MESSAGE TO STUDENTS

Dear New Student,

Welcome to CNI College! We are delighted that you have chosen CNI College as your learning institution. Everyone associated with CNI College is looking forward to working with you and providing the guidance necessary to assist you in your future endeavors.

This Catalog has been designed to answer your questions about school policies, regulations and academic expectations. We ask that you read your Catalog and sign the statement in your orientation packet provided to you acknowledging that you have received a copy.

Remember, your future begins here at CNI College. Your new profession will require you to adhere to professional standards and behavior as will CNI College during your training.

The faculty and administration wish you the very best success.

James Buffington
President/CEO, CNI College
CNI College Core Values

- Achieve the Highest Integrity at All Times
- Provide Excellence at Every Opportunity
- Practice Dignity, Respect, Humility, and Justice at All Times
- Create an Environment of Positive Forward Thinking and Fun Energy
- Contribute to the Highest Good of the Community and Employers That We Serve
- Embrace and Drive Change with Passion
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COLLEGE INFORMATION

HISTORY AND OWNERSHIP

CNI College was established in 1994 as a postsecondary vocational education center for allied health in Santa Ana, California. The school was moved to the City of Orange campus in 1997 in order to provide more spacious accommodations and an environment more conducive to learning. The school expanded to the Costa Mesa campus location in 2003 to accommodate growth and continue our commitment to excellence in education.

On May 4th, 2009, the main campus moved back to the City of Orange campus to house all classrooms and administrative offices in one location.

CNI College is owned by Career Networks Institute, Incorporated, as a California Corporation and was established in 1994.

FACILITIES

CNI College is conveniently located at 702 West Town and Country Road, Orange, CA, 92868. The College's facility provides approximately 45,000 square feet of classroom and office space.

The facilities include spacious classrooms as well as fully equipped medical laboratories for vocational and associate degree nursing, surgical technology and medical assisting as well as a nursing simulation laboratory. CNI College also has skill-based laboratories for pharmacy, massage therapy and personal fitness training and computer labs. An on-campus library with internet access is available to all CNI College students during regularly scheduled college hours. CNI College delivers education in two buildings ("A" & "D") depending on the programs and class schedules the students are enrolled in.

In addition, all students have access to the Library Information Resources Network (LIRN) online library database. The LIRN Virtual Library Collection consists of an expanded academic database consisting of holdings from arts and the humanities to social sciences, science and technology.

Student lounges are open during school hours. The vending machines provide a variety of snacks and refreshments students may purchase. Students are encouraged to use the lounges when eating and asked to respect the rights of all students for a clean environment.

Students may consume food and beverages in the Student Lounges, which is designated for this purpose. Smoking is prohibited within the College.

In keeping with the high educational standards of CNI College, the equipment used affords the student the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job.

The campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

MISSION

CNI College is committed to providing excellent academic educational opportunities in allied health disciplines for the intellectual, social and professional development of a diverse student population. CNI is devoted to the community we serve and committed to our graduates’ successful employment in the healthcare field.
APPROVALS:

1. Bureau for Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; http://www.bppe.ca.gov (CNI College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE))

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department’s approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

2. State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833; Phone: (916) 263-7800 Fax: (916) 263-7857 www.bvnpt.ca.gov

3. Certificate of Recognition from the National Strength & Conditioning Association (NSCA) 1885 Bob Johnson Dr., Dr. Colorado Springs, CO 80906 Phone:(800) 815-6826 Fax: (719)632-6367 www.nsca-lift.org

4. California State Approving Agency for Veterans Education,(CSAAVE) 1227 O Street, Suite 314 Sacramento, CA 95814 Phone: (916) 503-8317; Fax: (916) 653-1035; www.csaave.ca.gov/

5. State of California Board of Registered Nursing (BRN) 1747 North Market Blvd., Suite 150, Sacramento, CA 95834; (916) 322-3350 Mailing address: P.O. Box 944210, Sacramento, CA 94244-2100 http://www.rn.ca.gov/

6. United States Department of Education

ACCREDITATIONS:

1. Accrediting Bureau of Health Education Schools (ABHES), Institutional Accreditation; 7777 Leesburg Pike, Suite 314; N. Falls Church, VA 22043; Phone: (703) 917-9503; Fax (703) 917-4109; info@abhes.org; www.abhes.org

2. American Society of Health System Pharmacists (ASHP), Programmatic Accreditation; 7272 Wisconsin Avenue., Bethesda, MD, 20814; Phone: (301) 657-3000; www.ashp.org/

3. Commissions on Accreditation of Allied Health Education Programs (CAAHEP), Programmatic Accreditation; 1361 Park Street, Clearwater, FL 33756; Phone: (727) 210-2350; Fax: 727-210-2354 (For Surgical Technology Program); www.caahep.org/ Upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Phone: (303) 694-9262; Fax: (303) 741-3655 www.arcsta.org

4. American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) Programmatic Accreditation; 8815 Commonwealth Blvd. Belteros, NY 11426 Phone: (718) 347-8690 Fax: (718) 347-8691; www.armrit.org
MEMBERSHIPS:

1. California Association of Private Postsecondary Schools (CAPPS) Phone: (916)447-5500; Fax: (916)440-8970 www.cappsonline.org
2. Association of Surgical Technologists (AST) Phone: (800) 637-7433; Fax: (303) 694-9169 www.ast.org
3. Better Business Bureau (BBB) Phone: (909) 825-7280; Fax (909) 825-6246 www.la.bbb.org
4. American Massage Therapy Association (AMTA) Phone: (877) 905-2700 www.amtamassage.org
5. Library and Information Resources Network, Inc. (LIRN) Phone: (727) 536-0214; Fax: (727) 530-3126

FACULTY

CNI College faculty members are selected for their academic qualifications and their “real world” experience. In this way, CNI College faculty can provide a healthy balance of textbooks theory and “real world” educational application to the classroom. Many of the faculty have advanced degrees, hold industry certifications, or have excelled in their particular field of endeavors. As professionals in the fields in which they teach, these faculty members bring to CNI College students the benefits of their practical professional experience.

CNI COLLEGE OFFERS THE FOLLOWING PROGRAMS

<table>
<thead>
<tr>
<th>Course</th>
<th>CIP</th>
<th>Credits</th>
<th>Clock Hours</th>
<th>Weeks</th>
<th>*</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAGNETIC RESONANCE IMAGING (Evening/Weekend)</td>
<td>51.0920</td>
<td>60.0</td>
<td>1720</td>
<td>61</td>
<td>*</td>
<td>Diploma</td>
</tr>
<tr>
<td>MASSAGE THERAPY (Day &amp; Evening)</td>
<td>51.3501</td>
<td>35.5</td>
<td>900</td>
<td>47</td>
<td>*</td>
<td>Diploma</td>
</tr>
<tr>
<td>MEDICAL ASSISTANT (Day)</td>
<td>51.0801</td>
<td>24.5</td>
<td>900</td>
<td>43</td>
<td>*</td>
<td>Diploma</td>
</tr>
<tr>
<td>PERSONAL FITNESS TRAINING (Day, &amp; Evening)</td>
<td>51.0913</td>
<td>35.0</td>
<td>900</td>
<td>47</td>
<td>*</td>
<td>Diploma</td>
</tr>
<tr>
<td>PHARMACY TECHNICIAN (Day &amp; Evening)</td>
<td>51.0805</td>
<td>29.0</td>
<td>900</td>
<td>42</td>
<td>*</td>
<td>Diploma</td>
</tr>
<tr>
<td>SURGICAL TECHNOLOGY (Day &amp; Evening)</td>
<td>51.0909</td>
<td>39.5</td>
<td>1100</td>
<td>56/64</td>
<td>*</td>
<td>Diploma</td>
</tr>
<tr>
<td>VOCATIONAL NURSING (Full-Time Day)</td>
<td>51.3901</td>
<td>57.0</td>
<td>1560</td>
<td>52</td>
<td>*</td>
<td>Diploma</td>
</tr>
<tr>
<td>VOCATIONAL NURSING (Part-Time Weekend)</td>
<td>51.3901</td>
<td>57.0</td>
<td>1560</td>
<td>78</td>
<td>*</td>
<td>Diploma</td>
</tr>
</tbody>
</table>

(*) This course is eligible to participate in the USDE Title IV programs

<table>
<thead>
<tr>
<th>Course</th>
<th>CIP</th>
<th>Credits</th>
<th>Clock Hours</th>
<th>Weeks</th>
<th>*</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATE DEGREE NURSING (Day)</td>
<td>51.3801</td>
<td>115</td>
<td>1790</td>
<td>80</td>
<td>*</td>
<td>Associate Degree</td>
</tr>
</tbody>
</table>

(*) This course is eligible to participate in the USDE Title IV programs
STATEMENT OF NON-DISCRIMINATION

CNI College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or marital, family, parental status or Veteran or military status, age or disability. CNI College complies with all local, state and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Director of Admissions and/or Director of Education, who will provide students with procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

ADMINISTRATION BUSINESS HOURS

9:00 AM to 5:00 PM Monday through Friday

SCHOOL CATALOG

Prior to enrollment CNI College will provide a prospective student with an electronic copy of the school catalog by directing them to the college’s website at cnicollege.edu/student services/required disclosures for their review.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact sheet, which must be provided to you prior to signing an enrollment agreement.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
CLASS SCHEDULES

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST:

Modules I & II:
- Thursday & Friday: 5:00 PM to 10:30 PM
- Saturday: 8:30 AM to 7:00 PM

*Externship is scheduled for 40 hours per week

Modules III & IV:
- Thursday & Friday: 5:00 PM to 10:30 PM
- Saturday or Sunday: 8:30 AM to 7:00 PM

MASSAGE THERAPY:

- Monday – Thursday
  - Morning Session: 7:45 AM to 11:45 PM
  - Evening Session: 6:00 PM to 10:00 PM

MEDICAL ASSISTING:

- Monday – Thursday
  - Morning Session: 7:45 AM to 11:45 PM

*Externship may be up to 40 hours per week

PHARMACY TECHNOLOGY:

- Monday - Thursday
  - Morning Session: 7:45 AM to 11:45 PM
  - Evening Session: 6:00 PM to 10:00 PM

*Externship may be up to 40 hours per week

PERSONAL FITNESS TRAINER:

- Monday - Thursday
  - Morning Session: 7:45 AM to 11:45 PM
  - Evening Session: 6:00 PM to 10:00 PM

SURGICAL TECHNOLOGY

- Monday - Thursday
  - Morning Session: 8:30 AM to 2:00 PM
  - Evening Session: 6:00 PM to 10:00 PM

*Externships and clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific Program. Externship and clinical hours are set by the host site.
VOCATIONAL NURSING (PART-TIME):

<table>
<thead>
<tr>
<th>Term</th>
<th>Monday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>One A</td>
<td>6:00pm-10:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>One B*</td>
<td>6:00pm-10:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Two*</td>
<td>6:00pm-10:00pm</td>
<td>6:45am-3:15pm or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm or 2:45pm-11:15pm</td>
</tr>
<tr>
<td>Three*</td>
<td>6:00pm-10:00pm</td>
<td>6:45am-3:15pm or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm or 2:45pm-11:15pm</td>
</tr>
<tr>
<td>Four*</td>
<td>6:00pm-10:00pm</td>
<td>6:45am-3:15pm or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm or 2:45pm-11:15pm</td>
</tr>
</tbody>
</table>

VOCATIONAL NURSING (FULL-TIME):

<table>
<thead>
<tr>
<th>Term</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>One A</td>
<td>8:30am-3:00pm</td>
<td>8:30am-3:00pm</td>
<td>8:30am-3:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>One B*</td>
<td>8:30am-3:00pm</td>
<td>8:30am-3:00pm</td>
<td>8:30am-3:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Two*</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>8:30am-3:00pm</td>
<td>8:30am-3:00pm</td>
<td>8:30am-3:00pm</td>
</tr>
<tr>
<td>Three*</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
</tr>
<tr>
<td>Four*</td>
<td>8:30am-3:00pm</td>
<td>8:30am-3:00pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
<td>6:45am-3:15pm Or 2:45pm-11:15pm</td>
</tr>
</tbody>
</table>

*Days and times for classroom, lab, and clinical activities will vary by term. To obtain exact times for classes offered, please check with the appropriate program director prior to enrollment. Student schedules may vary from term to term. Students will be notified of their schedule in advance of the next term start.
## ASSOCIATE DEGREE NURSING PROGRAM

<table>
<thead>
<tr>
<th>Quarters</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>8:30 – 5:00</td>
<td>*</td>
<td>8:30 – 5:00</td>
<td>*</td>
<td>8:30 – 12:30</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>8:30 – 2:00</td>
<td>8:30 – 5:00</td>
<td>8:30 – 2:00</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>8:30 – 12:30</td>
<td>8:30 – 3:00</td>
<td>8:30 – 3:00</td>
<td>*</td>
<td>8:30 – 12:30</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
<td>8:30 – 10:30</td>
<td>8:30 – 3:00</td>
<td>*</td>
</tr>
<tr>
<td>Quarter 5</td>
<td>8:30 - 12:30</td>
<td>8:30 - 12:30</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

* Students are scheduled to attend Nursing Success Seminars a minimum of 4 hours/week each quarter

** Students are scheduled three (3) clinical days a week

Quarter 6

** Students are scheduled three (3) clinical days a week

Quarter 7

** Students are scheduled four (4) clinical days a week

Quarter 8

** Students are scheduled two (2) clinical days a week

*** Students are required to attend a minimum of four (4) hours of NCLEX-RN in NSS each week

** Students are scheduled three (3) clinical days a week

** Students are scheduled four (4) clinical days a week

** Students are scheduled two (2) clinical days a week

*** Students are required to attend a minimum of four (4) hours of NCLEX-RN in NSS each week

Note:  
* Nursing Success Seminar schedules vary each quarter. Students are required to attend a minimum of four hours a week unless otherwise determined by their nursing instructor.

** Clinical experience depends on site availability and may be scheduled any day of the week other than theory days including weekends; days may have varying start and ending times (including evenings and nights). Schedule may vary from Quarter to Quarter

*** Students are required to attend a minimum of four (4) hours of NCLEX-RN review each week during the eighth quarter of their program.

*Students are required to return to campus and take their finals the week following the 10th week of each quarter.

*Days and times for classroom, lab, and clinical activities will vary by quarter. To obtain exact times for classes offered, please check with the program director prior to enrollment. Student schedules may vary from quarter to quarter. Students will be notified of their schedule in advance of each quarter start.
## SCHOOL HOLIDAYS & IN-SERVICE DAYS

### 2014-2015 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO CHANGE)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1st, 2014</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 2nd, 2014</td>
<td>First day of school after Winter Break</td>
</tr>
<tr>
<td>January 20th, 2014</td>
<td>Martin Luther King’s Birthday</td>
</tr>
<tr>
<td>February 17th, 2014</td>
<td>President’s Day</td>
</tr>
<tr>
<td>April 20th, 2014</td>
<td>Spring Holiday</td>
</tr>
<tr>
<td>May 26th, 2014</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4th, 2014</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 1st, 2014</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 27th to 28th, 2014</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 24th to January 1st, 2015</td>
<td>Winter Break (No school)</td>
</tr>
</tbody>
</table>

* Faculty In-service Training

* Dates to be determined (Held two times a year)
ADMISSIONS POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

CNI College wants to do what is in the best interest of the prospective students. Certain misdemeanors and/or convictions may prevent a student from successfully completing a program due to externship or clinical site requirements; therefore, in these instances, CNI College reserves the right to deny admissions. The College does not believe that students should make substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your admissions advisor and they can provide further assistance.

ADMISSIONS POLICY

The following are the requirements and procedures for admission to CNI College:

1. All applicants are required to complete an application form for admission.

2. Applicants to CNI College must attend an initial personal interview with a CNI College Career Planner and receive a tour of the campus.

3. Applicants must be at least 17 years of age to be considered for admissions. Parents and significant others are encouraged to attend the initial interview and tour.

4. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
   - Applicants enrolling in the Pharmacy Technician program under the age of 18 years of age, must reach their 18th birthday prior to the expected graduation date of the program.

5. An applicant who is a high school graduate, who has earned a General Education Development (GED) certification, or who has earned a foreign degree that has been credentialled for 12th grade proficiency must pass the Wonderlic exam. The Wonderlic is a national standardized exam recognized by the U.S. Department of Education. At the time of enrollment, the entrance exam test must have been successfully completed at the current composite score (as listed below). Applicants who can provide documentation of one of the following are exempt from the entrance exam testing: SAT score of 800 or above achieved within five years of the date of application to CNI College; ACT score of 17 or above achieved within five years of the date of application to CNI College; Verified Bachelor’s Degree or higher.

6. An applicant who is a high school graduate, who has earned a General Education Development (GED) certification, or who has earned a foreign degree that has been credentialled for 12th grade proficiency may apply for enrollment in any of the programs offered at CNI College.

7. CNI College accepts Ability To Benefit (ATB) applicants who have tested and passed prior to July 1, 2012 with a minimum score of 200 in Verbal and 210 in Quantitative. ATB Applicants can apply for the Medical Assistant, Massage Therapy or Personal Fitness Training programs.

8. Applicants to CNI College Vocational Nursing Program must meet with the Director of Vocational Nursing to determine the probability of the individual’s success in this program. Parents and significant others are encouraged to attend. Vocational Nursing Applicants must be at least 17 years of age to be considered for admission.
9. Applicants to CNI College Associate Degree Nursing Program must meet with the Director of Nursing for the ADN Program to determine the probability of the individual’s success in this program.

10. Applicants to the Associate Degree Nursing Program must pass the TEAS V entrance exam with a minimum score of 62 to be considered for admission. Applicants who do not achieve a minimum score of 62 on the TEAS V entrance exam must wait a minimum of 90 days to retake the entrance exam.

The minimum passing scores for the Wonderlic exam are:

<table>
<thead>
<tr>
<th>Wonderlic Scholastic Level Exam (SLE)</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td>12</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>12</td>
</tr>
<tr>
<td>Personal Fitness Training</td>
<td>12</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>12</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>14</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>14</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging (MRI) Technologist</td>
<td>16</td>
</tr>
</tbody>
</table>

11. Applicants who fail the Wonderlic entrance exam must wait a minimum of one calendar day prior to retaking an alternative version of the exam. In the event an applicant fails all versions of the exam he/she must wait a minimum of 30 days from the last attempt prior to retesting. All applicants must complete financial arrangements prior to admission. If applicable, financial aid applications must be completed.

12. Documentation of any required health examinations, pathology tests, and/or immunizations must be presented. In addition, full disclosure of any known medical conditions that will adversely affect the safe completion of the selected program is required.

13. Pharmacy Technicians, Vocational Nursing, Associate Degree Nursing, Surgical Technology and Magnetic Resonance Imaging applicants must successfully complete all the requirements for admission into the program as well as be accepted for admission by the Program Directors.

14. Certain misdemeanors and/or convictions may prevent a student from successfully completing a program due to externship or clinical site requirements, therefore in these instances, CNI College reserves the right to deny admissions. To comply with requests from community and clinical agencies the MRI Technology, Vocational Nursing Program, Associate Degree Nursing and Surgical Technology Program require a background check on all eligible applicants. All candidates to these programs must obtain a background clearance prior to beginning these programs. The admission representative will provide the candidate with the information on how to obtain this clearance. Applicants should discuss any concerns in regards to licensing eligibility, such as having a criminal background, with your admissions representatives.

15. A $100 non-refundable applicant fee is required to apply for the Associate Degree Nursing program.
Acceptance to the College

Upon completion of the required documents for admission, the College administration will review the information and inform the applicant of his/her enrollment status. If an applicant is not accepted, all monies paid will be refunded, with the exception of the Associate Degree Nursing applicants.

CNI College reserves the right to deny admissions to any applicant and to change entrance requirements without prior notice.

Ability to Benefit

Ability To Benefit students are student who do not possess a high school diploma, GED or recognized equivalency test and are beyond the California State age of Compulsory school attendance.

