



Where The Student Comes First!

School Catalog

[www.HealthcareAcademyCA.com](http://www.HealthcareAcademyCA.com)

440 S. Melrose Dr. Suite 100

Vista, CA 92081

(760) 232-4050

Revised 8/2020

The information provided in this catalog covers the period of 1/1/2020 – 12/31/2020

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.

**The mission and objectives of our school were designed and purposed to inspire students to recognize, and pursue the limitless opportunities available to them.**

Our mission is to promote a new generation of healthcare education with a focus on mentorship, and leadership. Healthcare Academy prepares students to successfully enter the world of health and healing. It is part of our mission to encourage our students to become confident leaders in their professions, and the communities around them. This handbook will include sections to inform you about the various instructors and their contact information, course completion requirements, and course expectations. You will also be asked to sign a certification at the end of this packet indicating that you have read and understand these policies governing participation in the program.

**Upon completion of our programs here at Healthcare Academy of California, each student should be able to:**

- Identify the purpose in *why* they've chosen to enter their profession and generate a plan of *how* they will achieve their career goals.
- Advance in their communication skills by being able to confidently and effectively communicate with a primary focus in professionalism.
- Perform the duties within their scope of practice with the highest level of professionalism and integrity.
- Communicate effectively with clients, families and other members of the healthcare team.
- Understand the impact of cultural beliefs and practices in a health care setting and learn how to adapt accordingly.
- Acquire leadership practices with the understanding that their role in the healthcare industry widely impacts the lives of others.
- Integrate classroom theory knowledge, with clinical application to gain the essential information needed to pass the state or national exam.
- Uphold the honor, responsibility, and commitment required of the profession and accept its disciplines.

#### **Location**

Healthcare Academy of California is conveniently located in North County San Diego, CA. We are centrally located to better service the San Diego area as well as Orange County, and Temecula. Our learning classroom facilities are in a professional building equipped for a comfortable learning environment. Each classroom is setup with tables, white board, projector, and lab area with all necessary learning equipment (see specific program details below for a list of equipment used). All students are welcome. We envision plans for future growth throughout the region.

#### **Business offices, classrooms, and labs are located at:**

440 S Melrose Dr Suite 100  
Vista, CA 92081

Classroom and clinical field training locations vary between programs and classes. The time of day, and dates that clinicals are assigned may vary depending on availability of the facility. In the event the facility is undergoing a state inspection or survey, the students will be dismissed until further notice to resume.

#### **CNA's/HHA's:**

Clinical hours are performed at a Skilled Nursing Facility to fulfill state requirements. Each facility is fully equipped with all necessary resources to provide safe and full patient care as practiced in the lab on campus (items listed below in program details).

#### **EMT's:**

Clinical hours are obtained on an ambulance, or occasionally in an ER unit of a local hospital. Our clinical partnerships are equipped with the resources you practiced with in the lab (items listed below in program details).

**Our current clinical partnerships include the following locations:**

Village Square Healthcare Center, 1586 W San Marcos Blvd, San Marcos, CA 92078  
Encinitas Nursing and Rehabilitation Center, 900 Santa Fe Drive, Encinitas, CA 92024  
La Paloma Healthcare Center, 3232 Thunder Drive, Oceanside, CA 92056  
LifeHouse Vista Healthcare Center, 247 E Bobier Drive, Vista, CA 92084  
Tri-City Medical Center, 4002 Vista Way, Vista, CA 92056  
Balboa Ambulance Inc. 1138 Broadway, El Cajon, CA 92021

**Important information:**

All expenses incurred while traveling to and from the training location, expenses incurred for food, lodging, or living expenses while in training are the students' responsibility.

HAC does not operate any dormitory housing, and does not assist in securing housing.

HAC may provide reasonable accommodations during a program to students with disabilities (including learning disabilities). Reasonable accommodations are defined as accommodations that do not fundamentally alter the Program. All students are required to meet the Program's enrollment requirements.

