



NURSES'
DEVELOPMENT
CENTER, INC.

CATALOG

January 1, 2026 - January 1, 2027

MISSION STATEMENT:

The mission of this institution is to provide a high-quality educational experience to each enrolled student. The goal of our training programs and future training programs is to have each of our students acquire valuable knowledge and skills that will assist them in obtaining employment or advancing in one's employment. Our emphasis will be in training in health related fields.

OBJECTIVE:

It is the goal of NDCI to promote and improve the standards of client care through the education, training and professional development of future dedicated health caregivers.

KIND OF TRAINING:

We provide training programs for Nurse Assistants, Home Health Aides, Pharmacy Technicians, and Vocational Nurse Assistant. We also offer several continuing education classes for Certified Nurse Assistants and Licensed Vocational Nurses.

APPROVAL NOTICE:

This institution is a private postsecondary institution and it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Nurses' Development Center, Inc. School Code is 73078653.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:



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

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

Website Address: www.bppe.ca.gov

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 website at www.bppe.ca.gov.

TARGETED STUDENT POPULATION:

The student body to be served by this institution will include adult members of the general public. No particular segment or sub-set of the general population is targeted.

THE OFFICE OF STUDENT ASSISTANCE AND RELIEF:

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

SCHOOL LOCATION AND LOCATION OF THEORY CLASSES HELD:

Nurses' Development Center, Inc.

6101 Ball Road, Suite 203

Cypress, CA 90630

Telephone #: 562-403-2115

Fax #: 562-403-2118

www.nursesdevelopmentcenter.com

“The NDCI catalog and a School Performance Fact sheet are given to prospective students to review prior to signing the enrollment agreement. The NDCI catalog is given in person or electronically emailed to the prospective student or interested person.”

"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."

SCHOOL CATALOG POLICIES:

Rules governing student conduct, admission policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the School President if you have any questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and school policies. Please refer to the enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education) will be initially added by means of an addendum that will appear at the end of the catalog. Administrative policies and procedures and this catalog are reviewed and updated annually. Date of coverage for this catalog is: **January 01, 2026 to January 01, 2027.**

COURSES OFFERED:

1. Nursing Assistant Training Program: 160 hours (60 hours theory and 100 hours clinical hours). The course includes Patient Rights, Interpersonal Skills, Body Mechanics, Weights and Measures, Patient Care Skills, Patient Care Procedures, Vital Signs, Nutrition, Emergency Procedures, Death and Dying and Long term Patient care to be able to provide safe, appropriate, efficient, and quality care in a skilled nursing environment. NATP certification examination is scheduled at the completion of the program. Books: August Learning CNA: Nursing Assistant Certification California Edition (Dr. Carrie L Jarosinski) and August Learning CNA: Nursing Assistant Certification California Edition Workbook (Lisa Rae Whitley). United States Department of Labor SOC 31-1131.

2. Home Health Aide Program: 40 hours of theory and classroom lab completion. The course includes Introduction to Aide and Agency Role, Interpretation of Medical and Social Needs of People Being Served, Personal Care Services, Nutrition and Cleaning & Care Tasks in the Home to build knowledge, skills and abilities that individuals possess as nurse assistant. Final examination is given by the NDCI instructor and the certificate is provided to the student after course hours and tests have been completed and passed. Book: Hartman's Providing Home Care a Textbook for Home Health Aides 5th Edition. (William Leahy, Jetta Fuzy, and Julie Grafe). United States Department of Labor SOC 31-1011.

3. Pharmacy Technician Program: 400 hours (240 hours theory and 160 hours externship). The course includes Pharmacy Practice History and Professional Pharmacy technician, Communication and Customer care, Pharmacy Law and Ethics, Terminology and Abbreviations, Retail Pharmacy, Health System Pharmacy, and Pharmacy Technology, Inventory Management and Health Insurance Billing, Introduction to Compounding and Sterile Products, Basic Math, Measurement System, Dosage Calculation Concentrations and Dilutions, Allegations, Parenteral Calculations, Dosage Formulation and Administration, The Body and Drugs, Drug Classifications, Skin, Eyes and Ears, Gastrointestinal System, Musculoskeletal System, Respiratory, Cardiovascular, Circulatory and Lymph Systems, Immune System, Renal System, Endocrine System, Reproductive System, Nervous System, Pediatric and Neonatal System, Geriatric Patients and Biopharmaceuticals. Final examination is given by the NDCI instructor. A NDCI certificate is provided upon successful completion of the 400 hours. An application page to the California Board of Pharmacy verifying the 400 hours completed is also provided for the graduate. Book: The Pharmacy Technician Foundations and Practices 1st Edition (Mike Johnston). United States Department of Labor SOC 292052.

4. Vocational Nursing Program: 1651 hours (683 hours theory and 968 hours of clinical). The course includes Fundamentals of Nursing, Integumentary System, Musculoskeletal= System, Respiratory System, Blood and Lymphatics, Cardiovascular System, Gastrointestinal System, Urinary System, Immune System, Endocrine System, Neurosensory System, Mental Health Nursing, Oncology Nursing, Reproductive System, Maternity Nursing and Pediatric Nursing. A NDCI diploma is provided upon successful completion of the required 1651 hours and passing the HESI Predictor Exit Exam with a minimum passing score of 850. Books: Clayton's Basic Pharmacology, 20th Edition, Willihnganz & Gurevitz, 2026; Foundations of Nursing and Adult Health, Cooper & Gosnell, 9th Edition, 2019; The Human Body in Health and Illness, 8th Edition, Herlihy, 2018; Williams' Basic Nutrition and Diet Therapy, 17th Edition, Nix, 2017; Mosby's Pocket Dictionary of Medicine, Nursing and Health Professions, 9th Edition, Elsevier, 2017 and Mosby's Drug Guide for Nursing Students, 16th Edition, Elsevier, 2022. United States Department of Labor SOC 29-2061.