If ATB eligibility was established prior to July 1, 2012, the applicant will be required to provide such documentation. Certified, passing scores from the Wonderlic Basic Skills Test (Wonderlic Exam) or other US Department of Education recognized ATB Eligibility Exam are valid for five years. If eligibility is established, these students may be apply for Title IV Financial Aid.

If ATB eligibility was not established prior to July 1, 2012, the applicant will not be eligible for Title IV Financial Aid and must pass the Wonderlic Exam in order to be admitted.

All ATB students will undergo pre-admission advising prior to enrollment. An applicant who is not a high school graduate or the equivalent may apply for enrollment in the Medical Assistant, Massage Therapy or Personal Fitness Training programs only. However, if the student has not established ATB eligibility prior to July 1, 2012, they will be ineligible for Title IV Financial Aid if they choose to attend.

ATB testing is administered by a certified independent test administrator and is scored by the test publisher. Student must provide a valid government issued ID card and a social security number prior to testing. ATB students may not begin classes until they have passed the ATB test as evidenced by an unofficial test report. ATB students will not be officially accepted until the official passing scores have been received by CNI College from the publisher.

An ATB application who fails the Wonderlic Exam must wait a minimum of 7 calendar days before retaking a second version of the Wonderlic Exam. If the Applicant fails both versions of the Wonderlic Exam, the applicant must wait a minimum of 60 days from the date of the second exam before reapplying for admission to the school. Passing scores for the Wonderlic Exam are valid for five years.

Students admitted on a Ability TO Benefit basis must score the following minimums:

<table>
<thead>
<tr>
<th>Wonderlic Categories</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>200</td>
</tr>
<tr>
<td>Quantitative</td>
<td>210</td>
</tr>
</tbody>
</table>
GED CLASSES AVAILABILITY

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

- Access GED Center 1669 East Wilshire Ave., Suite 607; Santa Ana, CA 92705 714-796-8738
- Capistrano Adult School 31431 El Camino Real; San Juan Capistrano, Ca 92675 949-493-0658
- CSU, Fullerton 800 N. State College Blvd. 138; Fullerton, CA 92831 657-278-2487
- Huntington Beach Adult School; 15871 Springdale St. Huntington Beach, Ca 92649 714-901-8106

ENGLISH-AS-A-SECOND LANGUAGE (ESL) INSTRUCTION

CNI College does not offer ESL instruction. Students must be able to read, write, speak, understand and communicate in English. All CNI College Programs are taught in English.

REASONABLE ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, CNI College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by CNI College “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and has consulted with the President of the college, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

CNI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service of the college. To request auxiliary aids or services, please contact the President of the college in writing. Students should submit request with supporting documentation at least six (6) weeks prior to the beginning of the first day of classes or as soon as practical.
ATTENDANCE/TARDINESS, MAKE-UP STANDARDS & ATTENDANCE PROBATION

Regular attendance and punctuality will help develop good habits necessary for successful careers. All scheduled hours of class must be attended. If a student misses a class, he or she must make up the hours missed either on module break or after the completion of his or her program.

Attendance must be maintained at an average of 66.67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

Students are encouraged to schedule medical, dental, personal or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal or legal appointments.

Absences will negatively affect the student’s modular/term grade. Absences equal to or in excess of 15% of any module/term will require the student to be placed on Attendance Probation. The student would remain on probation until the end of their current module/term provided the student remains in compliance with the terms of his/her probation.

Students who have been absent from their scheduled classes for fourteen consecutive calendar days, not including scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: Students must provide CNI COLLEGE with written documentation verifying the required military duty and length of service requested).

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record. Students who accumulate a total of four late arrivals and/or early departures will accrue one day of absence on their attendance record. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the College.

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration.

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must wait for one complete module. Normally approval for reentry will be granted only once.

For Vocational Nursing, Associate Degree Nursing and Surgical Technology please refer to the program’s student handbook for specific guidelines on attendance/tardiness and make-up standards.

ATTENDANCE STATUS

A full-time student attending a credit hour program is expected to complete 24 semester credit hours or 36 quarter credit hours in a period of not less than 30 instructional weeks. A three-quarter time, a half-time and a less than halftime enrollment is calculated based on the student load per semester or quarter.

A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half-time or less than half time enrollment is calculated based on the student work load in a payment period.
CLASS & PRACTICE HOURS - CREDIT PROCEDURE

Students at CNI College record their attendance by entering their names and time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour.

Students receive credit for task/operation/project completed after each action is verified by an instructor.

DEFINITION OF CREDIT

Semester Credits:

In semester courses, 15 lecture hours equal one unit of credit; 30 lab hours equal one unit of credit; and 45 practicum or externship hours equal one unit of credit.

Quarter Credits:

For the Associate Degree Nursing Program, quarter credit courses, 10 lecture hours equal one quarter credit; 20 science lab hours equal one quarter credit; and 30 clinical/skills lab/simulation hours equal one quarter credit.

CLOCK TO CREDIT HOUR CONVERSION

CNI College operates on a 50-minute clock hour. The College awards credit hours/unit for completion. For semesters, one unit of credit is earned for each 15 hours of lecture, 30 hours of lab or 45 hours of practical curriculum (clinical, fieldwork, or externship experience).

TRANSFER OF CREDITS

TRANSFER OF CREDITS FROM CNI COLLEGE TO OTHER COLLEGES

“Notice Concerning Transferability of Units and Degrees Earned at Our School”

Units earned in CNI’s programs will not be transferable to any other college or university. In addition, any degree, diploma or certificate earned in any of our CNI programs will not serve as a basis for obtaining a higher level degree at another college or university.

“The transferability of credits you earn at CNI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in any programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, prior to enrollment at CNI College, 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 CNI College to determine if your credits or degree, diploma or certificate will transfer.”
TRANSFER OF CREDITS TO CNI COLLEGE

CNI College will consider credits earned from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) provided the student can produce course descriptions from the originating institution’s catalog of the units earned and the courses are comparable to those offered by CNI College. Official transcripts must also be provided by the transferring student applicant.

VOCATIONAL NURSING

Transfer credit shall be granted to students who have successfully completed a course or courses and provided documentation to demonstrate compliance with Board of Vocational Nursing and Psychiatric Technicians (BVNPT) policy.

Vocational nursing applicants can receive credit for education successfully completed within the last five years. Courses that qualify for evaluation are:

- Accredited vocational, practical or registered nursing courses
- Accredited psychiatric technician school courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses CNI determines are equivalent to the program.

Applicants may be required to demonstrate competence in areas requested for evaluation of credit.

VEL-219: It states credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to the satisfactory completion of the program. In addition to the required documentation of course completion, student is required to demonstrate his/her proficiency in the subject for which he/she has requested a waiver.

ASSOCIATE DEGREE NURSING

Transfer credit shall be granted to students who have successfully completed an equivalent course or courses within the previous five years from an accredited college or university with a GPA of 2.5 or better earned. The current requirement will be waived for nursing courses for licensed vocational nurses (LVNs) with continuous employment since graduation.

Students may apply transferable credits and credits earned through challenge examination to the ADN Program, however, a minimum of 50% of nursing course quarter credits must be earned at CNI College within a three year period to be awarded an Associate Degree in Nursing.

PROGRAM TRANSFER

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities. However, a student may request a transfer between college programs.

Program Transfers may be granted only under special circumstances. Students are required to apply in writing to the Director of Education for any program change. Only one program transfer may be granted to each student. The student may be assessed and an additional fee for a program transfer may apply.

Not applicable to the Vocational or Associate Degree Nursing Program.
CREDIT FOR EXPERIENTIAL LEARNING

CNI College does not offer credit for experiential learning for diploma programs. As applicable, previous education for all Veterans and eligible persons is evaluated for transfer credit.

In the Associate Degree Nursing Program competency-based credit shall be granted for knowledge and/or skills acquired through experience and education. Credit shall be determined by written and, when appropriate practical examinations. Advanced placement may be granted for experienced licensed vocational nurses.

Students may apply transferable credits and credits earned through challenge examination to the ADN Program, however, a minimum of 50% of nursing course quarter credits must be earned at CNI College within a three year period to be awarded an Associate Degree in Nursing.

*refer to ADN Student Program Handbook for specific information regarding this option.

ADVANCED PLACEMENT

CNI College does not award academic credit for advance placement testing.

ARTICULATION AGREEMENTS

CNI College currently has articulation agreements with Keiser University, Kaplan University, and the University of Phoenix.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student’s official College transcript.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
<td>4.0</td>
<td>W = Withdrawal</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
<td>3.0</td>
<td>I = Incomplete</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 70%</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

Course withdrawal will not affect a student’s grade point average (GPA).

VOCATIONAL NURSING GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
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</thead>
<tbody>
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<td>A</td>
<td>90 – 100%</td>
<td>4.0</td>
<td>W = Withdrawal</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
<td>3.0</td>
<td>I = Incomplete</td>
</tr>
<tr>
<td>C</td>
<td>75 – 79%</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 75%</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

ASSOCIATE DEGREE NURSING GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Value</th>
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<tr>
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<td>W = Withdrawal</td>
</tr>
<tr>
<td>B</td>
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<td>3.0</td>
<td>I = Incomplete</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 75%</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>
INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student’s GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of “F” for the module or term.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program.

LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leave of absence may be granted for up to 180 days. Do not request a leave of absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 months initiate from the first day the student goes on the first leave). Please note, Vocational Nursing students are not available to take an LOA’s during Term 1A, as stated in the Vocational Nursing Handbook.

Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held.

Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

LOA’s may also affect the scheduled progression of the students program. If a student does not return from LOA as scheduled, the rotation of the remaining courses may not be immediately available. Many courses have prerequisites and may not be taken without completing these requirements. Therefore the student may have to take another LOA (if available) or drop from the program and re-enroll when the course is offered again to complete their course of study. LOA’s are scheduled based on the students progression of the program, CNI College will not be held liable for students who extend or alter the original LOA Contract.

GRADUATION AWARDS (DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of “C” (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate State Examination.

Vocational and Associate Degree Nursing Students complete the graduation requirement of the course of study with a GPA of “C” (75%) or better.
Graduation ceremonies recognize the efforts of the CNI College graduates. Upon successful completion of their programs, graduates are encouraged to attend a graduation ceremony. Graduates who choose to participate in the ceremony are required to pay a graduation fee for their cap and gown. Graduates must also be in financial good standing with CNI College to attend the ceremony.

GRADUATE REFRESHER COURSES
CNI College offers its graduates skill refresher courses. Courses may be audited at no additional charge, subject to space and equipment availability. The cost of any books, supplies, and/or other materials will be the responsibility of the graduate. Upon requesting a refresher course, graduates will meet with the Program Director and/or Director of Education for an assessment of the graduate’s specific needs. In order to audit the course, the graduates must have graduated from the college within the previous 12 months.
REQUIRED STUDY TIME

Typically, two hours of study time are required for each hour in class. Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (SAP) STANDARDS

Students’ academic progress will be measured when the student has successfully completed ½ of the credits (earned a passing grade of 70% or higher in all courses) and ½ of the weeks in the program. In order to maintain satisfactory progress, students must:

- Have a Cumulative Grade Average of 70 percent or better (on a scale of 0-100 percent) or 75% or higher in Vocational and Associate Degree Nursing Program;

- Progress at a satisfactory rate toward completion of their program; at the end of the evaluation period, the student must have successfully completed 66.67% of all attendance scheduled.

- Complete the training programs within 150 percent of the published program lengths (See Maximum Completion Time).

To calculate cumulative grade point average (CGPA) the grade percentage is multiplied by the credits for the module in which the grade was received to get the total quality points for the module. The total number of quality points is added together for all modules attempted to date and divided by the total credits attempted to date to get the CGPA. Non-Punitive (Pass/Fail) grades are not used to calculate CGPA.

The rate of progress toward completion of the diploma program is calculated by dividing the cumulative number of credit hours the student has successfully completed in the program by the cumulative number of credit hours attempted by the student in the program. The cumulative number of credit hours attempted in the program includes every repeated course. The cumulative number of credit hours attempted in a program does not include remedial courses, audited courses or courses taken that are pre-requisite to the program. Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Credits for courses from which a student has withdrawn and received a (WF) are counted as attempted and not successfully completed.
EVALUATION PERIODS

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

APPEAL PROCEDURES

The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the Director of Education of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The Director of Education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student’s appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

REINSTATEMENT

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.
Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of “F” for the module or term.

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next module or term. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period in order to remain in the program.

If the student fails to meet the Satisfactory Academic Progress Standards (grade of 70% or better) by the end of the probationary period the student will be terminated from the College.

A Vocational Nursing Student must pass each course within the term with a grade of 75% or better. If a student fails any course within a term the student is placed on academic probation until the end of the current term or as specified by the probation notice. The conditions of the probation notice will have specific remediation instructions to enable the student to pass the failed course. If the student fails a second course within the term the student may be dropped from the program. If the student fails to attend remediation the student may be dropped from the program. If the student fails to achieve a 75% on the failed course the student may be dropped from the program.

An Associate Degree Nursing Student must pass each course with a grade of 75% or better. The grade received is a composite of student performance in the theory and, where applicable, lab and/or clinical learning areas. A student must demonstrate mastery in each area to successfully pass the course. A student failing to pass a course will need to repeat that course prior to promotion to the next quarter. A student will not be required to retake courses in that quarter in which a passing grade was received. ADN students may only repeat one nursing course and one non-nursing course during the completion of the program.

Regardless of the student’s rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student, enrolled in any program that exceeds the one and one-half times (1.5) of the normal length of the program will be dropped from the program.
REPEAT COURSES AND REMEDIATION PRACTICES

Unless special circumstances apply, a course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student’s transcript.

Course failures and subsequent repeats may interrupt the student’s enrollment and negatively impact financial aid eligibility. Remediation of any course work must be completed within the mod missed or within 7 school days of the time assignments are due.

Vocational Nursing Students refer to the VN student handbook for full policy on remediation practices. A student who fails a course will be required to repeat it. In addition, repeated courses will result in additional charges.

Associate Degree Nursing Students are permitted to repeat one nursing course and one non-nursing course during the nursing program. A student failing to comply with this policy may be removed from the program. Please refer to the ADN student handbook for full policy on remediation practices.

UNSATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the College due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented and the student must demonstrate that such circumstances had an adverse impact on the student’s academic progress in the program.

An Appeals Board made up of College officials will review the written request and supporting materials. A decision will be made and the student will be notified in person or in writing. All decisions made by the Appeals Board are final.

MITIGATING CIRCUMSTANCES

For circumstances of poor health, family crisis, or other significant occurrences outside of the student’s control, the student must follow the student appeals process. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student’s performance.
EXTERNSHIPS

Students must attend the externship site designated by CNI College.

Externships and clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific program. The externship portion of a program may be up to 40 hours per week. If a student is currently attending class on a part time schedule (less than 40 hours per week), he or she should plan attending a full time (40 hours per week) externship. Students must make necessary arrangements with their employer to arrange their work schedule to accommodate their externship schedule. Surgical technology externship schedules may vary depending on hospital or clinical site shift availability. Surgical Technology students are required to return to campus on Fridays to attend a mandatory CST Review Class for the duration of the externship.

Students are assigned to non-compensated externship positions during the final phase of program study. This experience provides adult learners with the opportunity to continue their education under the supervision of clinical or office professionals. The student is expected to perform in an ethical, professional manner and to assist the professional in all externship matters requested. Transportation to and from the externship site will be at the student’s expense.

In case of an absence, the student is required to notify both the designated supervisor at the externship site and the College staff member. Days and times of externship duties may not be changed without the written permission of the College. All externship schedules are during the day and vary from Monday through Sunday depending on the host site.

Externship site personnel, based on the standards set by the College, will evaluate the student's performance. An instructor or clinical coordinator will be assigned to visit sites on a regular basis to meet with students and verify that the objectives of externship as written in CNI College’s curriculum are being met. Students must satisfactorily complete the externship assignment and all applicable coursework related to the externship and submit an approved verification of time completed in order to graduate.

Program failure may result if the student is excessively absent, receives unsatisfactory evaluations by the externship supervisor, fails to complete all coursework pertaining to the externship assignment, or demonstrates unprofessional or unethical behavior during the assignment. Externship re-assignments will be evaluated on an individual basis and may require additional charges.

Important Note: Clinical and externship sites assigned by the College are final and non-negotiable. Students are expected to attend their clinical or externship assignment regardless of travel distance to the site or the site’s hours of operation. If a student refuses a clinical or externship site assignment, he/she may be terminated from the program as unable to meet the required objectives and expected progress of the program.
STUDENT WORK POLICY

During externships, the student shall not be substituted for paid personnel during the clinical component of the program.

The student shall not be paid by the clinical affiliation site during the clinical component of the program.

MAXIMUM TIME FRAME

Regardless of the student’s rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student, enrolled in any program that exceeds the one and one-half times (1.5) of the normal length of the program will be dropped from the program.

GRADUATION REQUIREMENTS

The candidate for a diploma or certificate must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent). Vocational Nursing Students must complete all terms/systems with a 75% or better.
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
4. Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

CNI College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed in order to receive a diploma.

The candidate for an Associate Degree Nursing degree must:

1. Successfully complete the 115 quarter credits in the required course work.
2. Achieve a minimum of 75% for all courses.
3. Achieve a passing grade for any repeated course (1 opportunity only)
4. Satisfy clinical, lab and simulation competencies, and ATI proficiency per promotion policy.
5. Complete Associate Degree Nursing Program provided NCLEX-RN preparation course:

   Achieve a score on the ATI RN comprehensive Predictor exam that indicates a high probability of passing, the first time, the NCLEX-RN exam.

6. Not be on probationary status for absenteeism or behavioral deficiencies.
7. Must have completed the program within 1½ times the planned program length.
8. Must be in good standing with the College (e.g. satisfied all financial obligations).
SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to College property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet school’s attendance policy or standards.
- Fails to meet financial obligations to the College.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

REPEATS

Students who have failed coursework will be required to repeat or remediate the class/course which they failed. Students repeating a course(s) will be held financially responsible for extra classes attended at CNI College. A contract addendum will be completed by the program director, submitted to financial aid for new financial obligations to be calculated, and reviewed with the student when a repeat is necessary.

DROPS

CNI College reserves the right to drop students who fail to comply with academic, attendance, financial and conduct standards of the College.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school’s attendance policy or standards
  - 14 days of consecutive absences
  - Less than 66.67% attendance in your program of study
- Failure to maintain satisfactory academic progress
  - Less than 70% grade in two or more courses
  - Less than 75% grade for the Vocational Nurse and Associate Degree Nursing Programs
- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the College
- Conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of the CNI COLLEGE catalog
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to College property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs
If a situation arises in which a student has a concern or grievance of any kind, the following procedure is in effect.

**Student Concern:**

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern in writing to the Program Director, who will assist in the resolution of the concern within three (3) days.
3. Students not satisfied with the Program Director’s response should schedule an appointment to discuss the concern with the Director of Education.
4. The Director of Education will meet with all pertinent parties to conduct an investigation of the concerns before a decision is reached. The Director of Education will provide the student a written decision within five (5) days based upon the information received in accordance with the policies and guidelines of the college.

**Student Grievance:**

1. Students may file a formal written grievance within five (5) days of being notified of the Director of Education’s decision if they do not believe their concerns to be resolved.
2. Appointments with the Review Board are scheduled through the Director of Education’s office. The Review Board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint. The following procedure is in effect:
   - The student will be notified by the Director of Education to attend a Review Board meeting which will convene within five (5) days from receipt of the written grievance.
   - The Review Board will be composed of the President, Director of Education, Director of Operations, the appropriate Program Director or their designee and a faculty member not affiliated with the student’s program.
   - The Review Board convenes with the student and any other individuals whose participation is warranted by the circumstances of the particular concern. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
   - The Review Board will immediately meet in the absence of those involved to review the evidence and resolve the student’s concern.
   - The Review Board members support the President’s decision. The President’s decision is final and binding.
   - The President’s decision will be communicated in writing to the student within five (5) days of the Review Board Meeting.

For additional information, refer to the college’s accrediting/approving agencies and the procedures for processing complaints of unlawful discrimination and other grievances.

