It is recommended that students with prior convictions contact the appropriate agencies to understand the current requirements. The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) cannot pre-approve

eligibility based on criminal convictions. Eligibility for licensure in relation to criminal convictions can only be determined officially after submitting an application to the Board and meeting all initial licensure requirements.

Upon successful completion of all program requirements, you will be eligible to take the NCLEX-PN®. The application for the exam can be submitted to the BVNPT after fulfilling all school requirements and meeting financial obligations.

The occupations and job titles associated with licensed practical/vocational nurses include Licensed Practical and Licensed Vocational Nurses, with SOC Code 29-, CIP Code 51.3901, and ONET Code 29-2061.00.

### **CRIMINAL BACKGROUND CHECK**

Students participating in clinical assignments are required to undergo a criminal background check and be cleared by the clinical facility in order to participate in the clinical experience. If the background check does not come back clear, the student will need to provide documents showing rehabilitation or have their record corrected. It is important for students to receive a satisfactory clinical evaluation in order to pass the course and progress in the program. If a clinical facility refuses a student access to patients for any reason, the program will not be able to provide alternate clinical experience. In such cases, the student will need to withdraw from the program or receive an F grade for the nursing course. If a student's background check, specifically their criminal record, does not meet the requirements of the clinical agency, the program will not be able to offer alternate experiences, and the student will need to withdraw or receive an F grade.

If a student is convicted of or receives deferred adjudication for any criminal offenses while enrolled in the program, they must report the conviction to the nursing department within three days. The student will be suspended from the program until they obtain clearance from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) stating their eligibility for initial licensure.

When applying for licensure as a Vocational Nurse, the BVNPT requires applicants to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers factors such as the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure.

If you have additional questions regarding this topic, you can contact the BVNPT's Enforcement Unit at (916) 263-7827. The Board provides answers to frequently asked questions related to reporting arrests, automobile accidents, obtaining certified court documents, and determining satisfactory rehabilitation.

The Board may deny licensure based on violations or attempts to violate provisions of the VN Practice Act or PT Law, aiding or assisting in the violation of medical practice provisions, conviction of a crime involving fiscal dishonesty, or any crime involving the sale, gift, administration, or furnishing of narcotics or dangerous drugs or devices. The Board evaluates satisfactory rehabilitation based on various criteria, including the nature and severity of the offense, potential harm to the public or patients, overall disciplinary record, compliance with sentence or probation terms, cooperation with the Board and other agencies, and other rehabilitation evidence.

### **STUDENT CONDUCT POLICY**

St. Raphael Nursing School has a Student Conduct Policy that outlines the expectations and standards for students' behavior. Attendance at the school is voluntary and conditional on students complying with the program requirements, policies, and procedures. The school is an academic community committed to learning and practice, and students are expected to demonstrate personal integrity and ethical behavior.

Students are required to follow the program schedule and meet the requirements for attendance, academic performance, and conduct. It is essential for vocational nursing students to uphold the highest principles of honesty and integrity. Any violations of these principles may result in immediate disciplinary action. Students must complete examinations without cheating and use their own knowledge and research to complete assignments, giving proper recognition to the sources they use. They should maintain confidentiality and not share patient information without authorization. Students are expected to perform only allowed procedures under the guidance of instructors and provide safe care to patients.

Academic integrity is of utmost importance, and violations include cheating, plagiarism, misrepresentation or falsification of data, unauthorized possession of examinations, and disruptive conduct that hinders the academic environment. Students must also respect the health, safety, and rights of all individuals. Violations in this area include physical harm or threats, sexual harassment, substance use on school or clinical site premises, hazing, harassment, abandoning assigned patients, and failure to comply with standards. Students are expected to follow the directions of faculty and staff, adhere to rules and procedures, and cooperate with reasonable directives. Misrepresentation or falsification of school records, failure to satisfy disciplinary sanctions, providing false testimony, and disregarding disciplinary procedures are also violations.

St. Raphael Nursing School reserves the right to deny readmission or impose disciplinary measures based on previous misconduct. Professional conduct is expected in all interactions with staff, peers, instructors, patients/clients, and clinical staff. Disruptive behavior, offensive language, and inappropriate jokes are not tolerated while in uniform, on clinical site properties, or at the school. Insubordination or refusal to comply with school or clinical site policies may lead to termination from the program. As future nurses, students have an obligation to adhere to the Nursing Scope and Standards of Practice and the Nursing Code of Ethics.

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The use of e-cigarettes and vaporizers is strictly prohibited on clinical site properties and at St. Raphael Nursing School. Similarly, the use of tobacco in any form, except for smoking cessation purposes, is not allowed on clinical site properties or at the school. It is important to avoid the odor of smoke on caregivers' clothing, hair, etc., as it may upset patients. If concerns or problems arise due to odors on a student, they may be sent home for the day.

Eating is only permitted during designated meal and snack periods. Instructors will provide guidance on appropriate times to eat during each clinical rotation or class. Food is not allowed in classrooms or labs.

While smartphones can be valuable tools for healthcare providers, including access to drug reference libraries, medical calculators, and lab results, they can also be distractions. It is important to use smartphones unobtrusively and only when necessary. Some instructors may not permit the use of smartphones during their class or clinical. Personal calls, texts, emails, and web-surfing are strictly prohibited during class or clinical. In case of emergencies, students should inform their instructor and step out to handle the situation. Cell phones and smartwatches are not allowed during testing.

## PROFESSIONAL BOUNDARIES

Maintaining professional boundaries is crucial in the field of nursing. Confidentiality and compliance with HIPAA regulations are of utmost importance. It is the responsibility of nursing students to safeguard private health information and refrain from disclosing any patient identifying information to family and friends. Taking paperwork containing private health information or patient identifying information from hospital or clinic facilities is strictly prohibited. Furthermore, pictures and videos are not allowed to be taken in any patient areas of clinical sites, and discussions about patient cases should not occur in public areas.