If you require special accommodations, please submit your written request along with your program registration.

Healthcare Academy cannot promise or guarantee employment or level of income or wage rate to any applicant or graduate.

The school reserves the right to reschedule the program start date when the number of students reserved does not meet the program's minimum number of students to continue.

If the student is enrolling in a distance education program where the instruction is not offered in real time, the first lesson and any materials will be delivered to the student within 7 days of admission acceptance.

All programs are offered in English. Training in any other language is not offered at this time.

**Student Services**

Reading material, copies, handouts, medical supplies, and instructional media materials are provided by instructors during the course.

Tutoring is offered by each instructor based on their personal schedule and by appointment only. The lab is open for use based on availability and office hours and may require additional costs.

Although the school will provide placement assistance via job board postings, the school does not guarantee job placement to graduates upon program completion or upon graduation.

HAC partners with WorkPartners in assisting student's in their requirement to obtain a physical exam, and TB test.

HAC offers fingerprinting to CNA's (required by the CDPH) (included in CNA tuition).

HAC provides CPR training to EMT's (instruction provided by 3rd party Express Training) (included in EMT tuition).

HAC works in collaboration with Interfaith to provide tuition assistance to inactive veterans.

HAC offers \$100 off to military and families with a military ID.

### **Accreditations & Approvals**

Healthcare Academy of California is a private institution and is approved to operate by the Bureau of Private Post-Secondary Education (BPPE): Department of Consumer Affairs. The approval to operate means we remain in compliance with state standards as set forth in the California Education Code CEC 94909 and CEC 94897, and section 5 of the California Code of Regulations, CCR.

HAC is not accredited by a US DOE recognized agency at this time.

Healthcare Academy of California is an Approved Nurse Assistant Training Program, Home Health Aid Training Program, Emergency Medical Technician Training Program & Continuing Education Provider by the: State of California Department of Public Health Licensing and Certification Program, Aide and Technician Certification Section (ATCS), and National Registry of Emergency Medical Technicians (NREMT) and San Diego County EMS Department.

Healthcare Academy of California Instructors are approved in their teaching area by the: State of California Department of Public Health Licensing and Certification Program, Aide and Technician Certification Section (ATCS) or County of San Diego, Health and Human Service Agency, EMS department.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Post-Secondary Education (BPPE) at: *1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, toll free at (888) 370-7589, or via Internet at [www.bppe.ca.gov](http://www.bppe.ca.gov).*

A student or any member of the public may file a complaint about this institution with the Bureau of Private Post-Secondary Education by calling (888) 370-7589, or by completing a complaint form which can be obtained on the bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Programs offered by Healthcare Academy of California (HAC) include:**

Emergency Medical Technician  
Nurse Assistant Training  
Home Health Aide

## Course Descriptions

### Program: Emergency Medical Technician (EMT)

The Emergency Medical Technician (EMT) course prepares the EMT student to provide pre-hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. The program meets the requirements of the U.S. Department of Transportation, National Emergency Medical Services Education Standards (NEMSES), and California State Regulations Title 22. Certified EMTs commonly serve at ambulance companies, fire departments, hospitals, police departments, large stadiums, special events, and more.

Program includes a

**minimum** of 170 Clock Hours:

146 hours of theory

24 clinical hours (minimum 10 patient contacts)

25 Lab Hours (included in most courses, hours may vary)

#### Admission Requirements

- Admission Application
- Enrollment Agreement
- Original Social Security Card
- Current Government Issued Identification
- HS diploma or GED
- Current TB and physical exam (dated within prior 12 months)

Method of teaching will be a **minimum** of, but not limited to, 146 hours of classroom/theory and 24 hours of clinical/hands-on practical training. All program curriculums have been approved by each governing agency. Method of instruction may include, but are not limited to, assigned readings, presentations, discussion, critical thinking exercises, labs, Guest Speakers, field trip(s), and class activities. Evaluation procedures include quizzes, written examinations, and research assignments.