Bureau for Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; http://www.bppe.ca.gov

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department’s approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site www.bppe.ca.gov.

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution’s student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student’s file.

Educational records are defined as files, materials, and documents that contain information directly related to the student’s period of enrollment that is maintained by the institution.

CNI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years from the last day of attendance. After this period, all records are destroyed.

The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

DRUG ABUSE PREVENTION PROGRAM

The College strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with CNI COLLEGE who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

- **Alcoholics Anonymous**
  Orange County Central Office
  1526 Brookhollow Dr., Ste75,
  Santa Ana, CA 92705-5466

- **Mariposa Women and Family Center**
  812 W Town and Country Rd
  Orange, CA 92868

CRIME AWARENESS

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), CNI College provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the college campus.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:
CNI COLLEGE

2013-2015 CNI COLLEGE

CATALOG

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal College hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the Director of Education.

2. The College may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.

3. The student may not have access to financial data separately submitted by parents or guardians.

4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

U.S. CONSTITUTION DAY

Senator Byrd (D-West Virginia) inserted language into Federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S. Constitution every September 17 or in the same week that it falls. In the years where September 17 falls on a weekend, the programs are to be held in the preceding or following week.

COPYRIGHT PROTECTION POLICY

It is the policy of CNI College to respect the copyright protections given by federal law to owners of digital materials and software. It is against CNI College policy for faculty, staff, or students to use CNI College equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

The software provided through CNI College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

CNI College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

ACADEMIC TRANSCRIPTS

CNI College will provide one official transcript to each graduate at no charge. A fee of $10.00 will be charged for each additional transcript. Official transcripts will be release to students who are current with their financial obligation. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

All Student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Permanent records are kept in paper form. An unofficial transcript may be requested by the student.

Student academic transcripts, which include grades, are available upon written request by the student. Transcript and diploma requests must be made in writing to the Office of the Registrar.
CONDUCT

CNI College is proud of the academic standards it maintains. In today’s competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the College and at other facilities during externships or clinical rotations.
2. Dishonesty on the part of any student may result in probation, suspension or termination from the College. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage done to College or externship site/clinical site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on College, clinical or externship property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on College, clinical or externship property.
7. The College is a non-smoking facility. Smoking is permitted in designated areas only.
8. Animals are not permitted on the College grounds with the exception of services animals.
9. The College does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from CNI College.

DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the College. This includes the full uniform required by the program in which the students are enrolled. Uniforms must be worn while on campus and at assigned externship site. A detailed dress code is provided during orientation.

Students are expected to practice good personal hygiene and maintain a clean, neat and professional appearance at all times. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. No facial piercings are allowed. Any student reporting to class or an externship site inappropriately dressed will not be allowed to remain and the time missed will be recorded as an absence.

Vocational and Associate Degree Nursing Students are required to wear the designated uniforms for class and clinical sites. Please refer to the VN and ADN student handbook for further instructions and guidelines specific to the Vocational and ADN Nursing Student.
SEXUAL HARASSMENT/VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the college, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of CNI College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other CNI College employee should bring the matter to the attention of the Program Director or Human Resource Administrator at the telephone number specified in this catalog.

Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. CNI College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, an Allied Health professional must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

EMERGENCY PREPAREDNESS PLAN

The emergency preparedness plan is available to both students and staff. It is located in the labs in buildings A & D as well as in the Human Resources Office in building D.

VOTING

CNI College encourages students to make necessary arrangements to vote before or after scheduled classes. Please visit the voting link on the school’s website, www.CNICollege.edu, to learn more about voting and how to register to vote.
STUDENT/EMPLOYEE FRATERNIZATION

Employees of CNI College are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student’s age and/or regardless of whether the student may have “consented” to such conduct. Further, our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by CNI College.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person’s participation in an inappropriate relationship with a student, we ask that the incident be reported to the Program Director and/or Human Resource Administrator at the telephone number specified in this catalog immediately.

SAFETY AND SECURITY

Students are responsible for their own security and safety and must be aware of the security and safety of others. CNI College is not responsible for any student’s personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their Instructor, Program Director, or other CNI College employee. Upon receipt of any report of a medical or criminal emergency, CNI College will, on behalf of the student, obtain the services of medical or security professionals and appropriate. Students are encouraged to promptly and accurately report all emergencies to CNI College officials.

CNI College prohibits all persons who enter CNI College property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the program and CNI College.

FIELD TRIPS

When appropriate, arrangements will be made for students to leave campus in order to observe their particular course of study as it applies to the real world of work. CNI College requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory and students are responsible for their own transportation to and from the designated site.
PREGNANCY

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

Vocational and Associate Degree Nursing students who are pregnant must inform their Program Director and provide a complete medical clearance from their treating physician prior to participating in skills lab and attending clinical rotation.

In the Massage Therapy Program, students who become pregnant must obtain written authorization to give and receive massages.

Note: Surgical Technology and MRI externship sites do not allow externship rotation for pregnant students. Students will need to take a leave of absence if applicable or drop from the program and then reenroll in the program after the pregnancy with a medical clearance to complete the program requirements. This is a CNI College policy and there will be no exceptions.

PROGRAM TRANSFERS

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities.

A student may request a transfer between College programs. However, program transfers may be granted only under special circumstances. Students are required to apply in writing to the Director of Education for any program change. Only one program transfer may be granted to each student. The student may be assessed an additional fee for a program transfer.

Program transfers are not applicable to the Vocational or Associate Degree Nursing Program.

CHANGE OF SCHEDULE

Students may change their schedule on one occasion during their time at CNI College (e.g. from morning to evening classes, etc.). The student may incur extra charges for changing schedules as not all schedules follow the same payment structure. Not all schedules will be on the same module. Switching from one schedule to another may cause a student to repeat a class or skip a class. Care should be taken when switching schedules to avoid missing required coursework.

CHANGES IN PROGRAMS OR POLICIES

CNI College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student’s education, or where deemed necessary due to industry changes, academic scheduling, class size constraints or professional requirements.

When class size and curriculum permit, classes may be combined to provide meaningful instruction and training to contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur, CNI College is required to make appropriate changes and will attempt to minimize the effects of any change on current students.
METHOD OF DELIVERY

RESIDENTIAL/ON-LINE DISTANCE LEARNING

Students enrolled in blended courses are required to participate in online course activities as outlined in each course syllabus. Blended courses at CNI College combine traditional classroom instruction with an online learning environment. Online Chat Rooms and threaded discussions provide opportunities for exciting and productive class interaction, as well as help and guidance. Chat Rooms are open for discussion with peers at any time or with instructors during office hours.

Each blended course also encourages students with interactive learning exercises and animated activities while providing an audio-visual advantage. Effective online learning requires more than simple text on a screen. Students are able to see and hear each lesson from any computer with access to the internet and the appropriate technical requirements. Students may have multiple ways of learning, the sights and sounds associated with blended courses add a valuable dimension to the educational experience.

Currently, with the exception of the Associate Degree Nursing Program the method of delivery for all diploma programs offered at CNI College is residential.

Associate Degree Nursing Program

The method of delivery for the Associate Degree Nursing Program is residential with the exception of the general education courses, including English, Math, Psychology and Sociology, which are provided by on-line distance learning. Distance education is defined as a formal educational process using technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between students and the instructor.

Students will attend an orientation before class starts which will introduce them to the technology and resources they will need for the on-line distance learning courses. Students will sign an acknowledgement that they understand their responsibilities regarding the on-line distance learning.

Prior to enrolling in the first on-line distance learning course each student will successfully complete Nss 110, Computer Applications. This course will provide the student with instruction and training in the use of the computer, hardware and software, the distance learning platform as well as requirements to be successful in the on-line portion of the Associate Degree Nursing Program.

Each student will receive a portable electronic device with any required and necessary software programs preinstalled on the device. Computers located in the Library/Resource Center and personal computers will contain:
Internet Access
• MS Windows
• Microsoft Internet Explorer 6.0 or higher; 7.X preferred;
OR
• Firefox 2.X or 3.0 (Mac OS X); Safari 2.X or higher
• AJAX Enabled

Microsoft Windows: Minimum System Requirements
• Windows XP, Vista
• 64 MB RAM
• 28.8K modem (56K recommended)
• Sound Card and Speakers

Macintosh OS: Minimum System Requirements
• MacOS 10.2 or higher and OS X
• 128 MB RAM
• 28.8K modem (56K recommended)
• Sound Card and Speakers

At least one of the following browsers with Java enabled:
• Internet Explorer 6.0
• Internet Explorer 7.0 (recommended)
• Netscape Communicator 7.1
• Firefox 2.0
• Firefox 3.0

Other functionality:
• Windows Media Player (latest version)
• Macromedia Flash Player
• Macromedia Shockwave Player
• Adobe Reader
• Adobe Flash Player
• Adobe Shockwave Player

At least one of the following browsers with Java enabled (Java runtime 1.4 or higher):
• Netscape Communicator 6.2
• Netscape Communicator 7.1
• Firefox 2.0
• Firefox 3.0

Other functionality:
• MacOS Classic Java
• Windows Media Player (latest version)
• Macromedia Flash Player
• Quicktime 7
• Macromedia Shockwave Player
COURSES OF STUDY:

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST - DIPLOMA PROGRAM

CIP Code 51.0920
SOC Code 29-2034.01
Method of Delivery is Residential
All courses in this Program are taught in English.

Program length in months*15.25
Evening/Weekend Classes 61 weeks*
*Program length may vary depending on schedule.

1720 clock hour
60.0 Credit units

The Magnetic Resonance Imaging (MRI) Technologist Diploma Program is a 1720 clock hour comprehensive course of study, represented by 60.0 credit units. The structure of this course combines introduction to medical/patient care skills, physics, math, medical terminology, human anatomy, cross sectional anatomy, theory, laboratory, computer skills, and a clinical externship consisting of 1000 hours.

The student is taught Magnetic Resonance Imaging Technology and learns to operate the MRI scanner to produce cross sectional images of the patient for diagnostic purposes. While technologists must be proficient in understanding the MRI system, compassion and strong patient care skills are emphasized as well as being a team member alongside the Radiologist and Physician, dedicated to providing excellence in patient treatment.

This curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude and skills which will enable them to become safe and competent in MRI Technology and prepare the graduate for an entry-level position as a MRI Technologist.

Employment opportunities for the MRI Technologist are found in Medical Clinics and Imaging Centers under the supervision of a Physician and Radiologist.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

The State of California does not require nor provide a MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam. CNI MRI graduates will be qualified to sit for the ARMRIT National Examination.
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**COURSE DESCRIPTIONS**

**MRIT 101  Anatomy & Physiology**  
4.0 Credit Units  
This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolic, skin, muscle, and bone. The functions and interrelationships of these systems are studied. This course emphasizes the homeostatic nature of these systems with reference to human disease states. *60 Lecture Hours, 0 Lab Hours*

**MRIT 102  Anatomy & Physiology**  
4.0 Credit Units  
A continuing of the systems of the human body that include: nervous system, eye and ear anatomy and function, endocrine system, blood components, circulatory system, lymphatic system, respiratory system, digestive system, urinary system and reproductive system. *60 Lecture Hours, 0 Lab Hours*
MRIT 201 Medical Terminology 1.0 Credit Units
This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure. 20 Lecture Hours, 0 Lab Hours

MRIT 202 Patient Management for MRI 1.0 Credit Units
This course is presented as a progression in competency levels through patient performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. CPR will be taught. Critical thinking and communication skills are applied. 20 Lecture Hours, 0 Lab Hours

MRIT 203 Medical Law & Ethics 0.5 Credit Units
This course provides a fundamental background in ethics. The historical and philosophical bases of ethics and elements of ethical behavior are discussed. The student examines a variety of ethical issues and dilemmas found in clinical practice. 10 Lecture Hours, 0 Lab Hours

MRIT 204 Pharmacology 0.5 Credit Units
This course provides basic concepts of pharmacology. This section covers the theory and practice of basic techniques of venipuncture and administering diagnostic contrast agents and/or intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. 5 Lecture Hours, 15 Lab Hours

MRIT 205 Professional Development 0.5 Credit Units
This course provides an overview of the foundations in radiologic science and the Practitioner’s role in the health care delivery system. The principles, practices and policies of the health care organization(s) are examined and discussed in addition Is placed on assessing personal strengths, career expectations, developing job search techniques and proper resume preparations with mock interviewing practicum. 10 Lecture Hours, 0 Lab Hours

MRIT 206 Pathology 2.5 Credit Units
This course familiarizes the student with the common pathologies found in magnetic resonance imaging and the appearance of these pathologies in various imaging protocols. The course content is inclusive of all commonly-imaged body systems and areas. 40 Lecture Hours, 0 Lab Hours

MRIT 301 Principles & Physics of MRIT I 6.0 Credit Units
This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics. 60 Lecture Hours, 60 Lab Hours

MRIT 302 Principles & Physics of MRIT II 6.0 Credit Units
This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics. The student will demonstrate advance application of knowledge in imaging parameters and formations. 60 Lecture Hours, 60 Lab Hours
MRIT 401 MRIT Cross Sectional Anatomy I  
6.0 Credit Units
This course is a study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen and pelvis. **60 Lecture Hours, 60 Lab Hours**

MRIT 402 MRIT Sectional Anatomy II  
6.0 Credit Units
This course builds on the study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen and pelvis. **60 Lecture Hours, 60 Lab Hours**

MRIT 501 MRIT Clinical Externship  
22.0 Credit Units
This course will allow the student the opportunity to practice skills necessary to obtain high quality MR images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When the instructor is satisfied with the student’s proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. The student will have access to the facilities, personnel, examinations and educational material to competently achieve the course objectives. **1000 Externship Hours**
MASSAGE THERAPY - DIPLOMA PROGRAM

CIP Code 51.3501
SOC Code 31-9011.00
Method of Delivery is Residential
All courses in this Program are taught in English.

Program length in months* 11.75
Day, Evening 47 weeks*
*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720
Outside Class Hours: 180
Total Cr/Clock Hours Enrolled: 900
35.5 Credit units

The Massage Therapy Diploma Program is delivered in residence and is considered to be an entry-level program for a career in therapeutic massage. This program is designed to train the student in personal service and wellness massage. Massage is a non-specific systematic stroking, kneading and friction of the soft tissue of the body. Massage through its bodywork and related energy-based techniques can support effective body functions and thus benefit the healing process. It is not involved in the diagnosis of conditions or in the specific treatment process.

Job opportunities at the therapeutic level are found in massage clinics, cruise ships, corporate-stress reduction programs, private practice for stress reduction massage, and general stress reduction under close supervision of medical personnel such as physicians, chiropractors, and physical therapists.

CNI College Massage Therapy students are introduced and exposed to a wide range of bodywork techniques and modalities including relaxation massage, therapeutic procedures, and sports massage among others.

The length of the program is 900 clock hours, represented by 35.5 credit units. The clinical aspect of the program is ongoing throughout. The Massage Therapy program does not include an externship.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, and classroom skill proficiency standards.
- Complete all clinical requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hour’s assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

CNI College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed in order to receive a diploma.

Although it is not required to be certified to practice in California, you may wish to seek certification. Massage Therapists using ‘Certified’ in their title will have the choice to obtain certification through the California Massage Therapy Council (CAMTC) and maintain that title, or obtain a local permit(s) and delete the term ‘Certified’ in their professional title. Most localities will require municipal licensing to practice, but it varies by city.
### MASSAGE THERAPY

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**Total Hours:** 900

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### COURSE DESCRIPTIONS

**MT 100 Anatomy & Physiology**

2.0 Credit Units

The fundamentals of anatomy and physiology will be covered from the smallest unit (the atom) continuing through to the whole human organism. Emphasis is placed on understanding and identification of pathologies, and the indications and contraindications they present for massage. Information about nutrition, stress, exercise and lifestyle choices as they pertain to the holistic state of the anatomy and physiology of the human body is included. **30 Lecture Hours, 10 Lab Hours**

**MT 110 Pathology**

2.0 Credit Units

The specific diseases are observed in the structure and function of the body. How they relate to indications and contraindications for massage and bodywork are covered and discussed. Students will complete a project in relation to a specific pathology assigned by the instructor that has direct applications to the massage field. **30 Lecture Hours, 10 Lab Hours**

**MT 120 MT Theory and Practice II (Swedish)**

3.5 Credit Units

Students are introduced to the history, fundamental techniques, effects and appropriate uses of Swedish/Relaxation Massage. Emphasis is placed upon hygiene, draping, body mechanics of the therapist, and effective communication with the client. The concepts of rhythm, palpation, appropriateness of pace and pressure, joint mobilization and stretching are presented and practiced. Students will master and commit to memory a Full Body Therapeutic Massage sequence. **25 Lecture Hours, 55 Lab Hours**
MT 130 MT Theory and Practice I (Chair) 1.5 Credit Units
Chair Massage theory and practical topics will be presented to prepare the student massage therapist for the experience of on-site chair massage. Appropriate body mechanics, hygiene and mastery of a 15 & 30 minute routine will be included. Student will be introduced to our off-site facilities and fulfill all requirements to participate in the practical rotation for chair massage. 5 Lecture Hours, 35 Lab Hours

MT 140 Professionalism & Ethics 3.0 Credit Units
Local, state and national regulation of massage therapy is discussed, along with the issues of scope of practice, client consent and confidentiality. The ethical issues associated with massage as a health care modality are also covered. Intake procedures, informed consent, professional boundaries, and other aspects of the therapeutic relationship are discussed. 40 Lecture Hours, 0 Lab Hours

MT 200 Anatomy, Physiology and Kinesiology 5.0 Credit Units
This course provides an introduction to the skeletal, articular & muscular systems. The identification and location of bones and bony landmarks, the names, origins, insertions and actions of the muscles are all addressed. Using that information the biomechanics of the body are evaluated to increase the effectiveness of the student’s ability to assess pathologies of the musculoskeletal system. 70 Lecture Hours, 10 Lab Hours

MT 210 MT Theory & Practice IV (Medical Massage) 3.0 Credit Units
Static and movement based assessment protocols are presented in order to develop and carry out effective treatment strategies. SOAP charting and medical terminology are used to record findings and client progress. Included in this material the student will be exposed to Traditional Chinese Medicine and related herbology, the fundamental concepts and treatment modalities based upon the energy system are presented. Basic Chinese medical theory, Qi, meridians, and yin/yang interrelationships are described. Styles of massage presented will include Lymph/Circulatory, Reflexology, Connective/Deep Tissue Styles, Shiatsu and Energy Work. Each style will be introduced to give the students extra tools to be more effective during client interaction, mastery of these techniques will come if the student decides to specialize in this practice and take continuing education after graduation. 20 Lecture Hours, 60 Lab Hours

MT 220 Sports & Special Populations Massage 4.0 Credit Units
Special Populations like those who have or are experiencing pregnancy, abuse, mental challenges, physical challenges, terminal illness, chronic illness, and others will be discussed and massage alternatives explored. Pre-event, post-event, and maintenance sports massage are demonstrated and practiced. Students are introduced to pathologies of the musculoskeletal system common among athletes and other workers. A kinesiological approach to understanding of dysfunctional movement and pain mechanisms is presented. Advanced techniques of addressing these syndromes, including specific deep tissue work, trigger point work, reciprocal inhibition, and proprioceptive neuromuscular facilitation are covered. Each style will be introduced to give the students extra tools to be more effective during client interaction, mastery of these techniques will come if the student decides to specialize in this practice and take continuing education after graduation. 30 Lecture Hours, 50 Lab Hours
MT 300 MT Practice III  4.0 Credit Units
While completing a brief overview of the systems less critical to massage understanding, the instructor will incorporate techniques like Muscle Energy Technique (MET), Muscle Testing and Proprioceptive Neuromuscular Facilitation (PNF) to reinforce the understanding of the muscles and to encourage the students learning of the actions of the muscles. These techniques will increase the student’s ability to effectively treat more challenging ailments when clients present them. 60 Lecture Hours, 0 Lab Hours

MT 310 Clinical Applications-I  1.0 Credit Units
While briefly reviewing the material covered in the other A&P classes, advanced methods for treating disorders commonly found within the population of clients seeking relief through massage therapy are presented. Such disorders include backache, headache, and neck pain. Possible underlying causes for these disorders, such as postural distortion and nerve compression by muscular tissue, are identified and discussed, as are the appropriate means and methods of treatment or referral of the client to another health care professional. Case Studies will be explained and evaluated to increase massage effectiveness for specific concerns. 0 Lecture Hours, 20 Lab Hours

MT 320 MT Theory & Practice (Spa)  3.0 Credit Units
This class provides a brief look at the spa concept. Introducing the student to the many services offered in a variety of wellness environments to prepare them to pamper clients, and extend the scope of experiences the massage therapist can offer to ensure the client a return to balanced mind, body and spirit. Styles of treatments presented will include aromatherapy, variety of types of exfoliating treatments, Ayurveda body treatments, body masques using a variety of products, stone massage, wraps, etc. Hydrotherapy and the inflammation response and the appropriate use of heat and cold for treatment and/or preparation of tissue for further work are explored. Stone Massage introduction and use of paraffin is included in this course. Each style will be introduced to give the students extra tools to be more effective during client interaction, mastery of these techniques will come if the student decides to specialize in this practice and take continuing education after graduation. 30 Lecture Hours, 40 Lab Hours

MT 400A On-Site Clinical Applications  0.0 Credit Units
This class provides an opportunity for students to practice the skills they have learned under supervision, in an actual work environment and prepare them for their first interview massage and MT position. This on-site clinical consists of field experience in an instructor assigned location. This term will include assigned days for wellness center/hospital volunteer/community outreach, and/or practical work the entire class. These applications are instructor directed required practicum the student will complete and have checked off to complete the assignment and overall program with a minimum of fifty total hours. 0 Lecture Hours, 10 Lab Hours

MT 330 Small Business Planning & Management  2.5 Credit Units
In this course, students evaluate the costs and benefits of starting an independent massage therapy practice. They set realistic goals for the business, including projected income. Target markets and strategies for networking to create referrals are explored. Taxes, fees, promotional strategies and materials, cancellation policies, bookkeeping methods, office location and management, and record keeping are discussed in order to prepare the students to run a successful massage therapy practice. Students will complete a 5-year Business plan and present their business in a student fair. Standard CPR and First Aid material is presented in this module and students practice techniques leading to a required certification for program completion. 40 Lecture Hours, 0 Lab Hours
MT 400B On-Site Clinical Applications II 1.0 Credit Units

This class provides an opportunity for students to practice the skills they have learned under supervision, in an actual work environment and prepare them for their first interview massage and MT position. This on-site clinical consists of field experience in an instructor assigned location. This term will include assigned days for wellness center/hospital volunteer/community outreach, and/or practical work the entire class. These applications are instructor directed required practicum the student will complete and have checked off to complete the assignment and overall program with a minimum of fifty total hours. 0 Lecture Hours, 40 Lab Hours
MEDICAL ASSISTING - DIPLOMA PROGRAM

CIP Code 51.0801
SOC Code 31-9092.00
Method of Delivery is Residential
All courses in this Program are taught in English.