Violating HIPAA regulations can have serious consequences, including termination, fines, and imprisonment. Nursing students will receive education on HIPAA to ensure understanding and compliance. Any student found to be in violation of these rules will be sent home from their clinical site and counted as absent.

Maintaining patient safety is a top priority in clinical practice. Nursing students are expected to provide care within the guidelines of the Nursing Practice Act, the policies outlined in the Handbook, and the SNA Code of Ethics. Nursing faculty have the authority and responsibility to identify unsafe, unethical, and unprofessional conduct and performance and take immediate corrective action. Students who fail to provide safe and competent patient care may be dismissed from the nursing program.

Direct contact with clinical site management or administration is not permitted. Any concerns regarding clinical sites should be directed to the instructor or school

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administration. Students should refrain from sharing their personal contact information with clinical site staff until after the completion of the clinical rotation. Inappropriate communication from students can jeopardize the valuable relationships and partnerships with clinical sites, leading to immediate termination.

It is never appropriate for nursing students to contact patients, clients, or family members outside of the St. Raphael Nursing School clinical experience. Personal contact information should not be exchanged, and if a patient or family member initiates contact outside of the clinical site, students should politely inform them that such communication is not allowed and advise them to contact the school if necessary. Violation of this policy may result in immediate termination.

Fraternization between employees of St. Raphael Nursing School and students is strictly prohibited. Employees are not allowed to date or engage in any form of fraternization with students, regardless of the student's age or consent. Employees should not entertain or socialize with students outside of the school environment, except for school-related functions. Any behavior by an employee that encourages romantic or sexual involvement with a student is considered highly unethical and in violation of school policy, which may result in disciplinary action. Inappropriate employee behavior includes flirting, making suggestive comments, dating, requests for sexual activity, giving inappropriate personal gifts, frequent personal communication unrelated to coursework or official school matters, providing rides or housing, selling or buying items, providing alcohol or drugs to students, engaging in inappropriate touching, and participating in sexual contact or relations. Students are expected to behave professionally towards faculty and staff and follow the same guidelines as outlined for employees.

Honesty is paramount at St. Raphael Nursing School. Knowingly providing false information to the school or clinical sites, such as falsifying transcripts, attendance records, or other documentation, as well as cheating on tests, exams, or quizzes, may result in immediate termination.

Discrimination based on race, ethnicity, religion, gender, sexual orientation, disability, or any other protected class is strictly prohibited. Refusing to work with a patient for any of these reasons will lead to immediate termination. Healthcare professionals have an obligation to treat all patients equally and provide caring and quality service to everyone. Proper protection and training will be provided to ensure compliance with this policy.

Bullying of students, instructors, or staff will not be tolerated. It is important to respect individual boundaries and preferences. If a student expresses discomfort with a joke or prank, it should be apologized for and never repeated. Continuing to engage in such behavior constitutes bullying. Aggressive or unwanted physical contact, including assault, battery, or threats of violence, will be reported to the police. Each situation will be thoroughly investigated by St. Raphael Nursing School administration. Violation of this policy may result in immediate termination.

Weapons, including firearms and non-medical blades over 2" long, are strictly prohibited while in St. Raphael Nursing School uniform or on school or clinical site properties. Violation of this policy may lead to immediate termination.

Peer-to-peer file sharing must be done in compliance with the Higher Education Opportunity Act (HEOA). Students are advised to only share material that is legal and to disable or adjust file sharing options accordingly. While the school generally respects privacy and does not actively monitor electronic activities, any individual identified as illegally sharing copyrighted material through the school network, including email, web pages, or peer-to-peer sharing software, will face disciplinary action. They may also be subject to civil and criminal liabilities. St. Raphael Nursing School reserves the right to block any websites that are not necessary for educational activities. Legal alternatives for downloading can be found at <http://www.educause.edu/legalcontent>.

At St. Raphael Nursing School, acts of academic dishonesty, such as cheating, plagiarism, or knowingly providing false information to faculty, are taken seriously and will be reported to the Program Director. The following are some examples of academic dishonesty, but this list is not exhaustive:

1. Giving or receiving unauthorized assistance in any academic work, including copying or using another student's work.
2. Using materials or information, including electronic sources, without proper authorization in completing academic work.
3. Accessing the contents of a test or examination before it is administered.
4. Using someone else's work without properly acknowledging the source.
5. Providing false data by fabricating or altering information to intentionally mislead, such as falsifying vital signs or patient information, altering previously submitted test answers or academic work, or submitting fraudulent documentation.

Any student found to have violated this policy or assisted others in doing so may face disciplinary actions, including termination. Students who are found guilty of cheating may be subject to suspension or expulsion from the school.

## CLINICAL FACILITIES

St. Raphael Nursing School currently works with several clinical facilities for student placements. It's important to note that these facilities may change based on availability and program requirements. Here is a list of some of the facilities:

1. Mission Community Hospital  
- Address: 14850 Roscoe Blvd, Panorama, CA, 91402

2. Glendale Memorial Hospital

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- Address: 1420 S Central Ave, Glendale, CA, 91204
- 3. Totally Kids Specialty Healthcare
  - Address: 10716 La Tuna Canyon Rd, Sun Valley, CA, 91352
- 4. Country Villa Wilshire Healthcare Center
  - Address: 855 N. Fairfax Ave, Los Angeles, CA, 90046
- 5. The Meadows Post Acute
  - Address: 14857 Roscoe Blvd, Panorama, CA, 91402

Please keep in mind that students will be assigned to different facilities for their clinical experience. It is the responsibility of the students to arrange their own transportation to and from the affiliated agencies.