Students must complete a minimum total of 170 training hours, per the county requirement, while maintaining the following performance standard:

Grades will be calculated based on a combined score of the following components:

Quizzes	Will be taken online
Tests (7)	Must maintain 80% or higher
Final	Must receive an 80% or higher
Skills Exam	Pass or Fail

#### Internship

Students are required to obtain 24 hours of patient contact hours in a ride-a-long setting with an HAC contracted ambulance company. They will assist licensed EMT's with skills such as, transporting documentation, patient care, and administering pre-hospital care.

#### Requirements for Initial Certification

Combined with successful completion of our program, and receiving our completion certificate, the student will be required to:

- ✓ register for the (NREMT) online by going to [www.nremt.org](http://www.nremt.org)
- ✓ pass the National Registry (NREMT) computerized test
- ✓ meet any additional requirements mandated by the certifying agency for their anticipated location of certification

Upon passing the examination, a National Registry certification card will be issued. Then the applicant must certify in the state of California.

**Requirements to exam**

- Must be 18 years of age
- Must be cleared by Healthcare Academy's EMT program director
- Must schedule and pay for exam (currently \$92 fee)
- Must complete the computerized exam at a Pearson testing location

**Recertification**

Certification as an EMT is valid for two years. It is the responsibility of the EMT to recertify BEFORE the expiration date.

In order to recertify, students must successfully complete an approved Refresher Course or obtain (24) twenty-four hours of approved continuing education (CE) for an EMT. In addition, EMTs must take the standardized State of California skills exam every two years.

There is a two-year grace period for recertification, with additional requirements based upon the length of lapse. During this two-year period, an EMT may NOT work as an EMT. After the grace period, the EMT must take the training program again.

***The U.S. Bureau of Labor Statistics predicts that employment of Emergency Medical Technicians is projected to grow 15% from 2016 to 2026, much faster than the average for other occupations! Please see BLS.GOV regarding SOC 29-2042.***

**Program Cost**

\$1300.00

\$250 non-refundable deposit (applied to tuition)

Payment Plan Options Available, breakdown is based on course duration.

TUITION FEES			
Registration Fee (Non-Refundable)	250.00	Uniforms	40.00
Tuition	865.00	Equipment	0.00
STRF Fee (Non-Refundable)	0.00	National Exam (Additional)	92.00
Text Books/ Learning Resources (Additional)	94.99	Live Scan Finger Prints	0.00
Lab Supplies/ Kits	20.00	Tutoring	NA
Electronic Record Keeping Fee	50.00	CPR	75.00
Promotional Discount (If Applicable)			NA
TOTAL: \$1300.00			

#### Program Includes

EMT skills training  
Supplies  
Required textbooks  
Uniform t-shirts  
CPR certification  
NREMT test preparation

#### Equipment Utilized

Splints  
Tape  
Gauze  
Caban  
Abd pads  
Slings  
NR Masks  
Nasal Can.  
Glucose Strips  
IV supplies  
Lancets  
ALC swabs  
Oral Airways  
Nasal Airways  
Suction Caths  
Suction Wands  
BP Cuffs  
Stethoscope  
C-Collars  
Head Beds  
Manual Section  
Syringes / Needles  
Saline Vials  
Nasal Cones  
Quick-Clot

#### Instructor Qualifications

Our principle instructor/Program Director is a retired military official, Firefighter, Paramedic. He holds 30+ years of experience in the subjects taught.

Other qualified instructors may at times present, or instruct according to their specialty during a given program duration. These instructors all meet the state, as well as the county requirements.