5. Restorative Nurse Aide: 12 hours (Theory only). The course includes definition of Restorative Nursing, Understanding the OBRA '87 law, Restorative versus Rehabilitation and Restorative Programs and the RNA duties. A NDCI certificate is provided upon successful completion of the twelve (12) theory hours. Students will be provided with book: NDCI RNA handout.

LIST OF APPROVED CLINICAL SITES:

1. HARBOR VILLA CARE CENTER
861 S. Harbor Blvd., Anaheim, CA 92805

2. LEISURE COURT NURSING CENTER
1135 N Leisure Court, Anaheim, CA 92801

3. BEASHSIDE POST ACUTE
3294 Santa Fe, Long Beach, CA 90810

4. MESA VERDE POST ACUTE CARE CENTER
661 Center Street, Costa Mesa, CA 92627

5. PACIFIC PALMS HEALTHCARE
1020 Termino Avenue, Long Beach, CA 90804

6. CHAPMAN CARE CENTER
12232 Chapman Avenue, Garden Grove, CA 92840

ADMISSION REQUIREMENTS:

Nurses' Development Center, Inc. has set forth the following qualifications required before admission to enroll in any of the programs. NDCI strives to maintain a high standard with entry level students to continue the success and passing rate of our student body.

To qualify for the educational programs at Nurses' Development Center, Inc., all applicants enrolled in educational programs offered must possess the following:

1. Age 16 years or older, but be at least 17 years old for the VN program to become eligible to take the licensure exam
2. Copy of high school diploma, GED or Wonderlic test (Minimum passing score of 200 points for Verbal and 210 points for Quantitative) for NATP, Pharmacy Technician and Vocational Nursing. A copy of CNA certificate for HHA. A copy of CNA license for RNA. Board of Vocational Nursing and Psychiatric Technician (BVNPT) approved document that defines requirements for admission to the VN program. To be accepted for admission to the Vocational Nurse program, applicant must present evidence of 12th grade equivalency; high school diploma; or GED completion (Can be waived if shows proof of Associate's or Bachelors' degree completion with valid evaluation for international transcripts). Foreign transcripts must be EVALUATED as being equivalent to education received in the United States. Translation of those documents into English does not meet these criteria.)
3. Official transcripts from ALL colleges attended from previous institutions or colleges sent directly to Nurses' Development Center, Inc. mailing address (for Vocational Nursing)
4. Speak, read and comprehend the English language
5. Pass the HESI Admission Assessment Exam, Medical Terminology course transcript within 5 years or pass the NDCI Medical Terminology Admission Exam and pass a written essay for Vocational Nursing
6. Photo for student ID
7. Background check and live scan (applicable to NATP and Pharmacy Technician and Vocational Nursing)
8. Complete enrollment agreement and Application for Admission signed and dated including requisite items in the admission packet for Vocational Nursing
9. Physical examination and a statement signed by a medical doctor, or physician's assistant or nurse practitioner that student's health does not pose any harm to self or others
(applicable to NATP, HHA and Vocational Nursing)
10. Negative TB test results (applicable to NATP, HHA, Acute Care and Vocational Nursing)
11. CPR/BLS card by the American Heart Association (applicable to NATP, HHA, Acute Care and Vocational Nursing).

NON-DISCRIMINATION POLICY:

This institution is committed to providing equal opportunities to applicants for all programs and to all applicants of employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School President who is assigned the responsibility for assuring that this policy is followed.

INDIVIDUAL RESPONSIBILITY:

It is the responsibility of each student and faculty member to be familiar with this institution's rules and regulations published in this catalog. 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 you signing the enrollment agreement.

TUITION, FEES AND PROGRAM DESCRIPTIONS:

All fees are subject to change without notice. The tuition covers the cost of all classroom instruction and clinical instruction, if applicable to the program. All fees and tuition are to be paid in advance prior to the 1st day of class according to the payment plan selected at the time of enrollment.

**NURSING ASSISTANT TRAINING PROGRAM (NATP – 160 HOURS TOTAL)=
Department of Labor's Standard Occupational Classification Code 31-1131.00**

Tuition: \$1,995.05

Miscellaneous: \$649.95 (non-refundable)

Books: \$105.00

Uniforms (2sets) + School ID: \$115.00

Supplies/Materials: \$104.95

Live Scan Fingerprinting: \$75.00

Liability Insurance: \$35.00

Learning Management System/Online Access: \$130.00

NATP Certificate of Completion: \$20.00

CPR Certificate: \$65.00

Registration: \$250.00 (non-refundable)

Physical/TB Exam: \$185.00 (non-refundable)

State Exam: \$120.00

STRF: \$0.00 (non-refundable)

Total Cost for 160 hours of attendance - \$3,200.00
Estimated Total Charges for the Entire Educational Program - \$3,200.00
Total Cost of third party sponsored tuition amount - \$3,200.00

Program Description and Objectives:

Students enrolled in this class will learn about the skills needed to perform certain tasks as a Certified Nurse Assistant (CNA). They will come to understand more about ethics, communicating with medical team members, body structure and function, assisting patients with hygiene, bowel and urinary elimination, exercise, and activity. (60 hours of theory instruction and 100 hours of clinical instruction = 160 hours total). This course includes Patient Rights, Interpersonal Skills, Body Mechanics, Weighs and Measures, Patient Care Skills, Patient Care Procedure, Vital Signs, Nutrition, Emergency Procedures, Long Term Patient Care, Death and Dying, and it requires 100 hours of externship in an approved affiliated skilled nursing facility.