### **CLINICAL FLEXIBILITY**

Students are expected to take responsibility for their schedules and be flexible. If the assigned clinical facilities are not available during the scheduled hours, adjustments may need to be made to the clinical schedule. Some experiences may require students to be available outside of regular clinical times, such as morning, afternoon, or evening shifts. These arrangements will be discussed in advance. It is the student's responsibility to make necessary arrangements to ensure that work schedules, transportation needs, and family responsibilities do not conflict with clinical assignments.

### **CLINICAL ASSIGNMENTS**

Students are not permitted to refuse a clinical assignment, a portion of a clinical assignment, or a patient, except in the case of the patient being a family member or close friend, or if the student has been assaulted by the patient in the past. It is the student's obligation to provide care to assigned patients. Students may not delegate their patients' care to other students or hospital staff. Failing to provide necessary care as assigned may result in formal reprimand and, if patient safety was compromised, termination from the program.

### **DRESS CODE**

Maintaining a professional appearance is important for both students and faculty. How students present themselves reflects not only on themselves but also on the LVN Program and St. Raphael Nursing School. Inappropriate hygiene or appearance may result in students being sent home and marked absent, according to the attendance policy.

## DRESS CODE FOR THEORY DAYS

Students are required to dress in a neat, clean, well-groomed, and professional manner. Tank tops, see-through clothes, bare midriffs, halter tops, short shorts or skirts, hats, hoodies, gang attire, and inappropriate writing on clothes is not allowed.

### UNIFORM

Students are required to wear a full uniform, and only school-issued uniforms are allowed. Short or long-sleeved undershirts are permitted with no visible logos or prints. The uniform should be clean and ironed. It should not be removed while at a clinical site.

### SHOES

Students must wear white closed-toe washable shoes without mesh or holes. The shoes should be completely white, washable, and made of leather or leather-like material.

### SOCKS

Plain white socks must be worn under the uniform. They should be solid white with no other colors, logos, or designs. Socks must cover the ankles to comply with infection control protocols.

### IDENTIFICATION

Students must wear a picture identification name badge above the waist. They should also have a watch with a second hand, black-inked pens, a pocket-sized notebook, a black marker, and a stethoscope. Specific clinical instructors may require additional equipment or supplies as necessary at the site, such as a penlight or a manual blood pressure cuff unit.

### HAIR

Hair should be neatly groomed, kept off the shoulders, and away from the face. Ponytails longer than shoulder length should be put into a bun. Ribbons, scarves, and ornate barrettes are not acceptable. It is recommended to carry an extra hair band if you have long hair.

### FACE

Cosmetics should be applied discreetly to achieve a natural look. Male students should arrive clean-shaven every day, and beards and mustaches should be well-trimmed and groomed. Facial piercings should be discreet, with no hoops, rings, or long bars.

### JEWELRY

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Only a simple band finger-ring and small stud earrings are allowed. Necklaces and bracelets should not be worn.

## TATTOOS

Tattoos must be covered, especially those depicting violence, hatred, sex, or profanity. Such tattoos should never be visible.

## FINGERNAILS

Nails should be clean and not longer than 1/8" beyond the fingertip. Only clear, nude, or pale pink nail polish is allowed. Acrylic nails are not permitted.

## GENERAL HYGIENE

Good oral hygiene and personal cleanliness, free of odor, are essential. It is recommended to use an effective deodorant. Perfume should not be worn on duty.

Failure to comply with the dress code or missing necessary equipment may result in students being sent home and marked absent for the day. Nursing equipment is essential for students to perform their duties effectively.

## INFECTION CONTROL/EXPOSURES

Students will receive education and training on the proper use of personal protective equipment (PPE) to prevent the transmission of infections. It is important for students to use appropriate PPE at all times during clinical activities to minimize the risk of exposure.

## COMMUNICATION

Any changes in name, email, mailing address, or phone number must be reported in writing to the school office prior to the change or within 24 hours. Each student must provide a telephone number and email address where they can be reached directly or receive messages. An email address is required. Students will also need to create a Remind account. Additionally, it is encouraged to open a Facebook account as important information is often shared through social media.

## TIME COMMITMENT

The Vocational Nursing Program at St. Raphael Nursing School is intensive, requiring a significant time commitment. Students should plan to spend approximately 10 hours per week in theory classes and 16 hours per week in clinical settings. Additionally, it is

expected that students will dedicate approximately 15 hours per week to studying. This adds up to a total commitment of 40+ hours per week.

Considering your current lifestyle, it is important to assess where you can make adjustments to save time and money, as working fewer hours is recommended. While it is possible to work full-time while completing the program, it should be noted that there will be limited free time. It is advisable to inform friends and family about your busy schedule and seek their help and support during this period, as you may experience stress.

## ATTENDANCE POLICY

Consistent attendance is crucial for successfully completing the program and acquiring the necessary skills. Attendance is taken daily, and students are expected to be present at the scheduled start time of classes and remain present throughout the day. Late arrivals and early departures from class or clinical settings are not permitted.

The St. Raphael Nursing School - Vocational Nursing Program consists of a total of 1530 hours, with 576 hours dedicated to theory and 954 hours to clinical experience. All absences must be made up, as the full 1530 hours must be completed to graduate.

Typically, students attend two theory days and two clinical days per week. It is important to note that students cannot miss more than two classes in a Module, whether they are theory or clinical classes. After one absence, students receive a warning, and after two absences, they are placed on probation. Students who exceed two absences may face termination from the program. Re-entry into the program is not guaranteed and is subject to academic standing, disciplinary considerations, and availability of space in the class. Students terminated for readmission.