Program length in months*10.75
Day - 43 Weeks*
*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720
Outside Class Hours: 180
Total Cr/Clock Hours Enrolled: 900
24.5 Credit Units

The Medical assisting Diploma program prepares students for entry-level positions in both administrative and clinical health care environments. It is designed to prepare adult learners to meet the requirements for employment in medical offices, clinics, hospitals, and other health care environments requiring skills in medical office procedures and clinical assisting.

The program is intended for those applicants who desire a career in health services, either at the paraprofessional level or those who intend for the program to be the first step in a medical assisting career education master plan: Biller/Coder; Medical Office Receptionist; Medical Administrative Assistant; Patient Care Assistant; Rehabilitation Aide; or Medical Secretary.

Emphasis is placed on the development of competencies associated with human relations, communications, critical thinking and problem solving. Practical skills as well as the complex interactions of the medical paraprofessional with the patient’s family and friends are also emphasized.

Since the format is competency based- the College employs instructional methods that incorporate adult lifelong learning theory and promotes lifelong learning. Learners are exposed to a variety of techniques designed to enhance retention of new learning.

The length of the program is 900 clock hours, represented by 24.5 credit units. The clinical aspect of the program includes 160-hour externship.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hours assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.
Although not required to work as a Medical Assistant in California, you may seek to become a CMA. To do so, you must follow the guidelines through the National Center for Competency Testing (NCCT) or the American Association of Medical Assistants (AAMA).

### COURSE DESCRIPTIONS

**MA 101 Introduction to Medical Assisting**

This module will introduce the students to the history and practice of medicine. It will present the basic concepts of medical law and ethics, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the different aspects associated with medical assisting which includes the description of the office facilities, equipment and supplies, patient reception, appointment scheduling, managing medical records and medical office management. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. In addition, the module presents professionalism by describing the concepts of making a commitment to your job. **20 Lecture Hours, 60 Lab Hours**

**MA 201 Introduction to Anatomy and Physiology**

This module covers the introduction to anatomy and physiology, including the organizational levels of the body and medical terminology. The course also presents the definition of anatomical position, as well as the terms of body positions, body planes, directional terms, body cavities, quadrants and body regions. The module provides the concepts of the skeletal and muscular systems; their structures, functions and common disorders. It will also present the basic drugs/agents, diagnostic and lab tests associated with the musculoskeletal system. Word building skills will be incorporated within the module. Concepts of professionalism, discussing the personal traits of the health care professional is also presented. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **20 Lecture Hours, 60 Lab Hours**
MA 301 Office Environment Safety, Infection Control and Laboratory  
3.0 Credit Units  
This module covers the concepts relating to the office environment safety and measures that includes discussion of bloodborne pathogens, universal precautions, proper body mechanics and quality assurance. The module further presents concepts of infection control and clinical laboratory. Lymphatic and immune systems are also discussed. Concepts of professionalism relating to working with others will be described. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. 20 Lecture Hours, 60 Lab Hours

MA 401 Systems Control and Senses  
3.0 Credit Units  
This module presents the concepts of the nervous and integumentary systems, as well as the eye and ear. The module covers the systems' structures and functions, common disorders, drugs/agents, diagnostic and lab tests. Word building skills will be incorporated throughout the module. Additional topics for this module are psychology and patient education. Concepts of professionalism, discussing the “professionalism and your personal life” is also presented. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. 20 Lecture Hours, 60 Lab Hours

MA 501 Financial Management  
3.0 Credit Units  
This module covers the concepts of financial management, medical insurance, types and claims. The module further presents the concepts of medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Concepts of professionalism relating to the practicum experience will be described. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. 20 Lecture Hours, 60 Lab Hours

MA 601 Clinical Medical Assisting Duties  
3.0 Credit Units  
This module covers the concepts of clinical medical assisting duties as they relate to vital signs, physical examinations, medical specialties, reproductive and urinary, eye and ear care and lifespan specialties. The module also presents concepts and information related to the study of anatomy and physiology of the cardiovascular and respiratory systems. Concepts of professionalism relating to career planning and employment will also be discussed. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. 20 Lecture Hours, 60 Lab Hours

MA 701 Pharmacology and Office Emergencies  
3.0 Credit Units  
This module covers the concepts of pharmacology and office emergencies. This module also presents the anatomy and physiology of the endocrine and reproductive systems. Review of professionalism, as well as the forms associated with preparation for employment will be discussed. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. 20 Lecture Hours, 60 Lab Hours
MA 801 Clinical Externship 3.5 Credit Units
Satisfactory completion of all subject areas in compliance with established Career Networks Institute standards. On-site evaluation of skills will be performed by the physician and/or office manager in the medical facility. **160 Externship Hours**
PERSONAL FITNESS TRAINING - DIPLOMA PROGRAM

CIP Code 51.0913
SOC Code 39-9031.00
Method of Delivery is Residential
All courses in this Program are taught in English.

Program length in months* 11.75
Day, & Evening-47 weeks*
*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720
Outside Class Hours: 180
Total Cr/Clock Hours Enrolled: 900
35 Credit units

The 900 hour diploma program in Personal Training is delivered in residence and offers a comprehensive course of study that combines theory and fitness practice. The program is designed to prepare students to meet entry level position requirements in the fitness field. The program provides training and instruction for students to prepare for the National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT) examination.

Personal trainers provide assistance to those seeking to improve their personal health, fitness, and athleticism through exercise and nutrition. Most fitness positions are found in gym settings, physical fitness centers, or in concert with wellness or rehabilitation centers.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Must complete all assignments as outlined on the outside class hour’s assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Although not required to work as a Personal Trainer in California, you may seek to become a National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT). To do so, you must pass the examination offered by the National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT) Certification Department www.nsca-lift.org.
### PERSONAL FITNESS TRAINING PROGRAM

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<th>Course Number</th>
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**COURSE DESCRIPTIONS**

**PT 101 Anatomy and Physiology of the Muscular, Nervous, and Skeletal Systems**
3.0 Credit Units
Introduction to the structure, role, and function of the muscular, skeletal, and nervous systems, correlated with their relationship in force production. A special emphasis is placed on learning the more than 600 muscles of the human body. 42 Lecture Hours, 18 Lab Hours
PT 102 Anatomy and Physiology of the Cardiovascular and Respiratory Systems 1.0 Credit Unit
This course provides an introduction to the structure, roles, and functions of the cardiovascular and respiratory systems and describes the mechanisms that control the circulation of blood and the exchange of gases throughout the body. **15 Lecture Hours, 5 Lab Hours**

PT 201 Biomechanics 1.5 Credit Units
This course provides a basic understanding of the factors contributing to human strength and power, including lever systems and linear and rotational work and power. **22.5 Lecture Hours, 7.5 Lab Hours**

PT 202 Structural Kinesiology 2.5 Credit Units
Structural kinesiology provides a look at human anatomy and its relation to movement. This course focuses on specific muscle groups and describes exercises for strengthening and developing these muscle groups. **35 Lecture Hours, 15 Lab Hours**

PT 301 Bioenergetics 1.5 Credit Units
Bioenergetics provides a basic overview of the three main energy systems present in the human body and the ability of each to supply energy for activities of different intensities and durations. **22.5 Lecture Hours, 7.5 Lab Hours**

PT 302 Resistance Training Adaptations 1.0 Credit Unit
This course provides instruction describing the acute and chronic adaptations to resistance exercise and identifies factors that affect the magnitude and rate of adaptation to resistance training. **17.5 Lecture Hours, 7.5 Lab Hours**

PT 303 Aerobic Training Adaptations 1.0 Credit Unit
This course provides an understanding of the acute and chronic physiological responses to aerobic exercise and the consequences of detraining. **17.5 Lecture Hours, 7.5 Lab Hours**

PT 401 Nutrition 3.5 Credit Units
Nutrition in the Personal Training Setting overviews the scope of practice of the personal trainer when making dietary recommendations, changes in a client’s nutritional and fluid requirements due to exercise and guidelines for weight gain and weight loss. Additional topics include clients with special nutritional needs and when to refer a client to a nutritional professional. **45 Lecture Hours, 15 Lab Hours**

PT 402 Exercise Psychology 1.0 Credit Unit
This course provides an understanding of the psychological benefits of exercise and how to help clients set effective exercise goals. Also discussed are methods used to motivate clients. **12.5 Lecture Hours, 7.5 Lab Hours**

PT 501 Initial Interview 1.0 Credit Unit
During the initial interview, the personal trainer and client assess compatibility, develop goals, establish a client-trainer agreement, and complete the informed consent and waiver form. After completion of this course, the student should be able to effectively conduct an initial interview. **15 Lecture Hours, 5 Lab Hours**

PT 502 Health Appraisal/Medical History Review 1.0 Credit Unit
This course provides instruction for the personal trainer on how to gather pertinent information and documentation that will be used to assess health status, identify potential risks, and give referrals for medical clearance when necessary. **15 Lecture Hours, 5 Lab Hours**

PT 503 Fitness Evaluation 2.0 Credit Units
This course explains the purpose of performing physical assessments on a client and helps the student to recognize the appropriate tests for individual clients. Also studied are the administration of testing protocols and evaluation of a test’s validity and reliability. **25 Lecture Hours, 15 Lab Hours**
PT 601 Resistance Machine 1.0 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching resistance machine exercises. **15 Lecture Hours, 10 Lab Hours**

PT 602 Free Weight 1.0 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching free weight exercises. **15 Lecture Hours, 10 Lab Hours**

PT 603 Functional Training 0.5 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching exercises that enhance neuromuscular function during activities of daily living. **7.5 Lecture Hours, 2.5 Lab Hours**

PT 604 Cardiovascular Machine 0.5 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching cardiovascular exercises both with and without a machine. **7.5 Lecture Hours, 2.5 Lab Hours**

PT 605 Flexibility and Conditioning 0.5 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching other non-machine exercises including flexibility exercises, body weight exercises, and other forms of exercise. **7.5 Lecture Hours, 2.5 Lab Hours**

PT 701 Plyometric and Speed Training/Program Design Athletes 1.0 Credit Unit
This course is designed to explain the mechanics and physiology of plyometric and speed enhancing exercise and training. Instruction on the identification of the phases of the stretch-shortening cycle and recommend the proper equipment for use in plyometric and speed exercise and training. This course also teaches the personal trainer how to apply the overload and specificity principles to a resistance training program for a client who is training for a sport. Understanding the creation, value, role, and application of a periodized training program is also taught. **12 Lecture Hours, 8 Lab Hours**

PT 702 Resistance Training Program Design 2.0 Credit Units
In program design, the personal trainer learns how to apply the principles of specificity, overload, and progression. The student will then create aerobic and resistance exercise programs by selecting specific exercises, determining training frequency and intensity, and arranging exercises in a specific sequence. The personal trainer will also learn how to apply the concept of periodization. **30 Lecture Hours, 10 Lab Hours**

PT 703 Aerobic Endurance Training Program Design 1.0 Credit Unit
This course provides an understanding of the various training adaptations (structural, physiological, psychological, etc.) that occur based on the frequency, intensity, and type of the exercise performed. **12 Lecture Hours, 8 Lab Hours**

PT 801 Special Populations 2.5 Credit Units
This course is designed to discuss exercise recommendations and precautions for the following populations:
- Pregnant women
- Older adults
- Preadolescents
- Clients with hypertension
- Clients who have had or are at risk for myocardial infarction
- Clients who have experienced a cerebrovascular incident
- Asthmatics
- Clients who have experienced a spinal cord injury

**35 Lecture Hours, 15 Lab Hours**
### PT 802 NSCA-CPT Exam Review/Preview
0.5 Credit Unit
Students will complete a final review of the NSCA-CPT examination study materials and complete additional practice exams. Students and the instructor will then evaluate the results and re-examine the appropriate review materials in the final preparation for the certification exam. **7.5 Lecture Hours, 7.5 Lab Hours**

### PT 803 Continuing Education (maintaining certification)
0.5 Credit Unit
This course is designed to encourage certified individuals to stay abreast of evolving knowledge and skills in the profession and, in doing so, to promote the ongoing competency of those certified. In order to remain certified, the Executive Council of the NSCA Certification Commission requires that each NSCA-Certified Personal Trainer (NSCA-CPT) complete a specified number of continuing education units (CEUs). **7.5 Lecture Hours, 7.5 Lab Hours**

### PT 901 Emergency Procedures/Safety Procedures
0.5 Credit Unit
This course covers First Aid and CPR, as well as how to deal with major events (fire, earthquake, personal injuries, etc.) as well as follow appropriate safety procedures (recognize properly maintained equipment, provide a safe exercise environment, recognize overuse symptoms, etc.). **7.5 Lecture Hours, 2.5 Lab Hours**

### PT 902 Professional, Legal, & Ethical Issues
0.5 Credit Unit
This course is designed to help explain the basic aspects of the legal system and to identify professional and legal responsibilities of the personal trainer. Also discussed are ways to develop strategies to minimize the possibility of litigation. **7.5 Lecture Hours, 2.5 Lab Hours**

### PT 903 Facility & Equipment Layout & Maintenance
0.5 Credit Unit
This course is designed to help the personal trainer to assess equipment organization, placement, and spacing requirements of an exercise facility and to be able to identify facility maintenance and cleaning duties that promote a safe exercise environment. **7.5 Lecture Hours, 2.5 Lab Hours**

### PT 904 Career Development
0.5 Credit Unit
This course provides career preparation information relevant to personal training. Included are résumé writing and interviewing strategies pertinent to careers in the fitness and related industries. **7.5 Lecture Hours, 2.5 Lab Hours**

### PT 905 Business Management for the Personal Trainer
2.0 Credit Unit
This course covers the business side of personal training and includes the following topics: Choosing a location and business structure; employee or independent contractor status; and making financial, marketing, and insurance decisions. The student will be responsible for presenting a business plan at the end of the module. **30 Lecture Hours, 10 Lab Hours**
CIP Code 51.0805  
SOC Code 29-2052.00  
Method of Delivery is Residential  
All courses in this Program are taught in English  
Program length in months*10.5  
Day, & Evening-42 weeks*  
*Program length may vary depending on schedule  
Cr/Clock Hrs. Instruct. Time: 720  
Outside Class Hours: 180  
Total Cr/Clock Hours Enrolled: 900  
29.0 Credit units

The Pharmacy Technician Training Diploma program is delivered in residence and offers a comprehensive course of study that combines theory and practical pharmacy procedures designed to prepare students to meet entry level position requirements in the various specialty areas of pharmacy technology.

The Pharmacy Technician Program is designed to efficiently train students in the competent performance of the duties of a pharmacy technician in the most common pharmacy settings such as retail pharmacy, hospital pharmacy, home health pharmacies, and compounding pharmacies.