Disclosure regarding Graduation and Certification Requirements:

It is required to be certified to work as a Certified Nurse Assistant under SOC 31-1131. Upon enrollment in this course, and prior to patient contact in externship, students are required to submit a “Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application” to the California Department of Health – Aide and Technician Certification Section (CDPH-ATCS). Students are required to submit with this application their fingerprints through live scan method. The students are given quizzes during the course of the program and must pass the final test for both written and skills at the completion of the 160 hours of instruction. After the completion of the NATP, graduates must successfully complete and pass a written and skills competency exams conducted by a CDPH-ATCS approved testing vendor for their certification from the CDPH.

Pre-Screening Requirements:

NATP students cannot participate in the mandatory portion of training that requires direct contact with residents in long term care facilities until they have submitted an application and fingerprints through live scan to the CDPH-ATCS. Applications for certification can be denied in the pre-screening process so CDPH-ATCS recommends that every NATP applicant understands the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

Health Screening:

Applicants must have a physical exam and provide a report prepared by a physician or physician’s assistant or nurse practitioner stating that the applicant has no health condition that would create a hazard to her/him, fellow employees, residents, or visitors. The report must describe: the applicants medical history and physical examination, and, the result of a purified protein derivative (PPD) intermediate intradermal skin test for tuberculosis, unless medically

contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. NATP applicants may not have contact with residents or attend any clinical instruction until they obtain a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray.

Conviction Screening:

Before registering for the NATP, applicants should review the list of Penal Code Sections that result in automatic denial of their application. CDPH-ATCS can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, CDPH-ATCS will not make any determinations on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

NATP Student Ratio to Instructor:

Ratio of student to instructor is fifteen (15) students to one (1) instructor.

HOME HEALTH AIDE PROGRAM – (HHA – 40 HOURS TOTAL)

Registration: \$100.00 (non-refundable)

Tuition: \$584.00

Books, Supplies/Equipment: \$65.95 (non-refundable)

Uniforms: \$ 0.00

STRF: \$0.00 (non-refundable)

Materials/other charges: \$0.00

Total Cost for 40 hours of attendance - \$749.95

Estimated Total Charges for Entire Educational Program - \$749.95

Program Description and Objectives:

Enrolling in the HHA program will provide students with the necessary knowledge on care giving in someone's home. Students will gain the knowledge on how to relate with clients, how to manage the client's grooming and nutrition, how to manage the client's home, environmental factors in the home and learn about safety. Students will also learn more about assessments and client and caregiver interventions. (40 hours). This course includes Introduction to Aide and Agency Role, Interpretation of Medical and Social Needs of People Being Served, Personal Care Services, Nutrition and Cleaning and Care Tasks in the Home and it requires 20 hours of externship in an approved affiliated skilled nursing facility.

Disclosure regarding Graduation and Certification Requirements:

Being a CNA is a requirement to be enrolled and be certified to work as a HHA under SOC 31-1131. Upon enrollment in this course, and prior to patient contact in externship, students are required to submit a “Certified Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application” to the CDPH- ATCS. Students are given quizzes during the course of the program and must pass the final examination at the completion of the 40 hours of instruction. Upon successful completion of the required 40 hours, a NDCI certificate is issued to the graduate. No other certification examination or licensure is required to get the HHA certification.

Pre-Screening Requirements:

HHA students cannot participate in the mandatory portion of training that requires direct contact with residents in long term facilities until they have submitted an application to the CDPH- ATCS. Applications can be denied in the pre-screening process, so the CDPH-ATCS recommends that every applicant understand the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

Health Screening:

HHA applicants must have a physical exam and provide a report prepared by a physician, or physician’s assistant, or nurse practitioner stating that the applicant has no health condition that would create a hazard to her/him, fellow employees, residents or visitors. The report must describe: the applicant’s medical history and physical examination and, the result of a purified protein derivative (PPD) intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. HHA applicants may not have contact with residents until they obtain a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray.

Conviction Screening:

Before registering for the HHA training program, applicants should review the list of Penal Code Sections that result in automatic denial of their application. CDPH-ATCS can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, the CDPH-ATCS will not make any determinations on self-declared convictions until it has received the applicant’s complete record from the Department of Justice (DOJ).

PHARMACY TECHNICIAN PROGRAM – (400 HOURS TOTAL)

Registration: \$100.00 (non-refundable)

Tuition: \$2,993.00

Books Supplies/Equipment: \$400.00 (non-refundable)

STRF: \$0.00 (non-refundable)

Total cost for 400 hours of attendance - \$3,493.00

Estimated Total Charges for Entire Educational Program - \$3,493.00

Program Description and Objectives:

Pharmacy Technician students enrolled in this class will learn about the skills needed to perform certain tasks as a Pharmacy Technician. The students are taught the general principles of pharmacology and prepare the students for eligibility to become Registered Pharmacy Technicians in the State of California. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. The student will learn how to assist the pharmacist in packaging or mixing a prescription, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. This program will provide students the skills necessary to effectively work in either retail or in patient pharmacy settings. (240 hours of theory instruction and 160 hours of pharmacy externship = 400 hours). This course includes Pharmacy Practice History & Professional Pharmacy Technician, Communication and Customer Care, Pharmacy Law & Ethics, Terminology & Abbreviations, Retail Pharmacy, Health System Pharmacy and Pharmacy Technology, Inventory Management and Health Insurance Billing, Introduction to Compounding to Sterile Products, Basic Math, Measurement Systems, Dosage Calculations, Concentrations and Dilutions, Allegations, Parenteral Calculations, Dosage Formulation & Administration, The Body & Drugs, Drug Classification, Skin, Eyes & Ears, Gastrointestinal System, Musculoskeletal System, Respiratory, Cardiovascular, Circulatory and Lymph Systems, Immune System, Renal System, Endocrine System, Reproductive System, Nervous System, Pediatric and Neonatal System, Geriatric Patients, Biopharmaceuticals and requires 160 hours of externship in an approved affiliated retail or hospital pharmacy.