If a student tests positive for COVID-19, they are prohibited from attending any in-person activities. In such cases, it is important to notify the school immediately and follow the designated protocol. Students who miss more than two days in a module due to COVID-19 must provide either a positive COVID PCR test or documentation from a hospital or medical professional. By providing these documents, students authorize St. Raphael Nursing School to verify the information with the medical providers.

If a student is sent home from class (theory or clinical) due to dress code violations, behavioral issues, tardiness, or any other reason, that day will be counted as an absence, and the student will need to make up the missed day.

Students are not allowed to leave class or clinical settings without the instructor's approval. For excused absences, the actual time missed will be recorded. Students who leave without instructor approval will be considered a "no call, no show." It is the responsibility of the student to obtain any missed material during their own time, not during class hours.

In the event that a student misses an exam, they will receive a maximum score of 75% on the makeup exam.

Prior to participating in clinical education at a healthcare facility, students are required to complete a course in Basic Life Support for Healthcare Workers and a fire safety class. These certifications are included in the St. Raphael Nursing School VN curriculum. Students who miss the BLS class and/or fire safety class must obtain certification at their own expense before attending a clinical facility. Only American Heart Association Certification will be accepted.

## PROGRAM ATTENDANCE POLICIES

1. No Call, No Show: Students must personally notify the instructor before the start time if they are unable to attend class. Failure to do so will result in being marked as a "No Call, No Show" and probation. Two instances of "No Call, No Show" will lead to termination from the program.
2. Clinical Orientations: Missing a facility orientation will prevent students from participating in clinical experiences at that facility until the orientation is completed. Facilities usually offer orientations once a month, so missing an orientation may result in exclusion from clinical for a month and possible termination from the program.
3. Jury Duty: Students summoned to jury duty should request a letter from St. Raphael Nursing School to postpone their jury duty, as attendance of all scheduled hours is required in the program.
4. Tardiness: Full attendance of all scheduled hours is necessary to complete the program. Arriving late or leaving early by more than 14 minutes is considered tardy. Excessive tardiness can result in termination. Accumulated tardy time must be made up.
5. Clinical Course Tardiness: Students must be in their designated clinical area and prepared for instruction at the scheduled time. Arriving late by more than 14 minutes may result in disallowed participation in activities or being sent home for the day. Being late by 30 minutes or more will lead to being sent home for the day and counted as absent. All missed clinical hours must be made up.
6. Exams: Tardy students will have less time to complete exams. Students who arrive after tests/quizzes are completed will not be permitted to take them and will receive a zero grade. Tests can be made up as per the school's policy, with a maximum grade of 75%.

Any absences or tardiness beyond the allowed limits will be evaluated on a case-by-case basis, taking into consideration extenuating circumstances such as a death in the immediate family or contagious illness. Students must provide documentation for such absences and are responsible for catching up on missed material and hours.

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## NO CALL/NO SHOW

In order to communicate an absence, students are required to personally inform their instructor via phone or text prior to the start of class. Messages conveyed through other students will not be accepted. If a student fails to report their absence to the instructor within 30 minutes after the class has started, they will be considered a "no call, no show," which will result in probation. A second occurrence of a "no call, no show" will lead to termination from the program.

Regarding clinicals, if a student arrives late or unprepared to the assigned clinical area, they may be dismissed and counted as absent. Being unprepared can include not adhering to the designated dress code, lacking required equipment, written assignments, or materials. If a student arrives 30 minutes or more late, they will be dismissed for the day and considered absent. In this case, the full day must be made up.

## MAKEUP POLICIES

According to the BVNPT, it is mandatory for each student to complete all theory, laboratory, and clinical hours of instruction in order to be eligible for licensure. Any missed hours must be made up before the next module begins. Students are responsible for ensuring that any missed time or objectives are remediated in theory, clinical, or skills lab.

Make-up assignments will be provided by the school and can include case studies, computer-based practice exams, written examinations, computer-based instruction, written assignments, and research reports. If a student misses an exam, they can receive a maximum score of 75% on the make-up exam. The Program Director or designated faculty will determine and schedule make-up assignments with each individual student. Late submissions may receive a maximum score of 75, if authorized by the school, otherwise, a score of zero will be given.

For clinical absences, availability of make-up days is not guaranteed and space may be limited. If a student does not attend a scheduled make-up day, it will be considered a "No Call, No Show." The school will arrange another make-up session at a time convenient for the instructor, and the student will be required to pay for each make-up hour as per the enrollment agreement. If a student misses a clinical day due to failure to submit required documentation on time, they will also have to pay for each make-up hour as per the enrollment agreement, and this payment cannot be added to the loan.

Acceptable forms of clinical make-up include performance evaluation in the skills laboratory and additional time in the clinical area with clients/patients. The scheduling of make-up sessions will depend on instructor and clinical space availability.

## DISMISSAL FROM CLINICALS

If a student arrives late or unprepared to the assigned clinical area, they may be dismissed and considered absent. Being unprepared can include not following the designated dress code or lacking required equipment, written assignments, or materials. If a student arrives 30 minutes or more late, they will be dismissed for the day and marked as absent. In such cases, the missed day must be made up.

## PROBATION

Probation serves as a warning to students regarding unsatisfactory behavior or performance that needs to be addressed and corrected. When a student is placed on probation, they will receive written notice outlining the reasons, conditions, and length of the probationary period.

Failure to meet the terms of probation can lead to termination from the program. The length of probation may vary depending on the reason for probation, the specific terms set, and the steps required to rectify the performance issue.

Certain offenses may result in immediate termination without prior probation.

In order for a student to progress to the next module, a satisfactory clinical evaluation is required in each clinical nursing course. Students who fail to meet the course requirements by not achieving the clinical objectives may be placed on Clinical Probation.