### Program: Nurse Assistant Training Program (CNA)

The CNA course teaches students the basic principles of nursing, using procedures and techniques. Students will learn to provide and meet the patient's basic physical and psychological needs and promote a spirit of restoration and independence in a safe, efficient and competent manner. The program is designed to prepare students for the California state exam and certification administered by Pearson Vue and regulated by the CA Department of Public Health

Program includes

Minimum of:

60 hours of theory

100 clinical hours

#### Admission Requirements

- Admission Application
- Enrollment Agreement
- Original Social Security Card
- Current Government Issued Identification
- HS diploma or GED
- Current TB and physical exam (dated within prior 12 months)

Method of teaching will be a minimum of, but not limited to, 60 hours of classroom/theory and 100 hours of clinical/hands-on practical training. All program curriculums have been approved by each governing agency. Method of instruction may include, but are not limited to, assigned readings, presentations, discussion, critical thinking exercises, labs, Guest Speakers, field trip(s), and class activities. Evaluation procedures include quizzes, written examinations, and research assignments.

Students must complete a minimum total of 160 training hours while maintaining the following performance standard:

Grades will be calculated based on a combined score of the following components:

Quiz (10)	Must maintain a 75% or higher
Final	Must receive a 75% or higher
Skills Exam	Pass or Fail

#### Internship/ Clinical rotations

Students are required to obtain 100 hours of patient contact hours in a skilled nursing facility with an HAC contracted facility. They will shadow certified nurse assistants, practice, and demonstrate learned skills under the supervision of the instructor.

#### Requirements for Initial Certification

Combined with successful completion of our program, and receiving our completion certificate, the student will be required to:

- ✓ pass the NNAAP exam at the registered testing location
- ✓ meet any additional requirements mandated by the certifying agency

Upon passing the examination, and clearance of the background check, a certification card will be issued.



#### Requirements to exam

- Must be 16 years of age
- Must be cleared by Healthcare Academy's CNA program director
- Must be registered and pay for exam (included in tuition)
- Must have current physical copies of ID, SS Card, and 283b form to provide to proctor prior to beginning the exam
- Must complete the written and skills portion with assigned proctor (Proctor's are not affiliated with the institution)

#### Recertification

Certification as a CNA is valid for two years. It is the responsibility of the CNA to re-certify BEFORE the expiration date.

In order to re-certify, students must successfully obtain (48) forty-eight hours of approved continuing education (CE) for a CNA. A minimum of (12) twelve hours needs to be completed in the first year of certification. (24) Twenty-four of the (48) forty-eight may be completed online.

***U.S. Bureau of Labor Statistics predicts that employment for healthcare support jobs are expected to grow by 11% nationally, and 7% for California. This is faster than the average for all other occupations! Please see BLS.GOV regarding SOC 31-1014.***

#### Program Cost

\$1800.00

\$250 non-refundable deposit (applied to tuition)

Payment Plan Options Available, breakdown is based on course duration.

TUITION FEES			
Registration Fee (non-refundable)	250.00	Uniforms	50.00
Tuition	1165.00	Equipment	0.00
STRF Fee (non-refundable)	0.00	State Exam Registration Fee	125.00
Text Books/ Learning Resources	90.00	Live Scan Finger Prints	70.00
Lab Supplies/ Kits	0.00	Tutoring	NA
Electronic Record Keeping Fee	50.00	CPR	NA
Promotional Discount (If Applicable)			
TOTAL: \$1800.00			

### Program Includes

- Nurse assistant training
- Supplies
- Required textbooks
- Reference handouts
- Live Scan Fingerprint
- Two sets of scrubs
- State Exam Fee & Registration

### Program Requirements

- Must be 18 years of age or older
- Must be able to communicate and understand English
- Current physical and TB test (dated within prior 12 months)

### Equipment Utilized

- Protective masks, gowns and gloves
- Gait belt
- Stethoscope
- Blood pressure cuff
- Wheelchair
- Scale
- Walker
- Bed pan
- Hygiene utensils
- Medical manikins
- Healthcare industry general supplies

### Instructor Qualifications

Our program Director is a Registered Nurse with 30+ years experience in many capacities of nursing and patient care. Our instructors who operate under her direction are, at a minimum, licensed LVN's meeting the state requirements. Including at least 3 years experience in their field, and two years in skilled nursing.