Disclosure regarding Graduation and Certification Requirements:

Students are given quizzes during the course of the program and must pass the final examination at the completion of 400 hours of instruction. Upon successful completion of the required 400 hours, a NDCI certificate will be issued to the graduate along with the application page to the California Board of Pharmacy verifying the successful completion of the 400 hours. No other certification examination or licensure is required to be a registered Pharmacy Technician with the California Board of Pharmacy.

Conviction Screening:

Applicants for the Pharmacy Technician program should review the list of Penal Code Sections that result in automatic denial of their application. The California Board of Pharmacy can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, the California Board of Pharmacy will not make any determination on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

RESTORATIVE NURSE AIDE – (12 HOURS)

Registration: \$100.00 (non-refundable)

Tuition: \$330.00

Books Supplies and Equipment: \$50.00 (non-refundable)

Uniforms: \$0.00

STRF: \$0.00 (non-refundable)

Materials/other charges: \$0.00

Total cost for 12 hours of attendance - \$480.00

Estimated Total Charges for Entire Educational Program - \$480.00

Program Description and Objectives:

The course is designed to give CNA's (Certified Nursing Assistant) comprehensive training in the rehabilitative process to become RNA's under SOC 31-1011. It is a 12 hour course that will instruct the student how to provide safe, appropriate, efficient and quality care as a restorative nurse assistant. Topics covered includes: Patient ADL functions, working with formalized therapy and reporting on results, and help patient achieve and/ or maintain highest level of functioning. This course includes Definition of Restorative Nursing, Understanding the OBRA '87 law, Restorative versus Rehabilitation and Restorative Programs and the RNA duties. No externship or internship is required for this program.

Disclosure regarding Graduation and Certification Requirements:

Students are given lectures, demonstrations, video, book review and practice to provide new skills or gain confidence in their existing skills. Upon successful completion of the required 12 hours, an NDCI certificate is issued to the graduate. A student must be a Licensed CNA to qualify to the program.



VOCATIONAL NURSING PROGRAM – (1651 HOURS)
Department of Labor's Standard Occupational Classification Code 29-2061

Registration: \$250.00 (non-refundable)

Tuition: \$22,360.00

Physical & TB Skin Test: \$475.00 (non-refundable)

Supplies and Materials: \$750.00 (non-refundable)

Uniforms (5 Sets of Uniforms, 2 Jackets with School Patches) + School ID: \$145.00 (non-refundable)

Student Malpractice Insurance: \$45.00 (non-refundable)

Pre-Check Background & Live Scan Fingerprinting: \$145.00 (non-refundable)

Laboratory Fee: \$2,000.00 (non-refundable)

Books and HESI Package: \$2,360.00 (non-refundable)

Live NCLEX PN Review: \$1,150.00

Licensing & Application Fee: \$750.00

Pinning and Graduation Fee: \$350.00

Canvas and Sherpath (Elsevier/Evolve) Systems: \$790.00 (non-refundable)

CPR Certificate: \$80.00 (non-refundable)

STRF: \$0.00 (non-refundable)

Total Cost for 1651 hours of attendance: \$31,960.00

Estimated Total Charges for Entire Educational Program: \$31,960.00

Program Description and Objectives:

The Vocational Nurse (VN) program provides students with the theory, laboratory, and clinical experiences that will serve as preparation for an entry level position as a VN. Upon successful completion of the training, the student will be able to:

1. Demonstrate competencies in direct patient care activities in hospitals and community based health care agencies.
2. Demonstrate ethical and caring behaviors while providing nursing care.
3. Register and sit for the NCLEX-PN examination. Upon passing this exam, the student will be eligible for employment as Licensed Vocational Nurse (LVN).

The clinical assignments of the program provide students with actual hands-on experiences in providing nursing care to clients of all ages, ethnic and cultural groups, as well as stages of wellness/illness in hospitals or other care agencies affiliated with NDCI. In addition, the clinical atmosphere will enable the student to observe, first hand, behaviors that are crucial to employability in those agencies. The conceptual framework from which the curriculum evolves utilizes the Maslow's Hierarchy of Needs, Watson's Theory of Caring and the nursing process.

The person is the focal point of the framework and their needs are met based upon the data collected of these needs, and using the nursing process as a system of assessing, analyzing, planning, implementing, and evaluating nursing care. (683 theory hours and 968 clinical hours = 1651 total hours.) This course includes Fundamentals of Nursing, Integumentary System, Musculoskeletal System, Respiratory System, Blood and Lymphatics, Cardiovascular System, Gastrointestinal System, Urinary System, Immune System, Endocrine System, Neurosensory System, Mental Health Nursing, Oncology Nursing Reproductive System, Maternity Nursing, Pediatric Nursing and requires 968 hours of externship in an approved affiliated clinical facility, clinic or hospital.

Disclosure regarding Graduation and Licensing Requirements:

Students are given quizzes and must pass the final examination at the completion of every level for all four levels of instructions along with the HESI examination. Upon successful completion of the 1651 hours, graduates are given a NDCI diploma. Graduates of Vocational Nursing Program are eligible to sit for the National Council Licensure Examination for Licensed Practical/Vocational Nurses (NCLEX-PN®). Those graduates who pass this exam are qualified for employment as a Licensed Vocational Nurse under SOC 29-2061.

Pre-Screening Requirements:

VN students cannot be admitted in the class without undergoing a clear background check and a live scan finger print at the end of the program.

Health Screening:

Applicants must have a physical exam and provide a report prepared by a physician or physician's assistant or nurse practitioner stating that the applicant has no health condition that would limit their capacity to perform nursing task or create a hazard to themselves, fellow students, employees, patients, or visitors. The report must describe: the applicant's medical history and physical examination, the result of a purified protein derivative (PPD) intermediate intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. VN applicants may not have contact with residents or attend any clinical instruction until they obtain a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray. Students must present proof of positive reaction to Hepatitis B, MMR, Rubella and Varicella or proof of immunization. Student must provide proof of influenza vaccination during winter. The student must inform the Director of Nursing if pregnant and must submit a clearance from the medical doctor to perform nursing task in clinical setting without any restrictions.