Disciplinary and attendance issues can also result in probation, as outlined in the attendance policy.

To progress to the next module, students must successfully complete each module of the program with a minimum score of 75%. Failure to meet this requirement may lead to Academic Probation.

If a student wishes to contest a probation, suspension, or termination, they have the right to appeal through the St. Raphael Nursing School grievance process.

## TERMINATION

St. Raphael Nursing School has the authority to request the withdrawal or dismissal of any student if their health, behavior, excessive absences, or academic performance suggest that it would not be advisable for them to continue in the program.

Students may receive a warning, be placed on probation, or be dismissed from the program for various reasons, including but not limited to:

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- Excessive absenteeism or tardiness
- Failure to adhere to St. Raphael Nursing School policies and procedures
- Inability to meet module progression requirements or achieve Satisfactory Academic Progress
- Failure to comply with probation conditions
- Cheating
- Failure to meet financial obligations
- Possession of drugs, alcohol, or weapons on school premises or in clinical settings, or appearing under the influence
- Positive drug test
- Failure to return from a Leave of Absence (LOA)
- Behavior that poses a safety hazard to others at the school or in clinical settings
- Disruptive behavior or failure to follow rules
- Threatening or insulting St. Raphael Nursing School staff members, clients, patients, or clinical personnel
- Making derogatory remarks or engaging in other forms of misconduct
- Insubordination or failure to comply with hospital policies
- Unsafe nursing practice
- Unprofessional conduct
- Falsification of information on any form or record

These are some of the reasons that may lead to termination or dismissal from the program at St. Raphael Nursing School.

### **LEAVE OF ABSENCE (LOA)**

If a student needs to temporarily pause attending classes, they must request and receive approval for a Leave of Absence (LOA). LOA requests should be submitted in writing and signed by the student, indicating the anticipated date of return. Unless unforeseen circumstances prevent it, LOAs must be pre-approved. The school management has the discretion to grant a leave of absence. The maximum duration for an LOA is 180 calendar days. Failure to return to class on the scheduled return date from the LOA will result in termination, with the student's last date of attendance before the approved LOA being used to determine the termination date.

Typically, the student's return to class is scheduled at the beginning of a module, and they will only be charged for the remaining hours. However, there is no guarantee that the required module for normal progress in the training program will be available at the time of reentry. The student may also be required to repeat the entire module they withdrew from before receiving a final grade.

To have an LOA request considered for approval, the student must have completed at least one module, submit a written request with a reason for the leave and supporting documentation, demonstrate a reasonable expectation of returning, not exceed a

cumulative 180 days of leave within a 12-month period, and make prior arrangements to continue their academic coursework upon return, which may include repeating courses. The student must notify the school if they intend to return from the LOA earlier than planned. In exceptional circumstances, subsequent LOAs may be granted, with no more than 180 days of leave within a 12-month period. Supporting documentation and a separate request must be provided for subsequent LOA requests. The LOA duration is counted from the first day of the student's initial LOA.

If a student is unable to provide a written LOA request for pre-approval due to unexpected circumstances, such as a car accident, a verbal LOA request will be accepted by the school. However, the student must subsequently provide a written LOA request with supporting documentation within 14 days. Failure to provide the written request within 14 days will result in the assumption that the student will not return from the LOA, leading to withdrawal from the program. If a student fails a course and subsequently requests an LOA, they will be charged a fee to retake the course.

## PROGRAM REENTRY

To request readmission into the program at St. Raphael Nursing School, students must submit a written request to the program director. If considered for readmission, the student will be required to follow a remediation plan. Before being readmitted, the student must provide all updated required documentation and ensure that their student tuition account is current and in good standing.

For students who have been absent from the program for more than a year, they will need to undergo clinical and/or theory competency testing to assess their proficiency before being approved for re-entry. If they are unable to demonstrate competency, they may be required to repeat previous modules or courses for which they received credit.

Students who withdrew from the program more than five years ago will be required to start the entire program again. Re-entry into the program is subject to availability.

The process for re-entry includes submitting a request to the program director, resolving any outstanding financial issues with the Financial Office, and having the program director review the request. The program director will ensure that the student has a remediation plan in place, had no conduct or behavioral issues that would hinder campus operations or clinical placement, and that their clinical file meets the requirements of the clinical sites. Additionally, seat availability for the student's re-entry into the next module will be considered.

Students who fail to comply with the approved remediation plan will not be readmitted to the program. Vocational Nursing Students admitted as "Alternate Students" may re-enter without additional requirements if class capacity has been met and they are offered a seat in the next available class within one year of admission.

Please note that St. Raphael Nursing School reserves the right to deny readmission to any student based on previous misconduct or to readmit them under specific disciplinary conditions. Additionally, while one module can be repeated at no cost, the student is responsible for the cost of repeating a module for the second time, whether it is the same module or a different one.

### **DISABILITY/ INJURY/ PREGNANCY**

Students who have a disability, injury, or are pregnant are required to provide written approval from their primary healthcare provider (such as a doctor, nurse practitioner, or certified nurse midwife) to St. Raphael Nursing School. This approval should state that the student can participate fully in clinical nursing duties without any restrictions. If the student's condition changes, the written approval must be updated accordingly. For pregnant students, clearance needs to be updated every trimester.

To complete the required clinical hours, students must be able to fully participate in nursing duties, which may include tasks such as lifting patients, listening to soft sounds, and visually inspecting small and faint items.

St. Raphael Nursing School recognizes and accommodates students with disabilities, including learning disabilities. Students who have disabilities and require academic adjustments should inform the school during the admissions process so that appropriate accommodations can be made. As mandated by federal law, students requesting academic adjustments must provide documentation of their disability to the school.