The students will learn pharmacy law, ethics, role of the pharmacy technician, pharmacology, drugs that affect the body systems, dosage forms and routes of administration, pharmacy terminology & abbreviation, dosage calculations, and pharmacy procedures at various pharmacy settings. Pharmacy procedures include accurate interpretation of prescriptions and medication orders, preparation and compounding of prescribed medications including sterile products, purchasing and inventory control, and third-party billing.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hour’s assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

To work as a pharmacy technician in California, you must possess and keep current a registration/license as a pharmacy technician. The Pharmacy Technician Certification Board administers national certification examinations. Certification is voluntary in most states, but is required by some states and employers. (California requires Registration only).
### PHARMACY TECHNICIAN

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**Total Hours: 900**

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**COURSE DESCRIPTIONS**

**PHT 101 Pharmacy Law, Ethics, and Role of the Pharmacy Technician; Dosage Forms and Routes of Administration**

4.0 Credit Units

This module will provide students with an understanding of the pharmacy law that governs the field of pharmacy, and the legal duties and responsibilities of the Pharmacist and the Pharmacy Technician. Competency standards and ethical requirements of the pharmacy profession will be discussed. The second half of the module will cover drugs, dosage forms, routes of administration, and how drugs work. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. **50 Lecture Hours, 30 Lab Hours**

**PHT 201 Pharmacology: Drugs that affect the Nervous and Cardiovascular Systems**

4.0 Credit Units

This module introduces students to basic pharmacology, how drugs work with focus on the effects of drugs in the Nervous and Cardiovascular systems. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. The special senses introduced along with drugs that affect the conditions that occur in these systems. **50 Lecture Hours, 30 Lab Hours**
PHT 301 Pharmacology: Drugs that Affect the Endocrine and Gastrointestinal Systems  
This module introduces students to the effects of drugs in the Endocrine and Gastrointestinal systems. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. Muscular and skeletal systems are also introduced along with drugs that affect the conditions that occur in these systems. **50 Lecture Hours, 30 Lab Hours**

PHT 401 Outpatient Retail Pharmacy Procedures; Drugs that Affect the Respiratory System; Purchasing & Inventory Control; Third-Party Billing  
This module introduces students to the common outpatient or retail pharmacy procedures including but not limited to filling prescriptions accurately, extemporaneous compounding, purchasing and inventory control, and third-party billing. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. **50 Lecture Hours, 30 Lab Hours**

PHT 501 Inpatient Hospital Pharmacy Procedures; Vitamins, Minerals & Herbal Preparations; Dosage Calculations  
This module introduces students to common hospital pharmacy procedures. They learn how to interpret medication or doctor’s orders and prepare the doses for the patients. Unit conversions are introduced among Metric, Apothecary, and Household systems. Basic dosage calculation is presented and practiced to ensure that patients receive accurate doses of medications. Common formulas such as Ratio & Proportion, Unit Cancellation, and Dose Desired / Dose On Hand are presented and practiced. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. **50 Lecture Hours, 30 Lab Hours**

PHT 601 Preparation of Sterile Products; Anti-infectives; Dosage Calculations  
This module introduces students to the “aseptic technique” in the preparation or compounding of sterile products. Students learn how to prepare various intravenous solutions including large volume parenterals, intravenous piggybacks or syringes, total parenteral nutrition and chemotherapeutic preparation. Pharmacy calculations including compounding calculations, alligation, and flowrates are presented and practiced. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. Pre-requisite: Completion of PHT 500 or program director’s approval. **50 Lecture Hours, 30 Lab Hours**

PHT 701 Outpatient/Retail Pharmacy Externship (120 hrs)  
Students who successfully completed all the academic requirements can participate in the 240-hour externship phase of the program which is divided into two, 120-hr rotation between a retail pharmacy setting and a single department in a hospital setting. Externship is performed at an assigned pharmacy facility under the supervision of a registered pharmacist. Students will be able to apply their knowledge and technical skills in performing their duties as pharmacy technician student-extern at a real pharmacy setting. Completion of the 240 hours is required to fulfill graduation requirements. **120 Externship Hours**
PHT 702 Inpatient/Home-Health/ or Closed Door Pharmacy Setting (120 hrs)  2.5 Credit Units

Students who successfully completed all the academic requirements can participate in the 240-hour externship phase of the program which is divided into two, 120-hr rotation between a retail pharmacy setting and a single department in a hospital setting. Externship is performed at an assigned pharmacy facility under the supervision of a registered pharmacist. Students will be able to apply their knowledge and technical skills in performing their duties as pharmacy technician student-extern at a real pharmacy setting. Completion of the 240 hours is required to fulfill graduation requirements. 120 Externship Hours
SURGICAL TECHNOLOGY DIPLOMA PROGRAM

CIP Code 51.0909
SOC Code 29-2055.00
Method of Delivery is Residential
All courses in this Program are taught in English

Day-
Program length in months*: 14
56 weeks*

Evening-
Program length in months*: 16
64 weeks*
*Program length may vary depending on schedule

1100 clock hours
39.5 Credit units

The Surgical Technology Diploma Program is delivered in residence and is an 1100 hour comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills, which will enable them to become safe and competent practitioners of Surgical Technology. To become certified, graduates of the program must successfully complete the Examination conducted by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, and public and private surgical centers. The program includes a mandatory 500 hour Surgical Technology Externship that must be completed prior to graduation.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

As of August 1st, 2011, both ABHES and CAAHEP accrediting bodies require that 100% of all surgical technology students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) national Certified Surgical Technologist examination, which is administered and proctored at CNI College. The examination fee is included in the tuition package. The students are required to attend an orientation prior to graduation to learn more.
CNI COLLEGE

2013-2015 CNI COLLEGE

CATALOG

Programmatically accredited by the Accrediting Bureau of Health Education Schools, accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

<table>
<thead>
<tr>
<th>Module I</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLES</th>
<th>LECTURE</th>
<th>LAB</th>
<th>EXTERN.</th>
<th>TOTAL CLOCK HOURS</th>
<th>TOTAL ACADEMIC CREDITS AWARDED</th>
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<tr>
<td>ST 101</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>ST 201</td>
<td>A &amp; P Basic Science</td>
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<td>ST 204</td>
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<tr>
<td>ST 205</td>
<td>Disease Process &amp; Pathophysiology</td>
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<td>ST 206</td>
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<tr>
<td>ST 301</td>
<td>Introduction to ST &amp; Asepsis</td>
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<tr>
<td>ST 302</td>
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<td>ST 305</td>
<td>Sutures, Staples, and Wound Healing</td>
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<td>ST 306</td>
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<td>0</td>
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<td>ST 405</td>
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<td>ST 406</td>
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<th>TOTAL ACADEMIC CREDITS AWARDED</th>
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<td>ST 601</td>
<td>Surgical Technology Externship</td>
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<th>LAB</th>
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<td>378</td>
<td>222</td>
<td>500</td>
<td>1100</td>
<td>1100</td>
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</table>

Total Hours

58
COURSE DESCRIPTIONS

ST 101 Anatomy and Physiology I 3.5 Credit Units
This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolism, skin, muscle, and bone. The functions and interrelationships of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the CST exam. 50 Lecture Hours, 10 Lab Hours

ST 102 Anatomy and Physiology II 3.5 Credit Units
A continuing of the systems of the human body that include: nervous system, sensory systems, eye and ear anatomy and function, blood components, circulatory system, cardiac, vascular, lymphatic system, digestive system and the endocrine system. This course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the CST exam. 50 Lecture Hours, 10 Lab Hours

ST 201 Anatomy and Physiology and Basic Science 1.0 Credit Units
A continuing of the systems of the human body that include: respiratory system, urinary system and reproductive system. This course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the CST exam. 15 Lecture Hours, 5 Lab Hours

ST 202 Medical Terminology 1.0 Credit Units
This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure. Students will go through a review process of course content in preparation for the CST exam. 20 Lecture Hours, 0 Lab Hours

ST 203 Medical Law and Ethics 0.5 Credit Units
This course presents an overview of the legalities, documentation, risk management and ethical behavior associated in the surgical environment. The AMA codes of ethics and OSHA regulations as they apply to the surgical unit are covered. Discussion and understanding of the American Hospital Association’s, Patient’s Bill of Rights is also covered. Students will go through a review process of course content in preparation for the CST exam. 10 Lecture Hours, 0 Lab Hours

ST 204 Patient Psychology 0.5 Credit Units
An introduction to the principles and concepts which are basic to understanding human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception, and cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy and social psychology and death and dying. Students will go through a review process of course content in preparation for the CST exam. 10 Lecture Hours, 0 Lab Hours
ST 205 Disease Processes/Pathophysiology 1.0 Credit Units
This course is an introduction to the causes of disease and pathological conditions of the body and the body’s response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities also will be discussed. Students will go through a review process of course content in preparation for the CST exam. **15 Lecture Hours, 5 Lab Hours**

ST 206 Microbiology 1.0 Credit Units
This course is a study of basic microbiology, infection control, and disease processes of the body. The principles of medical and surgical asepsis will be demonstrated. Sanitizing, disinfection, and different modes sterilization is discussed. Blood borne pathogens will be included. Students will go through a review process of course content in preparation for the CST exam. **15 Lecture Hours, 5 Lab Hours**

ST 207 Pharmacology and Anesthesia 1.0 Credit Units
This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents and math concepts in calculations of dosages. Different modes of anesthesia will be discussed. Students will go through a review process of course content in preparation for the CST exam. **15 Lecture Hours, 5 Lab Hours**

ST 301 Introduction to Surgical Technology and Asepsis 1.0 Credit Units
This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology. It will go over preoperative routines, PACU, and perioperative case management. The scope of practice for a surgical technologist is discussed. The principles of medical and surgical asepsis will be demonstrated along with proper opening of surgical packs, growing, sterile gloving, and setting up a sterile field. It will also go over the assistant circulator role. Students will go through a review process of course content in preparation for the CST exam. **10 Lecture Hours, 10 Lab Hours**

ST 302 Sterilization 1.0 Credit Units
This course is a study of basic microbiology, infection control, and disease processes of the body. Sanitizing, disinfection, and different modes sterilization is discussed. Blood born pathogens will be reviewed. Students will go through a review process of course content in preparation for the CST exam. **10 Lecture Hours, 10 Lab Hours**

ST 303 Surgical Instrumentation 1.0 Credit Units
This course is designed to evaluate the students in his/her knowledge and skills in various surgical instrumentation, classifications, common names and usage. Students will go through a review process of course content in preparation for the CST exam. **10 Lecture Hours, 10 Lab Hours**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Units</th>
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<tbody>
<tr>
<td>ST 304</td>
<td>Biomedical Science</td>
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</tr>
<tr>
<td></td>
<td>This course introduces the student to computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>hardware and software programs. Emphasis is</td>
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<tr>
<td></td>
<td>placed on the development of word processing</td>
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<tr>
<td></td>
<td>skills, which include techniques for creating,</td>
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<tr>
<td></td>
<td>editing, saving and printing documents. Also</td>
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<tr>
<td></td>
<td>includes the safety factors regarding bio-physical</td>
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<td></td>
<td>practices in the OR. Electricity, mechanical</td>
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<tr>
<td></td>
<td>robotics, sterilization, chemical, heat, gases,</td>
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<tr>
<td></td>
<td>and sounds and vibrations are some of the</td>
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<tr>
<td></td>
<td>concerns discussed for patient safety. Students</td>
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<td>will go through a review process of course</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>Lecture Hours, 5 Lab Hours</td>
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<td>ST 305</td>
<td>Sutures, Staples, and Wound Healing</td>
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<td>This course introduces the student to types of</td>
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<td>wounds, healing process, classification, wound</td>
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<tr>
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<td>management, common suture types, suture</td>
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<td>classification, usage, tissue replacement</td>
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<td>material and various types of stapling devices.</td>
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<td>15 Lecture Hours, 5 Lab Hours</td>
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<td>Drains, Tubes, Catheters, Sponges, and Dressings</td>
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<td>This course introduces the student to various</td>
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<td>types of drainage systems, usage classification,</td>
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<td>surgical counts, types of dressings and sponge</td>
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<td>usage in various procedures. Transferring of</td>
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<td></td>
<td>knowledge and skills for specific surgical</td>
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<tr>
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<td>procedures in diagnostic, specimens, general and</td>
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<td>pediatric surgery for the surgical technologist.</td>
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<tr>
<td></td>
<td>Diagnostic and surgical interventions are taught.</td>
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<td>This course is designed to provide comprehensive</td>
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<td></td>
<td>knowledge and skills for specific surgical</td>
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<td></td>
<td>procedures in diagnostic OB/GYN, and Urologic</td>
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<td>surgical procedures for the surgical technologist.</td>
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<td></td>
<td>Diagnosis and surgical interventions, along with</td>
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<td>review process of course content in preparation</td>
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<td>ST 403</td>
<td>Orthopedic Surgery</td>
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<td></td>
<td>knowledge and skills for specific orthopedic and</td>
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<td>surgical technologist. Diagnosis, surgical</td>
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<td>Lecture Hours, 5 Lab Hours</td>
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ST 405 Plastic and Head & Neck Surgery 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, plastic and reconstructive, and Otorhinolaryngologic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the CST exam. 15 Lecture Hours, 5 Lab Hours

ST 406 Vascular and Cardiac Surgery 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, peripheral vascular and cardiothoracic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the CST exam. 15 Lecture Hours, 5 Lab Hours

ST 501 Mock Surgery I 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic techniques in set-ups and steps of the procedure. Students will go through a review process of course content in preparation for the CST exam. 5 Lecture Hours, 25 Lab Hours

ST 502 Mock Surgery II 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-up and steps of procedure. Students will go through a review process of course content in preparation for the CST exam. 5 Lecture Hours, 25 Lab Hours

ST 503 Mock Surgery III 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-ups and steps of the procedures. Students will go through a review process of course content in preparation for the CST exam. 5 Lecture Hours, 25 Lab Hours

ST 504 Mock Clearance 0.5 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will be tested on various types of procedures where the students will implement aseptic technique in set-up and steps of the procedures prior to being assigned to a clinical externship rotation. Students will go through a review process of course content in preparation for the CST exam. 1 Lecture Hours, 19 Lab Hours
ST 505 CPR 0.0 Credit Units
Standard CPR, AED and First Aid material is presented and students practice techniques leading to a required certification for program completion. 1 Lecture Hours, 4 Lab Hours

ST 506 Career Development 0.0 Credit Units
Career Development emphasis is placed on assessing personal strengths, career expectations, developing job search techniques resume’ preparation and interviewing strategies. 1 Lecture Hours, 4 Lab Hours

ST 601 Surgical Technology Externship 11.0 Credit Units
This course is conducted in an appropriate hospital/surgical facility and provides students a clinical experience with a variety of perioperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required case loads and 500 externship hours. Students will attend a review class once a week (time, date and location to be announced) to go through an extensive CST review in preparation for the National CST. All students must score 80% or above on the practice CST tests in order to be registered for the NBSTSA exam. 500 Externship Hours
VOCATIONAL NURSING – DIPLOMA PROGRAM

CIP Code 51.3901
SOC Code 29-2061.00
Method of Delivery is Residential
All courses in this Program are taught in English

Full-time:
Program length in months*12 Full-time
52 weeks*

Part-time:
Program length in months*19.5 Part-time
80 weeks*
*Program length may vary depending on schedule

1560 clock hours
57.0 Credit units

The Vocational Nursing Diploma Program is delivered in residence and is designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. The Vocational Nursing Student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled nursing facilities, a clinic, doctor’s offices, long term care, corrections, home health care or for a nursing registry. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses.

The candidate for a diploma or certificate must:

- Vocational Nursing Students must complete all terms/systems with a 75% or better. To be eligible to graduate and apply to take the NCLEX exam, Vocational Nursing students must achieve a score of 68% or higher on the ATI Exit Examination.
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Passage of the NCLEX-PN exam is required for licensure as a Licensed Vocational Nurse and for employment in California.
### COURSE DESCRIPTIONS

**VN 100 Introduction to Client Centered Care 1-A**

9.0 Credit Units

Term 1-A is designed to provide the student with an orientation to the College and an introduction to the role of the student nurse in the nursing profession. It includes a discussion of all the policies and procedures applicable to the program. As a fundamental course Term 1-A is intended to initiate an understanding of basic nursing skills and concepts required to assist a client in meeting their health care needs. Concepts and skills included are growth and development, effective communication, interpersonal skills, physical assessment, documentation, safety, emergency procedures, infection control, death and dying. Medical Terminology, Orem’s self-care theory and the nursing process are also introduced. An active skills lab component is integrated within the term. Term 1-A provides the framework for development of the initial skills required for all subsequent specialty areas of clinical nursing. **100 Lecture Hours, 80 Lab Hours**
VN 105 Introduction to Client Centered Care 1-B 7.5 Credit Units
Term 1-B continues the fundamental concepts upon which subsequent courses in the program build. Beginning concepts of the nursing care of the surgical client (pre and post operative), anatomy and physiology, nutrition and pharmacology are started. Applications of pharmacology including principles of medication actions and interactions both therapeutic and adverse and the basis for the study of individual medication are incorporated. Calculation of medication dosages, preparation, administration and storage is also emphasized. An active skills lab component is integrated within the term. 68 Lecture Hours, 28 Lab Hours, 96 Clinical Hours

VN 200A Life Cycles/Integumentary System 2.5 Credit Units
Life cycles of the middle adult will introduce the student to the developmental tasks associated with the adult ages 35-65. Physical, social, and emotional characteristics will be identified. The integumentary system will introduce the student to the anatomy and physiology of the integumentary system. The student will also be introduced to the etiology of common integumentary disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. Assessment, emergency treatment and the complications of major burns are also identified. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an integumentary disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. 29 Lecture Hours, 0 Lab Hours, 32 Clinical Hours

VN 200B Musculoskeletal System 2.5 Credit Units
The musculoskeletal system introduces the student to the anatomy and physiology of the muscles, bones and related structures. The student will also be introduced to the etiology of common musculoskeletal disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a musculoskeletal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. 29 Lecture Hours, 0 Lab Hours, 32 Clinical Hours

VN 200C Respiratory System 4.0 Credit Units
The respiratory system introduces the student to the anatomy and the physiology of the upper and lower respiratory system. The student will also be introduced to the etiology of common respiratory disorder/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, oxygen precautions/interventions and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a respiratory disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. 43 Lecture Hours, 8 Lab Hours, 48 Clinical Hours

VN 200D Cardiovascular System 3.5 Credit Units
The cardiovascular system introduces the student to the anatomy and physiology of the heart and gives a detailed description of the blood and how it circulates through the body. The differences between veins and arteries, blood and lymph, angina and MI are delineated. The student will also be introduced to the etiology of common cardiovascular disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a cardiovascular disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. 43 Lecture Hours, 0 Lab Hours, 48 Clinical Hours
VN 200E Gastrointestinal System 2.5 Credit Units
The gastrointestinal system introduces the student to the anatomy and physiology of the gastrointestinal system, accessory organs and a description of the process of digestion. The student will also be introduced to the etiology of common gastrointestinal disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a gastrointestinal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. 28 Lecture Hours, 0 Lab Hours, 32 Clinical Hours

VN 300A Endocrine System 5.5 Credit Units
The endocrine system introduces the student to the anatomy and physiology of the endocrine system including how hormones work on a negative feedback system and are specific to target cells/organs. The student will also be introduced to the etiology of common endocrine disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an endocrine disorder. Additional emphasis is placed on the care of the diabetic client, administration of insulin and signs of diabetic complications. Selected clinical experiences will allow the student to practice appropriate nursing skills. 46 Lecture Hours, 8 Lab Hours, 112 Clinical Hours

VN 300B Reproductive System 2.0 Credit Units
The reproductive system introduces the student to the anatomy and physiology of the male and female reproductive systems. The student will also be introduced to the etiology of common reproductive disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. Also discussed are hormonal changes, interventions and the psychosocial aspects for the care of the client with a reproductive disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. 19 Lecture Hours, 0 Lab Hours, 48 Clinical Hours

VN 300C Renal/Urinary System 3.0 Credit Units
The urinary system introduces the student to the anatomy and physiology of the urinary system including, the process of urine formation, fluid and electrolyte control, acid-base balance, excretion of waste products, blood pressure regulation, red blood cell production and regulation of calcium-phosphate metabolism. The student will also be introduced to the etiology of common urinary disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of a renal failure client and the client receiving dialysis. Selected clinical experiences will allow the student to practice appropriate nursing skills. 27 Lecture Hours, 0 Lab Hours, 72 Clinical Hours

VN 300D Immunology 0.5 Credit Units
The immunology unit introduces the student to the main functions of the immune system: to protect the body against invading organisms, to maintain homeostasis by removing damaged cells from the system and to serve as a surveillance network for recognizing and guarding against the development and growth of abnormal cells. The student will be introduced to the types of immunity and the mechanisms of the immune response. The etiology of common immune disorders/diseases, and the diagnosis, treatment and prevention of disease are also introduced. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an immune disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills. 9 Lecture Hours, 0 Lab Hours, 8 Clinical Hours
**VN 300E Oncology**  
0.5 Credit Units  
The oncology unit introduces the student to the care of the client with cancer. The student will be introduced to the etiology of common cancers, the prevention and detection of cancer, the pathophysiology, diagnosis, and treatment of cancer. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with cancer. Selected clinical experiences will allow the student to practice appropriate nursing skills. 9 Lecture Hours, 0 Lab Hours, 16 Clinical Hours

**VN 300F Leadership/Supervision**  
1.0 Credit Units  
The leadership/supervision unit will introduce the student to styles of leadership, approaches to nursing care, characteristics, to effective leadership, developing leadership skills, the role of the LVN, assertive behavior, communication skills, mental mechanisms, and goal achievement. 10 Lecture Hours, 0 Lab Hours, 24 Clinical Hours

**VN 400A Obstetrics**  
2.0 Credit Units  
The obstetrics unit explains the physiology of conception and describes the anatomical and physiology changes that take place during pregnancy, labor and delivery, and the postpartum period. Appropriate diagnostic and nutritional requirements are discussed. The unit includes fetal development, complications of pregnancy, newborn assessment and disorders of the newborn. Special emphasis is placed on the effects of drugs and alcohol usage during pregnancy. Nursing interventions and the psychosocial aspects regarding the care of the client during pregnancy, labor and delivery, and the postpartum period are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills. 19 Lecture Hours, 0 Lab Hours, 48 Clinical Hours

**VN 400B Life Cycles/Pediatrics**  
2.0 Credit Units  
The pediatric unit approaches the care of the client based on growth and development theory. Principles of growth and development from infancy to adolescence will be discussed. Unit content will include signs and symptoms of child abuse, common childhood diseases for each system, common pediatric procedures, related pharmacology, immunizations, nutritional needs, accident prevention, and nursing interventions. Special emphasis is placed on the impact illness has on the child as well as the family. Selected clinical experiences will allow the student to practice appropriate nursing skills. 19 Lecture Hours, 0 Lab Hours, 48 Clinical Hours

**VN 400C Neurosensory System**  
5.5 Credit Units  
The neurosensory system introduces the student to the anatomy and physiology of the neuron, the brain, the cranial nerves, the eye and the ear. The student will also be introduced to the etiology of common neurosensory disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a neurosensory disorder. Special emphasis is placed on the neurologic assessment and measurements. Selected clinical experiences will allow the student to practice appropriate nursing skills. 45 Lecture Hours, 0 Lab Hours, 120 Clinical Hours

**VN 400D Nursing Specialties/Rehabilitation**  
1.5 Credit Units  
This unit will describe factors that influence an individual's response to change and stress. The effective use of defense mechanisms is identified. The student is expected to utilize effective therapeutic communication skills and assist the client throughout the rehabilitation process. Basic factors effecting mental health, mental health deficits, additive personalities, alcoholism, and chemical abuse are described. Related pharmacological agents and nutritional needs are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills. 18 Lecture Hours, 0 Lab Hours, 24 Clinical Hours
The senior practicum explores ethical and legal aspects, negligence, malpractice, informed consent, the Nurse Practice Act and its mandates. Home health, death and dying, hospice, disaster nursing and the role of the health care team are included. Incorporated is the role transition of the student nurse to vocational nurse. Organizations relevant to the vocational nurse are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills. **19 Lecture Hours, 0 Lab Hours, 48 Clinical Hours**
ASSOCIATE DEGREE NURSING PROGRAM

CIP Code 51.3801
SOC Code 29-1141.00
Method of delivery is blended (residential and distance learning)

Full-time:
Program length in months*20
80 weeks*
*Program length may vary depending on schedule.