Conviction Screening:

If a person has been convicted of any of the penal codes VN applicants will be automatically denied or the license will be revoked.

Certification of applicants with convictions on the penal code list MAY be reconsidered by the California Department of Health Services or Board of Vocational Nursing and Psychiatric Technician only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed.

VN Student Ratio to Instructor:

Ratio of student to instructor for theory classes is the number of students as pre-approved by the BVNPT.

Ratio of student to instructor for clinical instruction is no more than fifteen (15) students to one (1) Instructor.

GRADES AND SATISFACTORY PROGRESS:

CLINICAL GRADING POLICY

Clinical Grades are one of the following:

P = Pass: Student has met clinical objectives, skills and hours and has complied with all rules of the clinical facility and those of Nurses' Development Center, Inc.

F = Fail: Student has not met clinical objectives/skills and/or demonstrated unsatisfactory performance and/or has not complied with all rules of the clinical facility and/or those of Nurses' Development Center, Inc.

Each student will be evaluated on their clinical knowledge/skills according to the stated clinical objectives of the program. Copy of each level's instructional plan should be given to the clinical instructor as reference for criteria to measure student progress. The clinical instructor will provide students with documentation indicating their evaluation at the midpoint of the level and at the end of the level. The clinical instructor will provide students ongoing verbal reports to keep them apprised of their progress. Lead instructors will provide clinical instructors with student academic progress reports.

THEORY GRADING POLICY:

1. Theory grades are assigned according to the grading scale as follows:

A = 90% to 100%

B = 80% to 89%

C = 75% to 79%

D = 74% and below

2. Theory grades are based on a point system. A student's grade is determined by dividing the student's total points by the total points possible in Level I or in a given system (Levels II-IV). No extra credit is given, and no quizzes, exams, or grades may be dropped. Theory grades are divided as follow:
 - 80% Exams
 - 7% Homework and Projects
 - 13% EAQ (Adaptive Quiz) Assessment
3. In level I, students will be allowed to remediate only four tests within the term, two (2) Tests in Level IA and two (2) tests in Level IB. Any student who fails to achieve a minimum grade of "C" (75%-79%) at the end of Level IA will not be allowed to proceed to Level IB. Any student who fails to achieve a minimum grade of "C" (75%-79%) at the end of Level I will be dismissed from the program. The student may apply for readmission into the beginning of Level I (see section below regarding readmission). Readmission is based on recommendation of the instructor and on the basis of space availability. The Director of Nursing has final approval of readmission and the right to test any student for knowledge/skills assessment prior to readmission.
4. Any student who fails to achieve a minimum grade of "C" (75%-79%) in any given system within Levels I-IV will not progress to the next system or level without attending and successfully completing remediation plan including the remediation exam, passing the failed system with a minimum grade of 75%.
5. A third system failure in the same level (i.e., Level II, III, or IV) will constitute automatic dismissal from the Vocational Nursing program (see section below regarding readmission).

HESI TESTING POLICY:

To promote excellence, evaluation data are used to drive the curriculum with the goal of achieving consistently high NCLEX-PN Pass rate. Hence, there is an established program-wide testing and progression policy, developed by the Vocational Nursing Program.

The policy states:

- **A student must earn a minimum score of 850 on the HESI specialty exam and custom exam to progress in the nursing curriculum.**
- **A student must earn a minimum score of 850 on the HESI exit exam given at the end of Level IV to be able to graduate as a requirement for completion of the VN Program**

Ability to apply nursing concepts to patient care is a vital step in building safe, effective, quality care. This policy is intended to identify and assist students who have been unsuccessful in meeting the minimum competency requirements needed to progress to more complex concepts. Students will be directed to the many resources and tools available that address a wide array of learning styles in remediation so that success is fostered.

LANGUAGE OF INSTRUCTION:

All class instructions for all courses/ programs offered will be held in the English language only.

ENGLISH LANGUAGE PROFICIENCY:

The student must have satisfactory knowledge of the English language to support effective oral and written communication and to function in a regular educational setting without special assistance. English Language proficiency is measured by the student providing their high school diploma, GED, or taking and passing the wonderlic examination (minimum passing score of 200 points for Verbal and 210 points for Quantitative) prior to enrollment.

Students needing support with English Speaking, reading, and writing skills may benefit from English as a Second Language (ESL) class. The student will be directed to enroll from any institutions at their own expense.

Only the English Language is used in the instructions of all courses offered.

TITLE IV AND FINANCIAL AID:

Nurses' Development Center, Inc. does not participate and cannot accept federal or state financial aid programs.

LOANS:

If the student obtains a loan to pay for one of Nurses' Development Center, Inc. programs, the student will have the responsibility to repay the whole amount of loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student aid at another institution or other government assistance until the loan is repaid.

VISA SERVICES:

Nurses' Development Center, Inc. does not offer any visa services but will accept students from other countries with the required educational visa and must have valid social security numbers. Nurses' Development Center, Inc. does not vouch for any Visa student's status.

DEGREE PROGRAM AND ACCREDITATION:

Nurses' Development Center, Inc. does not offer any degree granting programs and is not accredited by an accrediting agency recognized by the United States Department of Education.

STRF DISCLOSURES AND STATEMENTS:

“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 N. Market Blvd. Ste 225, Sacramento, CA 95798-0818, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or courts, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

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

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

CANCELLATION POLICY:

The student has the right to cancel the agreement, without further obligation, and obtain a full refund of all amounts paid less a registration fee if notice of cancellation is given to this school before midnight of the seventh business day following the date of enrollment or through attendance at the first class session whichever is later. Business day means a day on which the student is scheduled to attend a class session. "Cancellation," as related to a student's enrollment, means the ending of a student's enrollment in an educational program before the completion of the cancellation period. "Cancellation Period" means the period from the signing of the

enrollment agreement either through the student's attendance at the first class session, or the seventh day after enrollment, whichever is later.