However, students with disabilities must still meet the program's objectives without significant or unreasonable accommodations that would burden the school or practicum setting. If a student's physical, emotional, and/or intellectual disability prevents them from achieving the required knowledge and skills of a vocational nurse or poses a potential hazard to themselves, recipients of healthcare services, faculty, or other students, they may be deemed ineligible to participate in the program.

### **STUDENT SPECIAL ACCOMMODATIONS**

St. Raphael Nursing School follows the regulations outlined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) to ensure that no individual with a disability is excluded from participating in the programs and services offered by the school solely because of their disability.

The educational facilities at St. Raphael Nursing School are accessible to disabled individuals. Disabled applicants are expected to meet the same admissions requirements as the general population and should be able to perform the duties of a nursing student.

To request special accommodations, students should submit their requests along with any necessary supporting documentation at least four weeks before the start of classes, or as soon as possible. Students are required to disclose their disability to the school and submit a written request or an accessible format that generates a durable record. The request should be accompanied by documentation from a licensed professional, which should include information about the current limitations, prognosis, and recommendations for appropriate accommodations. Accommodations are requested on a course-by-course or exam-by-exam basis once eligibility has been established.

Once the school representative is notified of the disability and the request for accommodations, they will conduct an initial review and evaluation, verify the appropriate forms and documentation, consult with faculty and administrative departments, and meet with the student to review the request and determine appropriate and reasonable accommodations. Additional information and resources may be provided to the student when available.

It's important to note that the list provided is not exhaustive and the timeliness of the student's request and the nature of the accommodation may affect the process. The ADA does not require institutions to provide accommodations that would result in undue burden or fundamentally alter the nature of the course or academic program.

For students requesting accommodations for the clinical or hands-on portion of the program, the documentation must address their ability to safely care for adult and pediatric patients in various healthcare settings. All vocational nursing students must be capable of safely addressing the physical and psychological needs of adult and pediatric patients.

## **SEXUAL HARASSMENT**

St. Raphael Nursing School encourages victims of sexual assault to promptly report the incident to the police. Reporting to the police as soon as possible is important for collecting and preserving evidence that may support the allegations and for seeking protection or restraining orders, if needed.

In addition to reporting to the police, St. Raphael Nursing School is committed to conducting a prompt, fair, and impartial investigation of all allegations of sexual harassment. Students are encouraged to report incidents of sexual harassment to the Title IX Coordinator in a timely manner. Upon receiving a report, the Title IX Coordinator will handle the matter confidentially and promptly reach out to the complainant to explain their rights and options. The Title IX Coordinator will also discuss the complainant's wishes and provide information about available counseling, health, mental health, victim advocacy, legal assistance, and other services in the community. The complainant has the right to withdraw the complaint or their involvement in the process at any time, but it's important to note that the school may still need to proceed with the investigation for the safety of the campus community as required by Title IX.

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If St. Raphael Nursing School receives a report of sexual harassment from someone other than the complainant or from an anonymous source, the Title IX Coordinator will promptly notify the complainant, provide information about resources and assistance, and follow the process outlined in the school's policy.

There is no time limit for reporting sexual harassment, although it is encouraged to report the incident immediately to maximize the ability to gather evidence and conduct a thorough and reliable investigation.

Confidentiality is a concern when reporting sexual harassment, and St. Raphael Nursing School acknowledges this. While certain employees are obligated to share information from a report of sexual harassment within the school or with governmental agencies as required by state and federal laws, complainants, respondents, and witnesses involved in the grievance process are encouraged to exercise discretion to protect the integrity of the process and avoid retaliation. Complainants and respondents are not restricted from discussing the allegations under investigation. Medical, psychological, and similar treatment records are privileged and confidential and cannot be accessed or used in the grievance process without the voluntary, written consent of the relevant party. If a complainant files a formal complaint but wishes to remain anonymous or requests that no investigation be conducted, St. Raphael Nursing School will consider that request while also balancing the obligation to provide a safe and nondiscriminatory environment for all members of the community. The final determination will be made by the Title IX Coordinator after evaluating the complainant's request.

### **STUDENT COMPLAINT/ GRIEVING PROCEDURE**

St. Raphael Nursing School has a grievance procedure in place to address any concerns or complaints that students may have regarding school policies, decisions, or any other issues that arise during their time at the school.

The first step in the grievance procedure is for the student to try to resolve the issue by discussing their concerns with the staff member involved. If the issue cannot be satisfactorily resolved or if the student is uncomfortable dealing with that individual, they can bring their complaint to a Student Services Representative or the Vocational Nursing (VN) Program Director.

If the issue remains unresolved, it will be escalated to the School Director. The grievance will be thoroughly reviewed, and information from both the student and staff members involved will be considered. The administrator may seek additional information or hold a meeting between the student and the employee to mediate and resolve the complaint.

If a student is appealing a termination from the program, the appeal will be referred to an appeal committee. The school can provide the necessary form for the appeal process.

If all available channels within the school have been exhausted and the problem remains unresolved, a student or any member of the public may file a complaint with the Bureau for Private Postsecondary Education or the State of California Board of Vocational Nursing and Psychiatric Technicians.

The grievance procedure at St. Raphael Nursing School follows these steps:

- The student contacts the Instructor or Student Services about the issue.
- If the issue is not resolved, the student contacts the Program Director as soon as possible.
- The Program Director will address the situation with the parties involved and gather all relevant information.
- The Program Director will then contact the student to discuss the determination.
- If the student is not satisfied with the Program Director's determination, they can submit a written request for a review to the School Director. The resolution will be evaluated, and if necessary, a committee will be arranged. The student will receive a final determination within ten (10) days of submitting the request to the School Director.

For further assistance, the Office of Student Assistance and Relief is available to support students in understanding their rights and exploring available services and relief options. They can be contacted by phone or through their website.