1790 clock hours

115.0 Quarter Credit units

The Associate Degree Nursing Program is delivered in residence and on-line distance learning and is designed to prepare safe and competent registered nurses (RNs) who are able to provide quality and culturally appropriate nursing care to the patients, families, and community they serve within the context of an increasing complex healthcare environment. CNI College strives to prepare future nurses to respond to the growing complexities of the healthcare delivery system and who are dedicated to the promotion of human flourishing through the provision of ethical, culturally sensitive, and evidence-based nursing practice. A societal vision of health and well-being for all people guides the CNI emphasis on preparing morally reflective graduates who are leaders and life-long learners.

The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse. Those that pass qualify for entry-level employment as Registered Nurses.

The candidate for an Associate Degree Nursing must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent). To be eligible to graduate and apply to take the NCLEX exam, Associate Degree Nursing students must complete the ATI RN Comprehensive Predictor Examination with a minimum raw score that equates to a high probability of passing, the first time, the NCLEX-RN exam
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Passage of the NCLEX-RN exam is required for licensure and employment as a Registered Nurse.
# ASSOCIATE DEGREE NURSING

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLES</th>
<th>LECTURE</th>
<th>LAB</th>
<th>CLINICAL</th>
<th>TOTAL CLOCK HOURS</th>
<th>TOTAL QUARTER CREDITS AWARDED</th>
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## Quarter 1
- **Bio 110** Human Anatomy | 40 | 40 | 0 | 80 | 6 |
- **Bio 115** Microbiology | 40 | 40 | 0 | 80 | 6 |
- **Nss 110** Computer Application | 40 | 0 | 0 | 40 | 4 |
| **TOTALS** | 120 | 80 | 0 | 200 | 16 |
## Quarter 2
- **Bio 120** Human Physiology | 40 | 40 | 0 | 80 | 6 |
- **Mth 120** College Algebra | 50 | 0 | 0 | 50 | 5 |
- **Nss 120** Nursing Success Strategies | 50 | 0 | 0 | 50 | 5 |
| **TOTALS** | 140 | 40 | 0 | 180 | 16 |
## Quarter 3
- **Eng 130** Oral Communication | 40 | 0 | 0 | 40 | 4 |
- **Nsg 230** Foundational Concepts of Nursing | 60 | 60 | 0 | 120 | 8 |
- **Psy 130** Introduction to Psychology | 40 | 0 | 0 | 40 | 4 |
| **TOTALS** | 140 | 60 | 0 | 200 | 16 |
## Quarter 4
- **Eng 140** Written Communication | 40 | 0 | 0 | 40 | 4 |
- **Eng 145** Interpersonal Communication | 20 | 0 | 0 | 20 | 2 |
- **Nsg 240** Pharmacology | 30 | 30 | 0 | 60 | 4 |
- **Psy 140** Developmental Psychology | 40 | 0 | 0 | 40 | 4 |
| **TOTALS** | 130 | 30 | 0 | 160 | 14 |
## Quarter 5
- **Nsg 250** Basic Concepts of Health Alteration | 40 | 0 | 120 | 160 | 8 |
- **Nsg 255** Concepts of Aging | 20 | 0 | 60 | 80 | 4 |
- **Soc 150** Introduction to Sociology | 40 | 0 | 0 | 40 | 4 |
| **TOTALS** | 100 | 0 | 180 | 280 | 16 |
## Quarter 6
- **Nsg 260** Intermediate Health Care Concepts | 40 | 0 | 120 | 160 | 8 |
- **Nsg 265** Holistic Health Concepts | 30 | 0 | 90 | 120 | 6 |
| **TOTALS** | 70 | 0 | 210 | 280 | 14 |
## Quarter 7
- **Nsg 270** Complex Health Concepts | 40 | 0 | 120 | 160 | 8 |
- **Nsg 275** Family Health Concepts | 40 | 0 | 120 | 160 | 8 |
| **TOTALS** | 80 | 0 | 240 | 320 | 16 |
## Quarter 8
- **Nsg 280** Leadership & Management Concepts | 20 | 0 | 150 | 170 | 7 |
| **TOTALS** | 20 | 0 | 150 | 170 | 7 |
## PROGRAM TOTALS
- **800** | **210** | **780** | **1790** | **115**

* Indicates Distance Learning Education Courses
COURSE DESCRIPTIONS

Bio 110 Human Anatomy  
6.0 Quarter Credits  
The course provides an introduction to the structure of the human body with emphasis on the organ and systems levels. The study of anatomy is presented with lecture and supportive clinical applications conducted in anatomy lab. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab.

Bio 115 Microbiology  
6.0 Quarter Credits  
This course is an overview of microbiology. The foundations of microbiology are presented beginning with the relationship of microbes and daily life, through the pathologic disease processes. Environmental and industrial applications for microbiology are explored as new areas of development. The laboratory component of the course emphasizes the concepts presented during class lecture. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab.

Bio 120 Human Physiology  
6.0 Quarter Credits  
This course provides an introduction to human physiology. The foundations of physiology are explored utilizing the basic principles of physics, chemistry, cell biology and biochemistry. The laboratory component of the course emphasizes the concepts presented during class lecture. This course consists of a total of 80 hours, 40 hours of theory and 40 hours of science lab.

Eng 130 Oral Communication *  
4.0 Quarter Credits  
Oral Communication is a survey course designed to introduce the student to the basic concepts and theories in the field of communication. The course combines theoretical approaches with applied activities to provide the student with communication skills that are required in the job market. Active participation in class discussions, group and individual activities, and oral presentations are required for successful completion of this course. This course consists of a total of 40 theory hours delivered on-line in distance education.

Eng 140 Written Communication *  
4.0 Quarter Credits  
This course is designed to improve writing skills by teaching students to compose and revise essays using proper spelling, grammar, and mechanics. Familiarity with APA formatting, research methods and library skills are improved as students develop a comprehensive and well written research paper. At course completion, students will find their writing skills have improved and they are better equipped to write professionally. This course consists of a total of 40 theory hours delivered on-line in distance education.

Eng 145 Interpersonal Communication *  
2.0 Quarter Credits  
This course is the third required communication course and builds on the knowledge, skills, and attitudes acquired in Oral Communications (Eng 130). The focus will be on the interactive verbal/nonverbal process between the nurse-client, nurse–significant support person, and interdisciplinary team that assists the client to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills. The course will prepares students for effective communication in a health professional role by providing the skills and strategies needed for the nurse to engage and better motivate clients. This course consists of a total of 20 theory hours delivered on-line in distance education.
Mth 120 College Algebra* 5.0 Quarter Credits
This course will help students improve their math and algebra skills. Topics include linear and quadratic functions and their graphs, polynomial and rational functions and their graphs, exponential and logarithmic functions and their graphs, conic sections, sequence and series, solving system equations, matrices and determinants, counting and probability. This course consists of a total of 50 theory hours delivered on-line in distance education.

Nsg 230 Foundational Concepts of Nursing 8.0 Quarter Credits
This course provides the beginning student with the foundational and fundamental concepts upon which to build sound nursing practice. Topics include the nursing process, clinical decision making, law and ethics applicable to nursing, an overview of the healthcare system, health promotion and illness prevention, client safety, and an introduction to care of clients with system alterations. Upon completion of this course, students will be able to provide safe nursing care incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 120 hours, 60 hours of theory and 60 hours of clinical practice in the Simulation and Skills Lab.

Nsg 240 Pharmacology 4.0 Quarter Credits
The course focuses on drug classifications, actions and interactions as related to the delivery of nursing care for the biophysical and psychological concepts in the individual domain. The course also covers medication calculations and techniques for safe administration of medications and related patient care. Upon completion of this course, students will be able to safely administer medications incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 60 hours, 30 hours of theory and 30 hours of clinical practice in the Simulation and Skills Lab.

Nsg 250 Basic Concepts of Health Alterations 8.0 Quarter Credits
This course builds upon the student’s knowledge gained in Nursing 230 and 240, challenging the student to apply what they have learned in the delivery of safe client care. Students will begin to develop care management skills, communicate effectively with clients, promote health, and provide caring interventions. Didactic topics will focus on the care needs of clients with alterations in acid-base balance, metabolism, oxygenation, infection, perfusion, comfort, elimination, fluid and electrolyte balance, mobility, cognition, and sensory perception. Upon completion of the course, students will be able to provide safe nursing care incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in long term and sub-acute nursing facilities with the elder client experiencing chronic illness.

Nsg 255 Concepts of Aging 4.0 Quarter Credits
This course provides an overview of specialized needs and health concerns related to aging. The older client will dominate nursing care as the population median age becomes older. This course makes use of unfolding case studies to introduce the student to older clients and to recognize health alterations in the older adult which vary from the young and middle aged adult client. Upon completion, students will be able to provide safe nursing care of the older client incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 80 hours, 20 hours of theory and 60 hours of clinical practice in a variety of community-based settings that support the health and wellness of the geriatric population.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Nsg 260</td>
<td>Intermediate Health Care Concepts</td>
<td>8.0 Quarter Credits</td>
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<tr>
<td>Nsg 265</td>
<td>Holistic Health Concepts (Psychiatric/Mental Health Nursing)</td>
<td>6.0 Quarter Credits</td>
</tr>
<tr>
<td>Nsg 270</td>
<td>Complex Health Concepts</td>
<td>8.0 Quarter Credits</td>
</tr>
<tr>
<td>Nsg 275</td>
<td>Family Health Concepts (Obstetrics, Pediatrics, Family Health)</td>
<td>8.0 Quarter Credits</td>
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**Nsg 260 Intermediate Health Care Concepts**

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed in the classroom on intermediate concepts related to the surgical client including tissue integrity, comfort, mobility, cellular regulation, inflammation, and prevention of complications such as infection, oxygenation, or perfusion related problems. In the clinical component of this course, emphasis is placed on health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students will be able to provide safe nursing care of the surgical client incorporating concepts of the individual, healthcare and nursing domains identified within this course. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in acute care and ambulatory care settings that address health alterations in adult clients across the lifespan.

**Nsg 265 Holistic Health Concepts (Psychiatric/Mental Health Nursing)**

This course is designed to further develop the concepts within the three domains of individual, healthcare, and nursing. Emphasis is placed on the concepts of self, stress and coping, mood and affect, addiction behaviors, cognition, grief and loss and violence. Within these concepts, students will promote health and wellness, use professional behaviors, and provide caring interventions safely across the lifespan. Upon completion, students will be able to provide safe holistic nursing care incorporating concepts of the individual, healthcare and nursing domains identified within this course. The course consists of a total of 120 hours, 30 hours of theory and 90 hours of clinical practice in psychiatric and mental health acute care, primary care and community-based settings that support the health and wellness of clients with alterations in mental health.

**Nsg 270 Complex Health Concepts**

This course is designed to assimilate the concepts within the three domains (individual, healthcare, and nursing) and recognize the unique needs of the client with multiple system or critical health alterations. Emphasis is placed on the concepts of perfusion, mobility, oxygenation, violence, tissue integrity, and intracranial regulation while integrating the need for caring interventions, managing care, healthcare systems, and informatics. Upon completion, students will be able to demonstrate the knowledge, skill, and attitudes necessary to provide quality, client-centered, value-driven nursing care as a graduate nurse. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice in critical care and step down units, rehabilitative care and community-based health facilities that address complex health alterations in adult clients across the lifespan.

**Nsg 275 Family Health Concepts (Obstetrics, Pediatrics, Family Health)**

This course develops the concepts related to care of the family including reproductive health, obstetrics, and pediatrics within the three conceptual domains of individual, healthcare and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, addiction behaviors, infection, development, health-wellness-illness, communication, caring interventions, safety, and advocacy applied to care of the family both individually and as a group. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course. This course consists of a total of 160 hours, 40 hours of theory and 120 hours of clinical practice that focuses on the care of the woman, mother, child, family and fetus/infant in a variety of hospital, primary care and community-based settings.
Nsg 280  Leadership and Management Concepts/Preceptorship  7.0 Quarter Credits
This capstone course is designed to synthesize the concepts within the three domains of individual, healthcare, and nursing. Emphasis is placed on the concepts of collaboration, managing care, safety, advocacy, legal issues, health policy, healthcare systems, ethics, accountability, quality improvement, and evidence-based practice in the provision of client-centered care. Upon completion, students will be able to provide safe, client centered, value-driven nursing care incorporating the concepts identified in this course. This course consists of a total of 170 hours, 20 hours of theory and 150 hours of clinical preceptorship that focus on mastering the care of a team of clients, providing direct client care proficiently, and learning the variety of leadership roles and responsibilities of the staff and charge RN.

Nss 110  Computer Application  4.0 Quarter Credits
This course is designed to introduce the student to the on-line learning environment and the use of technology (e.g. laptop computer, Microsoft programs, computer based learning resources (The Neighborhood, Myitlab, ATI, internet search, LIRN, academic honesty/plagiarism). Upon completion, students will be able to demonstrate proficient computer application skills permitting academic success (on-line and in the classroom) through the use of electronic learning resources. This course consists of a total of 40 theory hours.

Nss 120  Nursing Success Strategies  5.0 Quarter Credits
This course introduces the student to study skills and innovative success strategies for an Associate Degree Nursing program. Students will also be introduced to the educational framework by which all nursing courses will be delivered (Concepts-Based Approach to Learning) as well as the vertical and horizontal threads that are woven throughout the curriculum. This course will prepare the pre-licensure nursing student for the challenge to acquire the knowledge, skills and attitudes needed to improve the quality and safety of healthcare systems using the six KSAs (client centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics). This course consists of a total of 50 theory hours.

Psy 130  Introduction to Psychology *  4.0 Quarter Credits
This course provides the student with a general overview of the field of psychology including the scientific approach to studying basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Upon completion of this course students will have a better understanding of the complexities of human behavior. This course consists of a total of 40 theory hours delivered on-line in distance education.

Psy 140  Developmental Psychology *  4.0 Quarter Credits
This course explores the psychological development of individuals across the entire lifespan from prenatal development through the end of life. Emphasis is placed on the physical, cognitive, emotional and social developments that occur in each phase of the lifespan. The course introduces both classic and current modalities of research and explores the concepts of death, dying, and bereavement. At the completion of this course students should have an understanding of the developmental needs of individuals of all ages and developmental levels. This course consists of a total of 40 theory hours delivered on-line in distance education.

Soc 150  Introduction to Sociology *  4.0 Quarter Credits
This course introduces contemporary sociology as a science and explores the relationships between individuals and recognized institutions. Research methodology and scientific problem solving is explored. Globalization and multiculturalism are introduced as newer perspectives in sociology. At the completion of the course students will have a better understanding of the factors influencing modern society. This course consists of a total of 40 theory hours delivered on-line in distance education.
STUDENT SERVICES:
The Student Services staff is available specifically to attend to the needs of the student body at CNI College. Student Services will provide students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending CNI.

ACCESSIBILITY FOR DISABLED STUDENTS

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the President in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four (4) weeks in advance of the date needed. You may contact the President by telephone at (714) 437-9697.

2. The President will respond within two (2) weeks of receiving the request.

3. If you would like to request reconsideration of the decision regarding your request, please contact the President within one (1) week of the date of response. Please provide a statement of why and how you think the response should be modified.

ORIENTATION

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process.

ADVISING/TUTORING ASSISTANCE

An open-door policy, with the faculty and staff readily available to assist students, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns. CNI College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Program Director.

HOUSING

CNI College does not maintain any resident housing. The College assumes no responsibility for student housing.
CAREER GUIDANCE/CAREER SERVICES ASSISTANCE

Career Advisors are available to meet with students individually as often as necessary for placement assistance. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. CNI College’s mission is to provide adult learners with the skills and technical knowledge needed for their initial employment into entry-level positions. **CNI College cannot and will not guarantee employment to anyone. The college does not represent or guarantee compensation levels to anyone.**

GUIDANCE SERVICES

CNI College provides assistance to students in solving personal or education-related problems, which may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Guidance Services.

INSURANCE

CNI College provides its students with student accident insurance covering injuries due to an accident that occurs while attending or participating in a CNI College supervised and sponsored activity. The policy is a secondary policy intended to supplement the student’s own insurance and it requires the student to submit any claim to his or her own insurance carrier first. Students need to immediately report an accident or injury to their Program Director to fill out proper forms.

PARKING

CNI College has ample daily parking available around the campus with additional parking available nearby.

LIBRARY

CNI College maintains library facilities to address requirements of the programs provided at the school. In addition, public institutions in the area, such as the Orange Public Library, provide our students and staff regular access to library resources. The library staff is capable of accessing on-line resources and is able to assist with electronic retrieval.

<table>
<thead>
<tr>
<th>Orange Public Library</th>
<th>Burlew Medical Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>407 East Chapman Avenue</td>
<td>1100 W. Stewart Dr.</td>
</tr>
<tr>
<td>Orange, CA 92866-1509</td>
<td>Orange, CA 92863-5600</td>
</tr>
<tr>
<td>(714) 288-2400</td>
<td>(714) 771-8291</td>
</tr>
</tbody>
</table>

St. Joseph Hospital and Burlew Medical Library provides the following library services to CNI College Associate Degree Nursing Program students:

- Use of the library space during normal business hours, Monday – Friday 8:30am to 5pm
- Use of library computers, printer and photocopier (print charges apply)
- Free wi-fi access
- Use of our electronic article databases and print books and journals while in the library
CATALOG

- General reference consultation with the medical librarian or library staff

All enrolled students and staff have password enabled access to CNI College internet library which is hosted by Library Information Resources Network (LIRN).