The student may cancel this agreement and obtain a refund by giving written notice to the school at the address shown at the top of the first page of the agreement. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from the federal student financial aid program funds. The student may do this by mail, by hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail, properly addressed with postage pre-paid. The student should keep a record of the date, time and place of mailing any notice of cancellation.

CANCELLATIONS AND REFUNDS:

The student has the right to cancel this agreement, without further obligation, and obtain a full refund of all amounts paid less a registration fee if notice of cancellation is given to this school before midnight of the seventh business day following the date of enrollment or through attendance at the first class session whichever is later.

Upon cancellation of enrollment in an educational program, the institution shall make refunds that are no less than the refunds required under the Act and the Division and shall not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8) (B) of the Code. Student cancellations shall be noticed in writing as required by sections 94919(b) and 94909(a) of the Code. Institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed \$250.00, if notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. If the institution provides a 100 percent refund pursuant to sections 94919(d) or 94920(b), any Student Tuition Recovery Fund assessment paid pursuant to section 94924 of the Code shall be refunded.

If the institution's educational program is discontinued or canceled or the institution closes prior to completion of the educational program, the institution shall provide refunds to students pursuant to Section 94927 of the Code.

If an institution has collected money from , or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation, the institution shall refund the money to the student within 45 calendar days of the student's cancellation. The institution shall provide a refund within 45 calendar days after the date of cancellation of a student's enrollment from the educational program in which the student was enrolled.

WITHDRAWAL POLICY AND REFUNDS:

For purposes of determining a refund under the Act of this Division, the following shall apply to any student who has either submitted a written statement of withdrawal to the institution or has received a written statement of withdrawal from Nurses' Development Center Inc., in accordance with the withdrawal policy stated in this catalog. "Withdrawal" means the ending of a student's enrollment in an educational program after the completion of the cancellation period but prior to their completion of the program.

1. The institution's withdrawal and refund policies and procedures for withdrawals effectuated by a student shall include at a minimum:
 - a. A statement that withdrawal may be effectuated by the students written notice;
 - b. The acceptance method(s) of delivery of a student's notice to withdraw;
 - c. The office(s) or person(s) to whom the notice to withdraw must be delivered;
 - d. The date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

2. The institution's withdrawal and refund policy and procedures for student withdrawals effectuated by an institution shall include, at a minimum:
 - a. A statement that withdrawal shall be effectuated by the institution's written notice regarding the student's conduct, including, but not necessarily limited to, a student's lack of attendance;
 - b. The conditions under which a student may be withdrawn for conduct reasons;
 - c. The maximum number of consecutive class days a student may be absent before being deemed withdrawn by the institution;
 - d. The date that the notice to withdraw is considered effective. If an institution withdraws a student for lack of attendance, the date of notice to withdraw shall be the student's last date of attendance.

3. "Pro Rata Refund" means a partial repayment of amounts paid by a student or a third part payer to an institution for an educational program, based on the proprtion of the educational program completed. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed but he student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- A. The amount refund owed to the student equals the total charges paid by the student, minus the hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.
- B. All amounts that the student has paid shall be subject to pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non-refundable enrollment fee not to exceed \$250.00, or non-refundable amounts paid for educational materials or both.
- C. Except as provided for in subdivision (a)(3)(B) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(3)(A) shall be refunded.
- D. If the institution provides a pro rate refund pursuant to sections 94919(c) or 94920(d) of the Code, any Student Tuition Recovery Fund assessments paid shall be non-refundable.
 - a. If the institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's or institutions withdrawal, the institution shall refund the money tot the student or third party payer within 45 calendar days of the student or institution withdrawal.
 - b. The institution shall refund any credit balance on the student's account within 45 calendar days after the date of the student or institution withdrawal.
 - c. The institution shall maintain a log, kept current on a monthly basis in electronic version or hard copy, of all student and institution withdrawals. The log shall include the names, addresses, telephone numbers, personal email dresses, dates of withdrawals, and refund amounts of all students withdrawn from the institution during the previous calendar year.

multiply that hourly amount times the number of hours received by the student (35x20=\$700.00). The amount paid in excess of that amount would be the amount of the refund (\$2,000.00-\$700.00=\$1,300.00) refund amount. In addition, the refund would include any amount paid for equipment which is subsequently returned in good condition.

A student may be administratively withdrawn from the training program by Nurses' Development Center Inc. (NDCI) for any of the following reasons: attendance/tardiness, failure to follow program policies, academic or clinical performance, financial responsibility, professional conduct, health or personal circumstances. Students may receive a verbal counseling, written warning, attendance/probation plan, if no improvement is demonstrated, NDCI reserves the right to proceed with administrative withdrawal.

STUDENT GRIEVANCE PROCEDURES:

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or the School President. The instructor or School President will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve 3 steps: 1). an effort to define the problem, 2.) an effort to identify acceptable options for resolution, and 3). an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the School President who will work to resolve the matter. The School President will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the student file. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School President will notify the student of the decision reached.

At any time, the student or any member of the public may file a complaint about this institution with the:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Suite 225

Sacramento, CA 95798-0818

(888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897 <https://www.bppe.ca.gov/>

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA95833-2945

(916)263-7800 or by fax (916)263-1897 <https://www.bvnpt.ca.gov>

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

P.O. BOX 997416, Sacramento, CA 95899-7416

(916)327-2445 <https://www.cdph.ca.gov>

STUDENT CONDUCT:

Students are expected to behave professionally and respectfully at all times. Students are subject to immediate dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

SEXUAL HARASSMENT:

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at the school location. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

ATTENDANCE POLICY:

It is the goal of Nurses' Development Center, Inc. to train and prepare students for professional work. To accomplish this, the following attendance policy is practiced. Attendance records are regularly maintained by the school through the use of sign in/sign out sheets.