## STUDENT SERVICES

**NEW STUDENT ORIENTATION:** Orientations are typically held one to two weeks before the start of classes. During orientation, students will receive information about program requirements, schedules, and expectations.

**ADVISING:** Students who are experiencing academic difficulties can seek advice and guidance from various staff members, including Instructors, Student Services Representatives, the Nursing Program Director, and/or the School Director. These staff members are available to help students overcome academic challenges, provide educational planning assistance, and address personal problems or learning disabilities. Referrals for non-academic matters are also available. Additionally, students can receive advisement on career opportunities, licensing requirements, the NCLEX examination, and other related questions.

**HOUSING/CHILD DAY CARE:** St. Raphael Nursing School does not provide student housing or offer assistance with child day care. However, there are living accommodations available near the school, and rental properties start at approximately \$1,200 per month, according to [redfin.com](http://redfin.com).

Please note that the institution does not have dormitory facilities under its control and does not have the responsibility to find or assist students in finding housing.

**STUDENT PARKING:** Free student parking is available at the school building and in the parking lot across the street at the church premises. Please note that St. Raphael Nursing School is not responsible for parking violations, property theft, or damage. It is advised to keep vehicles locked at all times.

**REFERENCE MATERIALS:** The school provides electronic library resources that are accessible 24/7 through internet access. Students can use laptops to access these resources during business hours. The school also maintains a number of reference books, which can be used on the premises. Special permission from the course instructor is required to check out reference materials, and they must be returned the next school day.

**TUTORING:** Tutoring is available at no charge to students, but it is offered during the instructors' normal work schedules. The VN Program Director and the School Director are available to answer questions and provide information about program materials and available resources.

**TRANSCRIPTS:** Official transcripts can be obtained by submitting a request. Current students do not have to pay a fee for transcript requests, while a \$30 fee is applicable for students who are no longer enrolled.

**FINANCIAL AID:** Currently, the school is not certified by the U. S. Department of Education and is therefore not eligible to participate in the Federal Student Financial Aid Program.

## **TUITION PAYMENT POLICY**

All tuition and fees must be paid as specified in the enrollment agreement. Payments should be made according to the agreed upon payment plan. St. Raphael Nursing School accepts payment through checks, money orders, and cash. If a payment is not received within ten days of the due date, the student will be suspended from attending school until all payments are up to date. As per the attendance policy of St. Raphael Nursing School, students who miss more than two days in a module will be terminated from the program. Students who have been dismissed due to non-payment of tuition will not be allowed to re-enroll until all outstanding tuition payments are paid in full. Additionally, students must have a zero balance to be eligible for participation in the graduation ceremony.

**Returned Check Policy:** In the event of a returned check, St. Raphael Nursing School will be notified by our bank usually within seven to fourteen days after the payment was made. The student will then be notified, and a \$25 fee will be charged for the returned check. Repayment for the returned check must be made using secure funds such as cash, cashier's check, or money order.

**TUITION AND FEE**

Charges for the current period of attendance: \$25,000.00  
Total Program Cost: \$25,000.00

Breakdown of charges:

- Registration (non-refundable): \$100- 170
- STRF fee: \$0.00
- Tuition/Books/Supplies: \$25,000

The amount of \$25,000 covers the following:

- Tuition for classroom, lab, and clinical instruction
- 2 sets of scrubs (uniforms)
- Clinical supplies (stethoscope, penlight, scissors, blood pressure cuff)
- Textbooks (e- version) and course materials
- NCLEX-PN preparation
- Background check required for clinical rotations
- CPR training and card
- Fire safety training and card

All textbooks and training materials needed for the course will be provided by the school for student use. Students are responsible for their own incidental supplies such as pens, paper, and notebooks.

St. Raphael Nursing School will cover the BNVPT application fee and one NCLEX-PN exam fee for graduates only. However, students will need to pay out of pocket for the initial license fee (\$300.00), live scan fee, incidental school supplies, and shoes.

Please note that St. Raphael Nursing School reserves the right to add or discontinue courses or programs, make changes to policies, procedures, instructional staff, equipment, curriculum, tuition fees, schedules, or any published agreement as necessary. Reasonable changes in program content, materials, schedules, or locations may be made at the discretion of the school.

The School may release information defined as Directory Information without a student's consent. The School defines Directory Information to include the following:

- A. Name
- B. Address
- C. Phone Number
- D. Email address
- E. Birthday and month
- F. Enrollment Status
- G. Date of Graduation
- H. Degrees and Honors Received

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- I. Photos
- J. Major Field of Study
- K. Dates of Attendance
- L. Participation in officially recognized activities and sports
- M. Most Recent School Attended

Please note that this information may be disclosed without the student's consent as it falls under the definition of Directory Information.

Please note that 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.

### **RETENTION OF STUDENT RECORDS**

St. Raphael Nursing School maintains a separate file for each student. Student records will be stored in both electronic format within the computer software and physical format in the locked office cabinet.

Active students' files are kept at the main campus, while files for students who are no longer enrolled are stored either at the main campus or in storage. Hard copies of the files are retained for a period of 5 years. However, academic transcripts are kept indefinitely. To obtain a copy of their transcripts, students must submit a signed, written request.

For each student who receives a certificate from St. Raphael Nursing School, permanent records are maintained. These records include the degree or certificate granted, the date of the award, the courses and units on which the certificate or degree was based, and the grades earned by the student in each course.

In accordance with the Student Right to Know Act, St. Raphael Nursing School annually reports the completion and placement rates. This information can be obtained from the admissions staff or through the School Performance Fact Sheet provided to each applicant.