### Program: Home Health Aide (HHA)

Our Home Health Aide program is a specialty course designed to build upon the knowledge, skills and abilities of which a certified nurse assistant possess. This class is for students that are already certified as nurse assistants and can be used towards continuing education and/or CNA license renewal. The HHA instructor is a Registered Nurse experienced in patient care in a home care setting, and meets the state requirements, including but not limited to, 3 year's experience in the field and two years in skilled nursing.

Program includes

Minimum of:

20 hours of theory

20 clinical hours

#### Admission Requirements

- Admission Application
- Enrollment Agreement
- Current CNA Certification
- Original Social Security Card
- Current Government Issued Identification
- HS diploma or GED

Method of teaching will be a minimum of, but not limited to, 20 hours of classroom/theory and 20 hours of clinical/hands-on practical training. All program curriculums have been approved by each governing agency. Method of instruction may include, but are not limited to, assigned readings, presentations, discussion, critical thinking exercises, labs, Guest Speakers, field trip(s), and class activities. Evaluation procedures include quizzes, written examinations, and research assignments.

Students must complete a minimum total of 40 training hours while maintaining the following performance standard:

Grades will be calculated based on a combined score of the following components:

Quiz (2)	Must maintain a 75% or higher
Skills Exam	Pass or Fail

#### Internship/ Clinical rotations

Students are required to obtain 20 hours of patient contact hours in a skilled nursing facility with an HAC contracted facility. They will shadow certified nurse assistants, practice, and demonstrate learned skills under the supervision of the instructor.

#### Initial Certification

Combined with successful completion of our program, and receiving our completion certificate, the student will have obtained 26 Continuing Education Units (CEU's) to apply to their required (48) required hours due every 2 years for CNA renewal. Students must keep a record of all CEU's obtained. No state exam required.

## Recertification

Certification as an HHA is valid for two years. It is the responsibility of the HHA to re-certify BEFORE the expiration date.

In order to re-certify, students must successfully obtain (24) twenty-four hours of approved continuing education (CE). A minimum of (12) twelve hours needs to be completed in the first year of certification.

***The U.S. Bureau of Labor Statistics predicts that employment for healthcare support jobs are expected to grow by 40% nationally, and 23% for California. This is faster than the average for all other occupations! Please see BLS.GOV regarding SOC 31-1011.***

## Program Cost

\$400.00 Total

\$360 Tuition

**\$40 Book**

**\$0 STRF (Non-Refundable)**

## Program Includes

- HHA training & Certification
- Supplies
- Required textbooks
- Reference handouts

## Program Requirements

- Current CNA License
- Current physical and TB test
- Must be 18 years of age or older

## Applied Equipment

- Protective masks, gowns and gloves
- Gait belt
- Stethoscope
- Blood pressure cuff
- Wheelchair
- Scale
- Walker
- Bed pan
- Hygiene instruments
- Medical manikins
- Healthcare industry general supplies

## **Academic Information**

### **English Comprehension Requirement**

Students are expected to be able to read, write and comprehend English. HAC does not offer courses in any other language at this time. If sufficient passing TOEFL results are not provided, a proficiency exam can be taken in the admission office to test English comprehension. The institution does not offer ESL services or courses.

### **Foreign Admission**

All students meeting HAC minimum admission and program requirements are encouraged to apply. There are no current restrictions on foreign student admissions. HAC does not provide Visa services at this time, but will provide proof of student's status.

### **Minimum Admission Requirements For All Programs**

Must be 18 Years of Age  
Registration Application  
Social Security Card  
Current Government Issued Identification  
Financial Eligibility Including Non-Refundable Deposit  
HS diploma, GED or equivalency, or College Transcript

### **Enrollment Procedure**

Pay at least the minimum deposit or required amount due for registration  
Access student portal  
Review and sign Performance Fact Sheet (Starting 2020)  
Complete Enrollment Agreement  
Obtain current physical and TB test (must have been performed within previous 12 months)  
Upload documents to student portal

### **Waitlist Procedure**

In the event a course is full, we will open a waitlist for qualified applicants. A waitlisted student will be enrolled to an available seat on a first come first serve basis. The student will be notified and prompted to pay the required deposit at that time. If the student does not respond within 24 hours, the next student on the list will be given the opportunity to enroll.