Students are expected to attend all classes, lab practices, and required externships regularly. Student must attend classes according to the established schedules. Attendance is required at all theory and clinical instructions including all clinical conferences, all examinations, and all mandatory program activities. Frequent tardiness and/or absences are cause for disciplinary action.

If questions arise about this policy, the student is to contact the School President.

Absence policies are enforced for the following reasons except for the NATP that does not allow absences:

1. Whenever a student misses a class, copying notes or getting update from classmates is never a satisfactory substitute.
2. If clinical skills are missed, it may be difficult to make them up in a timely manner, causing delay in the completion of the program
3. The school has zero tolerance for absenteeism and the following internal policies are in place for that purpose.

The attendance, probation and dismissal policies for the VN program are as follows:

A student may be absent no more than three (3) days for lecture/theory classes and no more than **two (2) days for clinical rotation** during any given level. The student will be placed on probation if they reach either of these maximum numbers of allowable absences. If a student reaches a fourth (4th) absence for lecture/theory or a third (3rd) absence for clinical rotation, s/he will be summarily terminated from the program, regardless of whether any such absences are made up prior to the student exceeding the maximum number allowed.

Tardiness/Leaving Early:

Tardiness is a disruption of a good learning environment and is strongly discouraged. It may be cause for disciplinary action. Students arriving 15 minutes late or leaving 15 minutes early respectively may be cause for disciplinary action. Five (5) such incidences will add up to one (1) absence and will cause the student to be dropped from the program.

Tardiness/Leaving Early for the VN Program:

For the VN Program, Tardiness or leaving early applies. Repeated tardiness or leaving early without legitimate reason may be cause for disciplinary action. Arriving after the class starts or leaving before class ends will be considered a "tardy" or "early departure," respectively.

- Three (3) occurrences within one month will be recorded as one (1) absence of a 6- hour day.
- If a student is tardy for the fourth time in the term, the student will be placed on attendance probation. For the fifth time, the student will be placed on attendance suspension. If fifth absence happens, a student may be dismissed in the program.
- Tardy is past 5 minutes after class is scheduled to start.
- If the student is late for 15 minutes or more, the time will be counted towards time missed in class that requires make-up hours or objectives.
- **Tardy and early departure is unacceptable in clinical class.** A student is only given a five (5) minute grace period in clinical class. A student who will be late for more than 5 minutes or will have to leave early will be sent home without any clinical hours credited for the day.

Leave of Absence Policy except for the NATP (Nursing Assistant Training Program):

Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the School President. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program, the School President or his/her assignee may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Leave of Absence Policy for the VN Program:

- Occasionally, circumstances arise that require a student to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence (LOA). A student who finds it necessary to take LOA must submit a written request and obtain a preliminary approval in writing from the Director of Nursing and a final approval in writing from the School President. The request must outline the extenuating circumstances and duration of the LOA. (VN Students must be in the program a minimum of 90 days before they are eligible for LOA).
- Leave of absence may not exceed 60 calendar days (The Vocational Nursing department will only approve LOA for medical reasons).
- If a student does not return from LOA on the scheduled return date and no prior arrangements have been made, they will be withdrawn from the program.
- The time taken for a leave of absence will not be counted against the maximum allowable time for program completion. Hours of the program will resume when leave of absence is officially completed.

Clinical Attendance:

Attendance at clinical is required. Consistent with an emphasis on professional integrity, the student has a responsibility to inform instructors before missing a clinical session. Student should call the instructor before time to report for the clinical instruction. Missing clinical instruction can result in delays of program completion or dismissal from the program. Missing a day of clinical instruction for the NATP is not allowed and will cause the NATP student to be dropped from the program and be re-enrolled in the next class if space is available. Absence is not allowed for the NATP.

Make-up Criteria for all Programs except for the NATP (Nursing Assistant Training Program):

Attendance in all theory classes and clinical instruction is critical to the student's success in the program. Proficiency in all clinical tasks must be demonstrated since many skills are integrated with previous skills learned. Make-up work must be completed for all absences except for the NATP that does not allow any make-up classes. Absence is not allowed for the Nursing Assistant Training Program.

There may be no more than five (5) absences in all programs. All absences must be made up within the week from absence for all programs except for the Nursing Assistant Training Program which does not allow any absence from the program.

PROBATION AND TERMINATION/DISMISSAL POLICY:

NDCI reserves the right to put on probation or terminate the attendance of any student who does not comply with any the school policies on conduct, attendance and grades required and satisfactory payment of tuition and costs associated for program.

STUDENT RECORDS:

Student records for all students are kept for five (5) years. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading, you may request the errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law. Students records are maintained in accordance with California education code §94900 and Title 5 CCR71920.

All student files and records for the NATP shall be kept available for CDPH inspection for a minimum of four (4) years.

TRANSCRIPTS:

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00.

Transcripts will only be released to the student upon receipt of a written and signed request.

Transcripts are maintained permanently.

EXPERIENTIAL CREDIT:

Nurses' Development Center, Inc. does not offer credit for experiential learning in any courses/programs that we currently offer and do not award credits for prior experiential learning.

ADMISSIONS AND ACCEPTANCE OF CREDITS:

Nurses' Development Center, Inc. has not currently entered into any articulation or transfer agreement with any other college or university. Nurses' Development Center, Inc. does not currently have a policy regarding acceptance of credit earned at other institutions or through challenge examinations and achievement test and therefore does not accept credits earned at other institutions or through challenge examinations, achievement tests.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Nurses' Development Center, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma 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 Nurses' Development Center, Inc. to determine if your diploma or certificate will transfer.