### **CAMPUS SAFETY AND SECURITY**

St. Raphael Nursing School prioritizes the safety and security of its students and employees. The campus is equipped with alarm systems to prevent unauthorized entry. In the event of a crime during business hours, the incident should be reported to the Administration. After-hours crimes should be reported to the police and the Administration as soon as possible. St. Raphael Nursing School encourages all students and employees to report criminal incidents or emergencies directly to school personnel. It is important for the school to be aware of any problems on campus.

Students are responsible for their own safety and the safety of others both on and off campus. Any criminal incidents should be reported to the school director for timely warning reports and annual statistical disclosures. All voluntary reports from victims or witnesses will be kept confidential. In case of an emergency requiring immediate attention, students and employees should contact the appropriate agency by calling 911. The Health and Safety plan provides information on handling various incidents and is available to students and staff.

Please note that St. Raphael Nursing School is not responsible for any lost, stolen, or damaged personal belongings, whether on or off school premises or during school activities.

Only individuals with business at St. Raphael Nursing School, such as students, employees, and authorized parties, should be on the campus. Visitors who are not enrolled or employed by the school must sign in at the entrance, state their purpose of visit, provide the name of the person they are visiting, and register their entry and exit times. When the school closes, an employee will inspect the premises, set the alarms, and secure the campus. Any individuals present on the property without permission from the school may be viewed as trespassing and may be subject to fines and/or arrest. Additionally, students and employees present on the property during periods of non-operation without permission may also be viewed as trespassing and may face similar consequences.

Regarding sex offenses, St. Raphael Nursing School complies with the "Campus Sex Crimes Prevention Act" of 2000. All sex offenders in California are required to register with the state and provide notice to each institution of higher education they are associated with. The school provides a link to the California State Sex Offender Registry. Sex offenders must also notify the Student Services department at St. Raphael Nursing School at least three business days prior to enrollment. Such information may be shared within the school community for safety purposes and may be considered for enrollment and disciplinary actions. Sexual assault is unlawful and can result in civil and criminal penalties. Any employee or student involved in sexual assault will also face disciplinary action. Victims have the right to file criminal charges and can seek assistance from the school in notifying local law enforcement authorities. Complaints of sexual assault can be filed with the school, which will conduct an investigation.

St. Raphael Nursing School follows the guidelines of the Campus Crime and Security Act of 1990 and provides an annual campus crime and security report, as required by law. The school has established policies regarding campus security in accordance with Public Law 101-542, amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294.

As part of these policies, St. Raphael Nursing School is obligated to report certain crimes, including murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft, to local authorities.

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The school is also responsible for reporting the number of arrests related to liquor law violations, drug abuse violations, and weapons possession on campus. This information is available to students, employees, and prospective students and employees upon request.

## DRUG AND ALCOHOL ABUSE POLICY

St. Raphael Nursing School has a strict policy against the possession or use of drugs or alcohol on its premises, clinical sites, or during any school-sponsored activities off-campus. Both faculty and student peers have a responsibility to address concerns related to alcohol or drug abuse or dependency.

Students who require counseling assistance for drug or alcohol dependency can reach out to the Student Services Department for a list of resources. Information on drug abuse prevention is available from the Student Services Department for students and the Human Resources Department for employees.

St. Raphael Nursing School enforces the following prohibitions regarding drugs and alcohol:

1. Students are not permitted to possess or be under the influence of alcohol while in classroom or clinical settings.
2. Students must not be under the influence of drugs, including controlled substances or prescription drugs, as it may impair the learning process or their ability to provide safe patient care in the clinical setting.
3. Students cannot be involved in the illegal possession, distribution, sale, use, or purchase of controlled substances.

In cases where students are suspected of violating drug or alcohol policies, the following actions may be taken:

1. Faculty members are required to take immediate action if a student is suspected of being under the influence of drugs or alcohol based on inappropriate conduct, physical symptoms, or other indicators.
2. Faculty or peers who suspect a student of alcohol or drug use/dependency will document specific behaviors or evidence of impairment and submit it in writing to the Vocational Nursing Program Director.

If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The concerns will be discussed with the student, and the Vocational Nursing Program Director will be informed. Screening for drugs or alcohol may be required, with the student's consent, and the results will be made available to the school. The student will be responsible for all testing costs.

St. Raphael Nursing School reserves the right to conduct inspections of its premises for drugs, alcohol, or other contraband. All employees, contract employees, students, and visitors may be asked to cooperate in these inspections. Refusal to cooperate or possession of contraband may result in disciplinary action, including termination.

To comply with Drug-Free Schools and Campuses Regulations, a biennial review will be conducted by St. Raphael Nursing School.

The penalties for drug offenses can be severe, with charges based on factors such as quantity, intent to sell or distribute, and evidence of sales activity. The unauthorized or unlawful possession, use, or distribution of illicit drugs or alcohol may lead to discipline, termination, dismissal, arrest, or citation under applicable criminal laws.

Any student or employee who is convicted of unlawful possession, use, or distribution of illicit drugs or alcohol is subject to criminal penalties under local, state, and federal law.

A positive drug test result for marijuana metabolites may lead to a student's dismissal from the school. Local, state, and federal laws have various legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol, including incarceration and fines.

"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

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Bureau for Private and Post-Secondary  
Education - BPPE**

A website for the State of California,  
Department of Consumer Affairs, Bureau for  
Private Postsecondary Education

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by

completing a complaint form, which can be obtained on the bureau's internet Web site  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free telephone #: (888) 370-7589

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Bureau for Private and Post-Secondary  
Education - BPPE**

A website for the State of California,  
Department of Consumer Affairs, Bureau for  
Private Postsecondary Education

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting ([www.bppe.ca.gov](http://www.bppe.ca.gov))."

Toll-free telephone #: (888) 370-7589

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)