### **Withdrawal Procedure**

Withdrawal & Transfer Procedures:

1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school to include students' name, social security number and date of withdraw.
2. A student will be withdrawn from the institution if he/she misses 3 consecutive instructional days without prior consent or for nonpayment of tuition.

3. A student may be considered for a transfer to an alternate course date based on availability. The deposit will transfer to a future program within 3 months of the signed enrollment agreement.

#### **Readmission Procedure**

A student may be considered for a transfer to an alternate course date based on availability. Students have (3) months from their dated enrollment agreement to readmit into another program. After the (3) month enrollment period, the application is terminated, and any deposit or tuition is forfeited.

*For refund information please see Financial Information section.*

#### **Automatic Withdrawal**

A student will be automatically withdrawn from the institution if he/she misses 3 consecutive instructional days without prior consent, and can also be withdrawn for non-payment or communication involving further arrangements.

#### **Closed Campus Dates**

HAC is closed for several occasions throughout the year. Please see the school calendar for the closure dates. It is the student's responsibility to be aware of their specific class scheduling changes.

#### **Class Size Minimum/Maximum**

HAC reserves the right to cancel any upcoming course due to low enrollment. Students will be notified and automatically placed in the next course filing date. The CNA program admits up to 15 students, and the EMT program up to 25. CEU course capacities vary. In the event a program is full, we will open a waitlist for qualified applicants. HAC occasionally opens a second class.

#### **Program Monitoring And Assessment**

Each program is monitored and evaluated by its instructor. In addition to its instructor, the students' progress is observed by its program director.

*Theory* will be taught using course material, handouts, assignments, videos, and projects. The assessment processes consist of quizzes and a written final exam. Students must receive a minimum of 75% or higher on all quizzes and exams to pass according to HAC policies and procedures, however grading terms may vary depending on instructor. See your course syllabus.

*Lab* time is used to train in the required skills using repetition and role-play. Students will be evaluated using instructor observation of interaction as well as individual demonstrations.

During *clinical* sessions (if applicable) students are required to maintain a checklist of skills to ensure that they are satisfying curriculum and gaining practical experience. All clinical portions are assessed based on a pass or fail grading system using the following criteria:

1. Student must meet attendance requirements.
2. Comply with patient safety procedures.
3. Student may not be under the influence on premises at any time.
4. Student may not leave clinical site without permission or it is considered patient abandonment.
5. Students will be in a medical facility such as skilled nursing, emergency room, or ambulance.
6. Students will be using basic medical equipment.

### Student Records

Students, who attended HAC prior to September 2018, have a hard copy student file that will be kept on campus up to 5 years from the course completion date. These records are held at 440 S Melrose Dr. Suite 100, Vista, CA 92081.

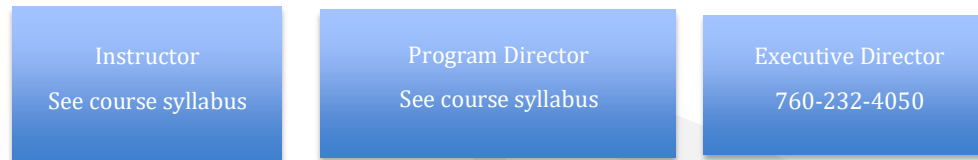
Students attending after January 2019 will obtain a student profile, and have login access to their records, including transcripts/certificates indefinitely.

### Housing

HAC does not operate any dormitory housing, and does not assist in securing housing. In our local vicinity rent rates will vary depending on unit size, and duration. The estimated current starting rate may be approximately \$1700 with no noted maximum amount. This is for a monthly rate. Hotel cost also vary depending on location and duration. The estimated nightly rate could range from \$150-\$400.