ACADEMIC FREEDOM:

This institution is committed to assuring full academic freedom to all instructors. Confident in the qualifications and expertise of its instructors, the school encourages its instructors to exercise their individual judgements regarding the content of the assigned courses, organization of all topics and instructional methods, providing only that these judgements are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.



This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

This institution therefore, supports and encourages instructors and students to engage in discussion and dialogue. Students and instructors alike are encouraged to freely express views as long as they believe it would advance understanding in the program being studied.

BANKRUPTCY STATUS OF NDCI:

Nurses' Development Center, Inc. has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in the reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.).

FACILITIES AND EQUIPMENT:

Nurses' Development Center, Inc. is located in two suites of an office building. The school has a library, simulation lab, two skills lab, four classrooms, a lounge room plus an outside sitting area outside the suites and an administrative office. The male and female bathrooms outside of the suites are located by the elevators in each three floors of the office building. Classrooms are equipped with projectors and white boards.

The skills labs are equipped with all the necessary equipment and medical supplies that are required for learning and have several manikins for skills demonstrations. The simulation lab has the birthing manikin and several new born infant manikins along with the infant warmer and other hospital tools and equipment.

Students learn from the school owned equipment and medical supplies but each student is given their own personal equipment/supplies (i.e. blood pressure monitor, stethoscope, scissors, pen light) depending on the course requirement.

LIBRARY:

The library is equipped with laptop computers and a white board. The library list of books and student access to the library is available upon request submitted to the Admin Office who issues



the permit or will have the student fill a sign-in/sign out sheet. The library is accessible and open for use during normal business hours of 9 AM to 5 PM five days a week. There is no fee to use the library and to borrow any of the books.

SERVICES:

Student services include counseling and tutoring. The office support staff is available to assist the students with all issues that are non-academic related issues. The students may see and ask the office support staff for any assistance or questions related to housing, transportation, child and family care, and any other issues or need that they may have at the time. Tutorial services are available to all students. If the student requires special help or additional instruction, the student is encouraged to see one of the support staff. Tutorial time must be scheduled in advance with the theory instructor or remediation instructor.

PLACEMENT SERVICES:

Nurses' Development Center, Inc. does not offer any placement services.

HOUSING:

Nurses' Development Center, Inc. has no responsibility to find or assist a student in finding housing. Nurses' Development Center, Inc. does not own or offer any dormitory services. Housing near the school location includes apartment facilities, single family residences and multi-unit housing. The average cost for housing in this area is \$1,600.00 for a studio, \$1,900.00 for a one bedroom, \$2,500.00 for a two bedroom, and \$2,800.00 for a three bedroom.

THE FACULTY:

Arminda Julia P. Crockett President/Owner of Nurses'
Development Center, Inc.
Bachelor of Science in Accounting
St. Paul College, Manila, Philippines

Germaine Felix, DNP, MSN-ED, RN
Director of Nursing VN Program
Master of Science in Nursing Education
Grand Canyon University, Phoenix AZ
Bachelor of Science in Nursing
University of Phoenix, Phoenix AZ
Associate of Science in Nursing
Cerritos College, Norwalk, CA

Consolacion Sano, RN

NATP RN Program Director
Bachelor of Science in Nursing – University of Santo Tomas, Philippines
DSD – Joshua Tree Private School, Arlington, Texas
Course Assignment: NA Theory and Clinical, HHA

Satomi Nishime, BSN, RN, PHN, IBCLC

Bachelor of Science in Nursing – California State University, Long Beach
Lactation Education Training Course – Childbirth and Postpartum Professional Association
Certified Public Health Nurse, State of California, Department of Health Services
Course Assignment: Vocational Nursing Program BVNPT Theory & Clinical Instructor

Dwight De Guzman, BSN, LVN

Vocational Nursing Program - North Orange County Regional Occupational Program
Course Assignment: Vocational Nursing Program BVNPT Theory & Clinical Instructor

Lindon Garceron-Nguyen, BSN, LVN

Instructor approved with CDPH
Bachelor of Science in Nursing
University of Santo Thomas Philippines
Course Assignment: NA Theory and Clinical Instructor
Course Assignment: Vocational Nursing Program BVNPT Theory & Clinical Instructor

Roy Salazar, BSC, LVN

Vocational Nursing Program - American Career College
Bachelor of Science in Criminology - Philippine College of Criminology
Course Assignment: NA Theory & Clinical Instructor
Course Assignment: Vocational Nursing Program BVNPT Theory & Clinical Instructor

Donnie Orbeta, BSN, LVN

Vocational Nursing Program - ST. Jude College, Manila, Phillipines
Bachelor of Science in Nursing - ST. Jude College, Manila Phillipines
Course Assignment: Vocational Nursing Program BVNPT Theory & Clinical Instructor

Janelle Dela Pena, VN

Instructor approved with CDPH Vocational
Nursing Program --Trinity Vocational Center, Garden CA
Course Assignment: NA Theory and Clinical Instructor

Ruth Catigan, BA, VN

Vocational Nurse Program - Healthcare Career College
Bachelor of Arts: International Studies - University of the East, Manila, Philippines
Course Assignment: NA Theory and Clinical Instructor

Jean-Guy Cote, BSN, VN

Instructor approved with CDPH
Vocational Nurse Program - Board Certified
BSN - Algonquin College, Ottawa Ontario, Canada
Course Assignment: NA Theory and Clinical Instructor

Irene Igual, RN

Instructor approved with CDPH
BA/RN – California State University, Long Beach
Course Assignment: NA NCLEX review, Pharmacology and IV/BW Therapy

STANDARDS FOR STUDENT ACHIEVEMENT:

****Salary is as reported by student. Not all graduates reported salary.*

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Phone: (916)574-8900 or Fax: (916)263-1897.