COMMENCEMENT CEREMONY

Upon successful completion of the students’ designated program, graduates are encouraged to attend a commencement ceremony, as these ceremonies are held to recognize the achievements of CNI College graduates. Graduates who choose to participate in the ceremony are required to pay a fee for the purchase of their cap/gown and meet the criteria as established by the college which includes meeting all financial obligations to the college.
FINANCIAL AID INFORMATION:

REQUIRED FEDERAL DISCLOSURE INFORMATION

For graduation rates, median debt of graduates completing programs, and other important information, visit www.CNICollege.edu

TUITION AND FEES POLICIES

As of 10/01/12 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to “Payment Period Definition”

<table>
<thead>
<tr>
<th>Program</th>
<th>1st Pay Period</th>
<th>2nd Pay Period</th>
<th>**TOTAL COURSE INSTITUTIONAL CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>Personal Training</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>MRI Technology</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>Vocational Nursing- Full-Time</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>Vocational Nursing- Part-Time</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td></td>
<td></td>
<td>**TOTAL COURSE INSTITUTIONAL CHARGES</td>
</tr>
</tbody>
</table>
TUITION PAYMENT

Tuition for the first enrollment period of the program selected is due the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, check, credit card, or money order made payable to CNI College. Tuition payments should be made in person at the Financial Aid Department during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a $30 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

PAST DUE ACCOUNT

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and College disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, the College reserves the right to withhold a diploma or degree and to deny requests for official or unofficial transcripts until the account is brought current. Students must also be in financial good standing to attend the graduation ceremony.

FINANCIAL AID UNIT OF CREDIT

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For non-degree programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 25 contact hours of instruction which includes outside preparations (example: homework). For degree programs, the units are based on total academic credits in the program. Students may obtain additional information regarding financial aid credit units from the Financial Aid Office on campus.

SCHOLARSHIPS

For information regarding awards or scholarships which you may qualify for, please see the Financial Aid link located on the CNI College website. www.CNICollege.edu

FINANCIAL AID—CONSUMER INFORMATION

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog on its website.

- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Gainful Employment Disclosure
- Crime statistics report and procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)
- Drug and alcohol abuse policy
FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of College attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The College is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID  (This aid does not have to be repaid)

- Federal PELL Grant Program (FPELL) $5,550 maximum annual limit  (Does not require repayment)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)*  (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT  (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

- Direct Federal Stafford LOANS
- Subsidized loans**
- Unsubsidized loans **
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.
Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community College, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1st and not 3rd.

For more specific information on each program please refer to the student guides available at


### STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school
- Have financial need
- Be making satisfactory progress (as defined by the school's policy) in the course of study
- Be registered for selective service (if a male between the age of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have a High School Diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes

### APPLICATION FOR AID, PROCEDURES AND FORMS

All CNI College applicants are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

### FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:

**FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. Website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
FEDERAL PELL GRANT PROGRAM

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2013-2014, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: $5,645

Disbursement: They are made based on per payment period via a check credit to the student’s tuition account.

Website: www.ed.gov/programs/fpg/index.html

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: $4,000

Disbursement: Checks are issued to the school and credited to the student’s tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

FEDERAL DIRECT SUBSIDIZED LOAN

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student’s eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.
FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Dependent student: with Parent loan First level $2,000, second level $2,000, Third level $2,000 (Max aggregate $8,000)

Dependent student without Parent loan or independent students: First level $6,000, Second level $6,000; third level $7,000 (Max aggregate $14,000)

Disbursement: Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet “Direct loan Entrance Interview”

Website: http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp

VETERANS’ EDUCATION BENEFITS

CNI College degree programs are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans’ Education Benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

CNI College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.
COST OF ATTENDANCE

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:

<table>
<thead>
<tr>
<th>Element</th>
<th>Tuition</th>
<th>Registration fee</th>
<th>Books and Supplies</th>
<th>Living cost allowance (monthly figures):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual Cost</td>
<td>Actual Cost</td>
<td>Actual Cost</td>
<td>With Parents</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$4,347</td>
<td>$10,063</td>
<td></td>
<td>Off Campus</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,071</td>
<td>$1,206</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal/misc.</td>
<td>$3,114</td>
<td>$2,853</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(The cost of uniforms is included in the personal allowance or included in the school charges)

EXTRA INSTRUCTION CHARGES:

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations. CNI College will extend a courtesy period of additional training limited to three weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate of: Associate Degree Nursing: $30.68, Magnetic Resonance Imaging: $18.13, Massage Therapy: $14.56, Medical Assisting: $15.25, Personal Fitness Trainer: $14.88, Pharmacy Technician: $15.46, Surgical Technology: $25.14, Vocational Nursing - Full time: $19.89 per hour, Vocational Nursing - Part time: $20.46 per hour. An addendum to the enrollment contract will reflect the hours to complete.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance.

The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAYED.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid.
Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students start may vary. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year’s data, the institution expects an enrollment of 130 new students meeting the “exceptional need” criteria to be enrolled during the 7/1/13 to 6/30/14 period. Therefore, the awards to those students will be $500-$1000 through the entire period. As of July 1, 2013, the first selection of SEOG recipients will be made from students with “exceptional need”. Students with “exceptional need” are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students’ eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR

A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR:

A period of 50 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE:

Institutional charges for tuition, fees, and books combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE:

A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible to budget their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT:

She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents’ income and assets data.
DEPENDENT:

She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC):

Is the application of the U.S. Congressional formula to the student’s family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
  - Refugee
  - Asylum Granted
  - Parole for a minimum of one year that has not expired
  - T-Visa holder (T-1, T-2, T-3etc)
  - Cuban-Haitian entrant
  - Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT:

An individual who meets one of the following criteria:

- Were you born before January 1, 1990?
- As of today, are you married? (Separated but not divorced.)
- At the beginning of the 2013-2014 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2013 and June 30, 2014?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2014?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
CNI COLLEGE

CATALOG

- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2012, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2012, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2012, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S):

For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD:

450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

NEED

Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

STUDENT TUITION RECOVERY FUND

As of February 1, 2010 the State of California, Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund established by former Section 94944 of the Education Code, and extended by Chapter 635 of the Statutes of 2007, to continue in existence. The law requires the college to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California’s Bureau for Private Postsecondary Education (BPPE).

The amount of the fee for 2013 is $0.50 per $1,000 of tuition paid, rounded to the nearest $1,000.

You are not required to pay the STRF fee if your tuition is funded by a third party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility.

Bureau for Private Postsecondary Education, 1625 N Market Blvd, Suite S-202 Sacramento , CA 95834, (916) 574-7720. [Authority Cited: CEC §94944]

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary Education (BPPE).

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident; prepaid tuition paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school’s breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Bureau for Private Postsecondary Education (BPPE) Reform Act of 1989.

**METHOD OF PAYMENT**

Students are expected to contribute from their own family resources toward the student’s cost of attendance. Payment plans are available from CNI College and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student’s ability to meet those expenses. All school charges must be paid in full before graduation.
REFUND POLICY

CANCELLATION AND WITHDRAWAL REFUND POLICY

CNI College has a definite and written Withdrawal and Settlement Refund policy and it will apply to all terminations for any reason, by either party, did not actually start training, including student decision, course or program cancellation, or school closure. The enrollment agreement contract clearly outlines the obligation of both the College and the student. All fees are identified in the catalog and on the contract. Any non-refundable items are identified. A copy of the enrollment/contract agreement and data covering costs and payment plan will be furnished to the student before any payment is made.

Refund policy calculations are performed under two following formulas, the calculation resulting most beneficial to the student would be the one used to determine if a refund is due from the amounts paid and credited to the students tuition account:

1. California State Prorata refund calculation requirements applicable to all regular students.
2. Federal Prorata refund calculation formula applies if the student received Federal aid, is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged.
3. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

If student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If a student is not accepted by the school, is entitled to a refund of all monies except a non-refundable application fee and monies due the student will be refunded within forty-five (45) days of official cancellation or withdrawal date.

STUDENTS RIGHT TO CANCEL AND REFUND RIGHTS

The following instances constitute an official cancellation or withdrawal, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person:

A. A student (or in case of a student under the legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back IN WRITING, within the seven (7) calendar days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded to student, parent/guardian except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training or;

B. A student cancels his/her contract, IN WRITING, after seven (7) calendar days of signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee of $75 and the cost of books and kit, if already received by the student or;

C. If a student withdraws after attending classes past the seven (7) calendar day, the refund will be calculated based upon the number of hours of instruction already received up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. Once the student receives and signs for his/her books and equipment kit those items are deemed “non-refundable”.


CATALOG

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. All calculations and refunds are performed and made in a timely manner. Official withdrawal date is on the student’s notification or College’s determination. All funds paid will be refunded if the student is not accepted for enrollment except a non-refundable application fee.

DETERMINATION OF OFFICIAL AND UNOFFICIAL WITHDRAWAL FROM COLLEGE:

WITHDRAWALS:
A student’s official withdrawal date is determined by using one of the following:

- Official withdrawal date is on the student’s notification or College’s determination.
- The date the student submitted his notifies to withdraw to the Office of the financial aid.
- The date the student was expelled/dismissed from the school.
- The date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence of the date the student notifies the institution that the student will not be returning.

The student’s unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The school determines through monitoring of clock hour attendance at least every thirty (30) days.
- The student failed to attend classes for a three-week period (14 calendar days) and fail to inform the College that they are not withdrawing (allows 14 calendar days absence).

NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

If the student does not notify the College that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. The withdrawal date shall be the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course on the earliest of: (a) the date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw; (b) College terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.; (c) You fail to attend classes for a two-week period (14 calendar days) and fail to inform the College that you are not withdrawing (allows 14 calendar days absence); (d) You fail to return on schedule from an approved Leave of Absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved Leave of Absence, and the institutional determination of withdrawal date will be the scheduled date of return from the approved Leave of Absence. NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.
RETURN OF TITLE IV POLICY

(CNI College) determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid.

Treatment of Title IV funds if the student withdraws from the course of study:
The return of Title IV funds is administered by the Financial Aid Department of CNI College. This policy applies to students who withdraw (official, unofficially) or are dismissed from enrollment at CNI College. It is separate and distinct from the CNI College policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation. A student’s withdrawal date is used to calculate the percentage of the payment period completed and is always the student’s last date of attendance/clocked hours. The Institution has forty-five (45) days from the date the institution determines that the student withdrew, whether officially or unofficially to return all unearned funds for which it is responsible. Monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.

Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.
The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges. Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, SEOG Grants, ACG, SMART, TEACH and any other Title IV funds. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

Withdrawal before 60%:
CNI College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period. CNI College will use the Department of Education’s prorate schedule to determine the amount of R2T4 funds
the student Return of Title IV Funds (R2T4) Policy CNI College has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:
For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, CNI College will still determine whether the student is eligible for a post-withdrawal disbursement. Note: CNI College has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.

The return of Title IV funds policy follows these steps:

Step 1: Student’s Title IV information
(CNI) will determine:
A) The total amount of Title IV aid disbursed (Not aid that could have been disbursed) for the semester in which the student withdrew.
A student’s Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student’s account on or before the date the student withdrew.
B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

Step 2: Percentage of Title IV Aid Earned:
(CNI) will calculate the percentage of Title IV aid earned as follows:
The number of calendar hours completed by the student divided by the total number of calendar hours in the period in which the student withdrew.
The total number of hours in a period shall exclude any scheduled breaks of more than five days.
Hours Attended ÷ Hours in Enrollment Period = Percentage Completed
If the calculated percentage exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.

Step 3: Amount of Title IV Aid Earned by the Student
(CNI) will calculate the amount of Title IV Aid earned as follows:
The percentage of title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).
Total Aid Disbursed x Percentage Completed = Earned Aid

Step 4: Amount of Title IV Aid to be Disbursed or Returned:
If the aid already disbursed equals the earned aid, no further action is required.
If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned
If the aid already disbursed is less than the earned aid, the (CNI) will calculate a Post- Withdrawal Disbursement.

Earned Aid: Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.
FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, the College is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the College and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the College.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, Veterans should call the DVA nationwide toll free number at 1-800-827-1000.

REGISTRATION FEES, KIT, EQUIPMENT AND SUPPLIES:

A registration fee not to exceed $100 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once items are received by the student it will belong to the student and will represent a liability to the student. All extra costs such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.

COURSE CANCELLATION

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the College shall, at its option:

(a) Provide a full refund of all monies paid; or
(b) Provide completion of the course or program at a College in the neighborhood.

All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The College reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.

COLLEGE CLOSURE POLICY

If the College closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the College will make arrangements for students and

a. They shall be entitled to a pro-rata refund of tuition.

b. If the program is cancelled subsequent to the student’s enrollment, and before instruction in the program has begun, then the student shall be entitled to a full refund of all monies paid.

c. At least 30 days prior to closing, the College shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of College closure, including the amount of each pro rata refund, shall also be submitted to our accreditation agency.
COLLECTION POLICY

If the student is terminated or withdraws from College, the College shall inform the student of any balance owed to the College. The College is committed to reflect good taste and sound in using ethical business practices in connection with any collection efforts. Collection correspondence, banks, collection agencies, lawyers, or any third parties representing the institution clearly acknowledges and shall reference the College cancellation and refund policies set forth in this policy. Our College does not use our Accreditation Agency name for any type of Collections efforts. Our College does not sell or discount student’s promissory notes, enrollment agreements or contracts for tuition, to any third parties agencies.

VERIFICATION PROCESS


These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  - Letter stating that the verification process was completed
  - Copy of the application data that was verified, and
  - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  - A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed- The applicant will not receive federal aid funds,
REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2012).
- U.S. income tax paid for the base year (2012).

Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social Security benefits.
- Child support.
- Untaxed payments to IRA or Keogh
- Foreign income
- Earned income credit
- Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2013-2014. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school’s financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or September 31, 2013, whichever is earlier.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applicants, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.
CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student’s submission.

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, referral of fraud cases.

BANKRUPTCY

CNI College does not have a pending petition in bankruptcy and is operating as a debtor in possession. Nor has a petition been filed by or against CNI College within the preceding five years which resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

Catalog Certification

CNI College, Inc. certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of CNI College, Inc.

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 P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; http://www.bppe.ca.gov

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the Bureau’s Internet Web site at www.bppe.ca.gov.
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LICENSING AND CREDENTIALING INFORMATION

STATE AND NATIONAL BOARD EXAMS

State and national licensing and/or certifications and registration examinations or processes are the student’s responsibility. CNI College will provide students with information regarding the examinations, application processes, testing dates and locations, and fees for the required and optional examinations whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to CNI College. Students who choose to participate in state and national licensing and/or certification or registration examinations are responsible for payments to the sponsoring organization(s).

Students are responsible for confirming their eligibility for any licensing, certification or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification or registration requirements.

LICENSURE/CERTIFICATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Licensed Vocational Nurses</th>
<th>In order to gain employment as a Vocational Nurse, graduates must successfully pass the NCLEX-PN (National Council Licensing Examination) exam to become licensed by the California Board of Vocational Nursing and Psychiatric Technicians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Massage Therapists</td>
<td>Although California’s Certification is current a volunteer basis, many cities and employers are requiring the California Massage Therapy Council’s (CAMTC) Certification. Students should pursue certification through the CAMTC and it is recommended to take the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) national exam or the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Exam (MBLEX).</td>
</tr>
<tr>
<td>Certified Medical Assistants</td>
<td>Although it is not required to gain employment in California, Medical Assistants may pursue the Certified Medical Assistant (CMA) Certification. In order to pursue this credential, students must follow the guidelines through the American Association of Medical Assistants (AAMA).</td>
</tr>
<tr>
<td>Pharmacy Technicians</td>
<td>Graduates who are pursuing employment as a Pharmacy Technician must maintain a registration/license. The Pharmacy Technician Board administers national certification examinations. Certification is</td>
</tr>
<tr>
<td>Profession</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Certified Surgical Technologist</td>
<td>Although it is not required for employment in the state of California, students will take the Certified Surgical Technologist examination as administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).</td>
</tr>
<tr>
<td>Certified MRI Technologist</td>
<td>The state of California does not require nor provide a MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam. CNI College MRI graduates are eligible to sit for the ARMRT National Certification Exam.</td>
</tr>
<tr>
<td>Registered Nursing</td>
<td>In order to gain employment as a Registered Nurse, graduates must successfully pass the NCLEX-RN (National Council Licensing Examination) exam to become registered by the Board of Registered Nursing (BRN)</td>
</tr>
<tr>
<td>Personal Fitness Training</td>
<td>The state of California does not require nor provide a CPT certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a National Certification Exam.</td>
</tr>
</tbody>
</table>
Under California law, CNI College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Advisor and Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

<table>
<thead>
<tr>
<th>Licensed Vocational Nurses:</th>
<th>• Be at least 17 years old; and</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Graduate from an accredited high school or acceptable equivalent (furnish proof); and</td>
</tr>
<tr>
<td></td>
<td>• Successfully complete a Board of Vocational Nurse and Psychiatric Technician (BVNPT) approved Vocational Nursing Program. Contact the program director for application forms and instructions; and</td>
</tr>
<tr>
<td></td>
<td>• Complete and sign the &quot;Application for Vocational Nurse Licensure&quot; and the &quot;Record of Conviction&quot; form; and</td>
</tr>
<tr>
<td></td>
<td>• Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ.</td>
</tr>
<tr>
<td></td>
<td>• In order to be licensed in California, applicant must submit an application fee of $75 along with the required forms to the BVNPT. One of these forms is called a &quot;Record of Conviction.&quot;</td>
</tr>
<tr>
<td></td>
<td>• Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card, which costs $76.</td>
</tr>
<tr>
<td></td>
<td>• You will also receive an application to the National Council of the State Boards of Nursing to take the National Council Licensure Examination for the Vocational Nurses (NCLEX-PN). The fee to register by mail is $200. Once you have submitted this form, you will receive an Authorization to Test and the information to take an exam.</td>
</tr>
<tr>
<td></td>
<td>• Once you have successfully completed the NCLEX-PN, you will need to submit an application for licensure to the Board of Vocational Nursing with an initial license fee of $150.</td>
</tr>
<tr>
<td></td>
<td>• Further information on becoming registered may be obtained on the Board of Vocational Nursing and Psychiatric Technicians website, <a href="http://www.bvnpt.ca.gov/">http://www.bvnpt.ca.gov/</a>.</td>
</tr>
</tbody>
</table>
| Certified Massage Therapist | • Graduates must satisfy all requirements for certification at the time of Application.  
• Graduate from a California Massage Therapy Council (CAMTC) approved program, which CNI College is.  
• Complete the Live Scan Fingerprinting Service. (Live Scan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice and Federal Bureau of Investigations (DOJ/FBI) for completion of a criminal record check.) The State of California will likely deny you registration if you have a felony conviction.  
• Official School Transcripts sent directly from the school to the CAMTC  
• Submit application along with payment of $150.00 and passport sized photograph to the CAMTC |
| Certified Medical Assistant | • Completion of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES) approved Medical Assisting program. CNI College meets this requirement  
• Submit application with $125.00 application fee |
| Pharmacy Technicians | • Be at least 18 years of age at the time of graduation from the Pharmacy Technician Program; and  
• Graduate from an accredited high school or acceptable equivalent; and must be able to produce two official copies of Transcripts. Please see your admissions advisor for what would qualify as acceptable equivalent.  
• Graduate from a Pharmacy Technician Program meeting the California Board of Pharmacy requirements. CNI College meets this requirement.  
• Complete the Live Scan Fingerprinting Service. (Live Scan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice and Federal Bureau of Investigations (DOJ/FBI) for completion of a criminal record check.) The State of California will likely deny you registration if you have a felony conviction.  
• Processing times may vary, depending on when the Board receives documents from schools, agencies, and other states or countries. The time to process an application indicating a prior conviction(s) may take longer than other applications. Delays may also occur with the fingerprint processing by the Department of Justice and/or the Federal Bureau of Investigation (FBI).  
• Applicants must report any convictions or pleas of nolo contendere even if a subsequent order was issued which expunged or dismissed the criminal record under the provisions of section 1203.4 of the Penal Code. Applications may be denied for knowingly falsifying an |
You may be denied a license if you have:

- A medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety without exposing others to significant health or safety risks.
- Engage, or been engaged in the past two years, in the illegal use of controlled substances.
- If disciplinary action has ever been taken against your pharmacist license, intern permit or technician license in this state or any other state.
- Ever had an application for a pharmacist license, intern permit or technician license denied in this state or any other state.
- Ever had a pharmacy permit, or any professional or vocational license or registration, denied or disciplined by a government authority in this state or any other state.
- Been convicted of a crime any crime in any state, the USA and its territories, military court or foreign country. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
- Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all applicable requirements of the criteria of rehabilitation developed by the Board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

Complete a sealed original NPDB-HIPDB self query report (This report is governed by the US Department of Health and Human Services and the self-query will indicate if there is a report on you or your practitioner organization - either for your own interest, at the request of a potential employer, licensor, or insurance provider.) The Board of Pharmacy will likely deny the completion of your registration if you have a pending report.
## CNI Catalog

### Certified Surgical Technologist
- More information on the process for becoming registered may be obtained on the California State Board of Pharmacy website, [http://www.pharmacy.ca.gov](http://www.pharmacy.ca.gov).

### Certified MRI Technologist
- Graduate of a surgical technological program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES). CNI College meets this requirement.

### Registered Nursing
- Be at least 17 years old; and
- Graduate from an accredited high school or acceptable equivalent (furnish proof); and
- Successfully complete a Board of Registered Nurses (BRN) approved Associate Degree Nursing Program. Contact the program director for application forms and instructions; and
- Complete and sign the “Application for Registered Nursing Licensure” and the “Record of Conviction” form; and
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ.
- In order to be licensed in California, applicant must submit an application fee of $75 along with the required forms to the BRN. One of these forms is called a “Record of Conviction.”
- Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card, which costs $76.
- You will also receive an application to the National Council of the State Boards of Nursing to take the National Council Licensure Examination for the Registered Nurses (NCLEX-RN). The fee to register by mail is $200. Once you have submitted this form, you will receive an Authorization to Test and the information to take an exam.
- Once you have successfully completed the NCLEX-RN, you will need to submit an application for licensure to the Board of Registered Nursing with an initial license fee of $150.
- Further information on becoming registered may be obtained on the Board of Registered Nursing, [http://www.rn.ca.gov/](http://www.rn.ca.gov/).
- Graduates must satisfy all requirements for certification at the time of Application.

### Certified Personal Trainer (NSCA-CPT)
- Be at least 18 years old and possess a High School Diploma or Equivalent
- Current CPR and AED Certification
# CNI College Officers & Faculty Addendum to Catalog

## CNI College Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Buffington</td>
<td>COO/CAO/President</td>
</tr>
<tr>
<td>Colleen Buffington</td>
<td>VP/CFO</td>
</tr>
<tr>
<td>Sylvia Bautista</td>
<td>VP/Director of Operations</td>
</tr>
<tr>
<td>Patrick O'Hara</td>
<td>VP/Director of Marketing</td>
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</tbody>
</table>

## CNI College Faculty Listing

### Massage Therapy

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele Hayes</td>
<td>CMT</td>
<td>CNI College</td>
</tr>
<tr>
<td>Jeff Simancek</td>
<td>BS, CNT, NCBTMB</td>
<td>Grand Valley State University, Linda Ustaveson’s School of Massage Therapy, Clayton College of Natural Health</td>
</tr>
<tr>
<td>Alicia Ziegenbein</td>
<td></td>
<td>CNI College</td>
</tr>
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</table>

### Medical Assisting

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seyed Ahmadpanah</td>
<td>MD</td>
<td>Ahwaz University-Iran</td>
</tr>
</tbody>
</table>

### MRI Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mahmud Khokhar</td>
<td></td>
<td>Islamia University Baha Walpur</td>
</tr>
<tr>
<td>Seyed Ahmadpanah</td>
<td>MD</td>
<td>Ahwaz University-Iran</td>
</tr>
<tr>
<td>Joel Gamo</td>
<td>MD</td>
<td>University of the Philippines</td>
</tr>
</tbody>
</table>

### Personal Fitness Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erich Moreno</td>
<td>MS, BS</td>
<td>Azusa Pacific University-Azusa, CSULB-Long Beach, Orange Coast College-Costa Mesa</td>
</tr>
<tr>
<td>Paul Linares</td>
<td>BS</td>
<td>California State Polytechnic University, Pomona CA.</td>
</tr>
</tbody>
</table>

### Pharmacy Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basil Nueirat</td>
<td>MBA, BS, CPT</td>
<td>AL-AHLIYYA Arman University, University of Phoenix</td>
</tr>
<tr>
<td>Lester Ilustrisimo</td>
<td>CPT, BS</td>
<td>University of California, Irvine</td>
</tr>
<tr>
<td>Name</td>
<td>Affiliation</td>
<td>Institution Details</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lisa Wu, CPT</td>
<td></td>
<td>Everest University</td>
</tr>
<tr>
<td><strong>SURGICAL TECHNOLOGY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debbie Aoki, CST</td>
<td>Part-Time</td>
<td>Newbridge College</td>
</tr>
<tr>
<td>Evangeline Bandao, CST</td>
<td>Part Time</td>
<td>Premier Career College</td>
</tr>
<tr>
<td>Wendy Bumgardner, CST</td>
<td>Part time</td>
<td>Newbridge College</td>
</tr>
<tr>
<td>Manuel Cota, CST</td>
<td>Part Time</td>
<td>Premier Career College</td>
</tr>
<tr>
<td>Jose De Leon, MD</td>
<td>Part-Time</td>
<td>University of Santo Tomas College of Medicine &amp; Surgery; University of the East, Philippines.</td>
</tr>
<tr>
<td>Pam Holmes, CST, AA</td>
<td>Part Time</td>
<td>Santa Ana College, Vernon College (online)</td>
</tr>
<tr>
<td>Audrey Jacob, CST</td>
<td>Part time</td>
<td>San Jose State-San Jose; CNI College</td>
</tr>
<tr>
<td>Frank Kraetz, PHD, CST</td>
<td>Part Time</td>
<td>California State University-Long Beach, Orange Coast Community College-Costa Mesa, California Paramedical &amp; Technological College-Long Beach</td>
</tr>
<tr>
<td>Janet Ledieff, CST, VN</td>
<td>Part Time</td>
<td>Concorde Career College</td>
</tr>
<tr>
<td>David Moriel, CST</td>
<td>Full Time</td>
<td>Newbridge College, Chaffey College</td>
</tr>
<tr>
<td>Angelica Sanchez, CST</td>
<td>Part Time</td>
<td>Premiere Career College</td>
</tr>
<tr>
<td>Robert Suarez, CST</td>
<td>Part Time</td>
<td>Concorde Career College</td>
</tr>
<tr>
<td><strong>ASSOCIATE DEGREE NURSING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandra Carter, RN, BSN, MN</td>
<td>Director of Associate Degree Nursing Program</td>
<td>California State University- Long Beach, CA; University of California- Los Angeles, CA</td>
</tr>
<tr>
<td>Rhonda Emerson, RN, BSN, MSN</td>
<td>Assistant Director of Associate Degree Nursing Program</td>
<td>University of Phoenix</td>
</tr>
<tr>
<td>Donna Busarow, Ph.D. – Online Instructor</td>
<td>Part Time</td>
<td>Capella University, Bowie State University, Campbell University</td>
</tr>
<tr>
<td>Tamatha Esguerra, BA, MA – Online Instructor</td>
<td>Part Time</td>
<td>Cal State University, Fullerton</td>
</tr>
<tr>
<td>James Fleming, BA, MA – Online Instructor</td>
<td>Part Time</td>
<td>Suffolk University, University of Florida</td>
</tr>
<tr>
<td>Orfilda Gemmill, RN, BSN, MSN – Instructor</td>
<td>Part Time</td>
<td>Rancho Santiago College, University of Phoenix, Cal State University, Dominguez Hills</td>
</tr>
<tr>
<td>Joel Greenman BS, MS, MBA – Online Instructor</td>
<td>Part Time</td>
<td>Cornell University, New York University, Long Island University</td>
</tr>
<tr>
<td>Kelli Muller, RN, BA, BSN – Assistant Instructor</td>
<td>Part Time</td>
<td>New Hamshire Technical Institute, Universidade Estadual do Rio de Janeiro, Walden University</td>
</tr>
<tr>
<td>Basil Nueirat, MBA, BS - Instructor</td>
<td></td>
<td>AL-AHLIYYA Arman University, University of Phoenix</td>
</tr>
</tbody>
</table>
### CATALOG

#### 2013-2015 CNI COLLEGE

<table>
<thead>
<tr>
<th>Part Time</th>
<th>Institution/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Parmalee, RN, BA, BSN – Assistant Instructor</td>
<td>San Francisco State University, Azusa Pacific University</td>
</tr>
<tr>
<td>Jeff Simancek, BS – Instructor</td>
<td>Grand Valley State University</td>
</tr>
<tr>
<td>Jane Whitechurch-DePierro, RN – Clinical Teaching Assistant</td>
<td>Hawkeye Community College</td>
</tr>
<tr>
<td>Full Time</td>
<td></td>
</tr>
<tr>
<td>Asma Khan, MSN, BSN, RN – Director FT, Vocational Nursing Program</td>
<td>University of Phoenix, California; California State</td>
</tr>
<tr>
<td>Luis Corrales, BSN, RN – Assistant Director FT, Vocational Nursing Program</td>
<td>National University, California</td>
</tr>
<tr>
<td>Florian Cases, BSN, RN – Clinical Coordinator FT, Vocational Nursing</td>
<td>Family Clinic Colleges, Philippines</td>
</tr>
<tr>
<td>Rebecca Hawkins, ADN, RN – Clinical Support PT, Vocational Nursing Program</td>
<td>Southwestern University, California</td>
</tr>
<tr>
<td>Karla Houska, BS, LVN – Theory Instructor/NCLEX/ATI Coordinator PT,</td>
<td>Institute of Paramedic Sciences, Tehran, Iran</td>
</tr>
<tr>
<td>Vocational Nursing Program</td>
<td></td>
</tr>
<tr>
<td>Nahid Abedinimehr, BSN, RN – Clinical Instructor PT, Vocational Nursing</td>
<td>San Pedro College, Philippines</td>
</tr>
<tr>
<td>Susan Asiain, BSN, RN – Clinical Instructor PT, Vocational Nursing Program</td>
<td>University of Santo Tomas, Philippines</td>
</tr>
<tr>
<td>Manuel Casis, BSN, RN – Clinical Instructor FT, Vocational Nursing Program</td>
<td>Curtis Nursing School, New York</td>
</tr>
<tr>
<td>Miryam Davila, LVN – Clinical Instructor PT, Vocational Nursing Program</td>
<td>Institute of Medical Studies, Garden Grove, California</td>
</tr>
<tr>
<td>Marilyn Desper, LVN – Clinical Instructor FT, Vocational Nursing Program</td>
<td>Regional Occupational Program, California</td>
</tr>
<tr>
<td>Dwight De Guzman, LVN – Clinical Instructor PT, Vocational Nursing Program</td>
<td>Pacific Coast College, Santa Ana, California</td>
</tr>
<tr>
<td>Rachel De Leon, LVN – Theory Instructor PT, Vocational Nursing Program</td>
<td>North Orange County Regional Occupational Program, California</td>
</tr>
<tr>
<td>Antonio Ferrer, LVN – Clinical Instructor PT, Vocational Nursing Program</td>
<td>Lyceum University, Philippines</td>
</tr>
<tr>
<td>Edlina Garcia, BSN, RN – Clinical Instructor PT, Vocational Nursing</td>
<td>University of Phoenix, Arizona</td>
</tr>
<tr>
<td>Program</td>
<td>Mary Chiles College of Nursing, Manila Philippines</td>
</tr>
<tr>
<td>Theresa Ibarra, MSN, RN – Theory/ Clinical Instructor FT, Vocational</td>
<td>University of Santa Tomas, Philippines</td>
</tr>
<tr>
<td>Nursing Program</td>
<td>Far Eastern University, Philippines; St. Francis Career College,</td>
</tr>
<tr>
<td>Irene Luciano, BSN, RN – Clinical Instructor PRN, Vocational Nursing</td>
<td>Lynnwood California</td>
</tr>
<tr>
<td>Program</td>
<td>University of Philippines, Manila, Philippines</td>
</tr>
<tr>
<td>Almario Machitar, BS, LVN – Clinical Instructor PT, Vocational Nursing</td>
<td>Holy Names University, Oakland California</td>
</tr>
<tr>
<td>Program</td>
<td>Philippine College of Criminology, Philippines:</td>
</tr>
<tr>
<td>Grace Mas, MSN, RN – Theory/Clinical instructor PT, Vocational Nursing</td>
<td>American Career College - Anaheim</td>
</tr>
<tr>
<td>Program</td>
<td>Pasadena City College, California; Pasadena City</td>
</tr>
<tr>
<td>Carolyn Osborn, BSN, RN – Theory Instructor FT, Vocational Nursing Program</td>
<td>College, California</td>
</tr>
<tr>
<td>Roy Salazar, BS, LVN – Clinical Instructor PT, Vocational Nursing Program</td>
<td></td>
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<tr>
<td>Anjum Sharif, AA, LVN – Clinical Instructor PRN, Vocational Nursing</td>
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<tr>
<td>Name</td>
<td>Institution</td>
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<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Gina Solideo, BSN, RN</td>
<td>Riverside College, Bacolod City Philippines</td>
</tr>
<tr>
<td>Gregorio Uy, MD, BSN, RN</td>
<td>St. Rita Hospital College of Nursing &amp; School of Midwifery, Manila Philippines; University of Santo Thomas, Manila Philippines</td>
</tr>
</tbody>
</table>
HUMAN RESOURCES:

Claudia Restrepo, HR Mgr.

ACCOUNTING DEPARTMENT:

Tina Bridgewater

ADMINISTRATIVE ASSISTANTS:

Mary Equihua, MA/ST
Claudia Navarro, VP/DoO
Ennia Rodriguez, MRIT
Kaysie Wilson, LVN

ADMISSIONS COORDINATOR:

Myra Canela

ADMISSIONS:

Nick Woods, Director of Admissions
Guizel Vazquez
Nancy Nguyen
Patricia Sneed
Elizabeth Vazquez
Nicholas Mendoza
Karin Varela

CAREER SERVICES:

Michi Sato-Baylon
Karen Sonntag

SOCIAL MEDIA:

Shannon O'Hara

FINANCIAL AID:

Raquel Carrasco, Dir. Fin. Aid
Jose Belloso, Asst. Dir. Fin. Aid
Joana Amaral
Edwin Hitchmen
Cecilia Pichardo
Ruth Vielma
Joseph Valdes

FRONT DESK:

Sally Zaragoza
Hortencia Melgoza

CENTRAL SUPPLY:

Abelardo Ortega
Monica Vasquez
Sandra Santibanez
## TUITION PRICES

**EFFECTIVE JANUARY 1, 2013**

<table>
<thead>
<tr>
<th>Diploma Program</th>
<th>CIP</th>
<th>Hours</th>
<th>Registration</th>
<th>Books, Supplies Uniforms</th>
<th>License, Fees And Tests</th>
<th>STRF</th>
<th>Tuition</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td><strong>MASSAGE THERAPY</strong></td>
<td>51.3501</td>
<td>900</td>
<td>75.00</td>
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<td>884.00</td>
<td>(License and LiveScan)</td>
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<th>Application Fee</th>
<th>Registration</th>
<th>Books, Supplies Uniforms</th>
<th>STRF</th>
<th>Tuition</th>
<th>Total</th>
</tr>
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## EVENING & WEEKEND TUITION PRICES

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# MRI Technology Textbooks / Supplies

- Magnetic Resonance Imaging: Physical and Biological Principles, 3/e
  
- Patient Care in Radiography with an Introduction to Medical Imaging (w/ online resource); ISBN-13: 978-0323059152
- Sectional Anatomy for Imaging Professionals (w/ workbook);
  

# Medical Assisting Textbooks / Supplies

- Anthony & Physiology, Colbert (0132050730)
- Anatomy & Physiology Workbook, Colbert
- Medical Terminology word Building Approach, Rice (013222531X)
- Comprehensive Medical Assisting, Pearson (131715771)
- Comprehensive Medical Assisting Workbook, Pearson (013171578x)
- Professionalism in Healthcare, Makely

# Massage Therapy Textbooks / Supplies

- Fundamentals of Therapeutic Massage
- Essential Science
- Modalities for Massage and Bodywork
- Business Mastery 4th Edition
- Illustrated Essentials of Musculoskeletal Anatomy, 5th Edition

- Stethoscope, Thermometer, BP Cuff & scissors
- 2 scrub pants Purple
- 2 scrub top Purple
- 1 Lab Jacket
- CNI College Bag Pack
- Physical
- 3 Hepatitis B
- 2 PPD Test
- MMR & Mumps Titer
- Varicella
## PERSONAL FITNESS TRAINING TEXTBOOKS / SUPPLIES
- NSCA’s Essential of Personal Training; Earle & Baechle; ISBN # 978-0-7360-0015-4
- ACE’s Personal Trainer’s Business Survival Guide
- NSCA-CPT Practice Exam Booklets-Vol.1,2 and 3 w/DVD
- NSCA-CPT Exam Content Description Booklet
- 1 CNI College Backpack
- 4Gym T-Shirts with CNI COLLEGE Logo
- 3 Black Gym Shorts
- 1 warm-up Black Gym Jacket
- 1 warm-up Black Gym Pants
- CPR adult and First Aid + AED
- CPR Pediatric

## PHARMACY TECHNICIAN TEXTBOOKS / SUPPLIES
- 2 scrubs pants Navy blue
- 2 scrubs top Navy Blue
- 1 Lab Coat (short sleeve with 3 pockets)
- 1 CNI College Backpack

## SURGICAL TECHNOLOGY TEXTBOOKS / SUPPLIES
- Fundamental of Anatomy & Physiology with Cengage hosted web tutor Rizzo
- Pocket Guide to the Operating Room 3rd Ed F.A. Davis
- Medical Terminology, 5th Ed. (Short Course) Chabner Saunders/Elsevier, 2009
- Surgical Instrumentation An Interactive Approach, Renee NeMitz, Saunders/Elsevier
- 2 Sets green scrubs pants
- 2 Sets green scrubs top
- 1 White Lab Jacket
- 1 Surgical cap
- 1 Backpack
- CPR/ AED/First Aid
- Physical
- 2 PPD Tests
- 3 Hepatitis B Vaccines
- MMR & Mumps Titer
- Varicella
VOCATIONAL NURSING TEXTBOOKS / SUPPLIES

- Foundations of Nursing, Current Edition (Textbook)
- Foundations of Nursing, Current Edition (Study Guide)
- Adult Health Nursing, Current Edition (Textbook)
- Adult Health Nursing, Current Edition (Study Guide)
- Nursing Care Plans Diagnosis, Intervention, and Outcomes, Current Edition
- Exam Cram: NCLEX-PN, Current Edition
- Mosby’s Nursing PDQ for LPN, Current Edition
- Mosby’s Dictionary of Medicine, Nursing & Health Prof, Current Edition
- ATI Review Modules: Boxed Set of 10
  - Adult Medical Surgical, Fundamentals, Pharmacology, Children, Mental Health, Maternal Newborn, Nutrition, Leadership/Management, NCLEX-PN Preparation
- Student Skill Lab Pack
  - Stethoscope, Penlight, Bandage Scissors, Sphygmomanometer and Measuring Tape
- CPR
- Physical
- MMR & Mumps Titer
- Varicella
- 3 Hepatitis B Series
- 2 PPD (Mantoux)
- 2 Lab Jackets
- 2 scrubs top blue (classroom)
- 2 scrubs pants blue (classroom)
- 2 scrubs top white (clinical)
- 2 scrubs pants white (clinical)
- 1 CNI College Back pack
ASSOCIATE DEGREE NURSING TEXTBOOKS / SUPPLIES

- Nursing Skills to Accompany the Concept-Based Approach to Learning; ISBN: 0558356877
- ATI Supreme Essentials (CARP & Virtual ATI NCLEX-RN review and online learning resources (e.g. Pharmacology Made Easy, Dosage Calculations & Safe Medication Administration)
- Notebook Computer
- CNI College Bag
- Stethoscope
- 1 jackets
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## Programs Start Dates

### MRI TECHNOLOGY

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### MEDICAL ASSISTING DAYS

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