### Chain of command and Professional Description:

If any student chooses to express or report concerns regarding the program, clinical facility site, student rights or responsibilities, HAC staff etc. Healthcare Academy implies the following order of contact:



All instructors are experienced, professionally trained, and equipped with the tools to provide adequate training to students in a classroom and clinical setting. The instructor meets regulatory requirements including but not limited to, 3 years experience in the related field, and additional education in planning, implementing, and evaluating educational programs. Your instructor is the first person that you will address your issues or concerns to. In the event your concern lies with your instructor you will follow the above listed chain of command.

The Program Director is designated as having the responsibility for the general supervision of the specific program and its current instructors. The Program Director is the individual responsible for assuring the students are meeting the state requirements, and sign the required documentation to move students forward. He/she frequently visits the campus and/or clinical sites for student observation, monitoring test scores, and largely oversees the program and its content.

In the event your concerns still have not been addressed, you can contact Janet Christensen the Executive Director (CEO). Janet manages all business operations, any required record keeping, which will be stored in the office for a period of 5 years, as well as all student enrollment services and the institutions financial services. She is the direct liaison between the clinical facilities and HAC. She will be onsite Mon.-Fri. from 9:00am to 4:00pm. Janet can be reached by phone at 760.232.4050, or by email at [Info@healthcareacademyca.com](mailto:Info@healthcareacademyca.com).

**Financial Information**

The student financial obligation to the school must be paid in full before a certificate may be awarded. HAC reserves the right to increase tuition at any time based on industry costs. Tuition rates and fees vary depending on program.

This institution does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition in the preceding five years, and have not had a petition filed against it within the preceding five years resulting in reorganization under chapter 11 of the US Bankruptcy Code.

**Cancellation And Refund Policy**

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through the first class session or seven days after enrollment whichever is later. Refunds are determined by first, deducting non-refundable material costs and fees, then a proration of the remainder amount is disbursed via check within 45 days. No refund after 60% of attendance is completed.

**Promotional Enrollment**

HAC offers military discounts and accepts funds from outside financial resources. Upon accreditation approval HAC will be able to offer financial aid (fafsa). Until then payment plans are offered.

At times the institution will hold a promotional enrollment. This is on a programmatic basis. We do not allow two offers to be combined. The better of two offers is used for enrollment.

**Financial Probation**

Reasons for probation may include grades, attendance, or financial negligence.

For probationary periods due to financial negligence the probation period continues until the matter is resolved. Payments 30 days past due may result in termination from your program, collections or reporting to the 3 credit bureaus. If a financial circumstance may arise please see administration for further options. HAC is not obligated to accommodate students' financial circumstances above agreed terms at the time of enrollment.

**Credits****NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Healthcare Academy of California is at the complete discretion of an institution you may wish to seek to transfer. Acceptance of the certification you earn in the educational program is also at the discretion of the institution of which you may seek to transfer. If the transferring institution does not accept the certification that you earn at this institution, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution would meet your educational goals. This may include contacting any institution you may seek to transfer after attending Healthcare Academy of California, to determine if the degree, or certification will transfer.

**Credit Granting Procedure**



The institution does not currently hold any articulation agreements with any other institution. We do not accept or offer credits earned by work experience, assessments, or credit earned at other institutions. Our programs are inclusive of state required training hours and skills to obtain specific certification or licensure. Proof of education is required to enroll. This includes high school diploma, GED, or college transcript. The Ability to Benefit test is not provided or accepted at this time.

## Financial Disclosures

If the student obtains a loan to pay for an educational program, the student is responsible for repaying the full amount of the loan including interest, less the amount of any refund due to the student. Students receiving federal student financial aid funds are entitled to a refund of any money not paid from federal financial aid funds. At this time our institution does not offer title IV (financial aid) federal, or state funding.

In the event a student obtains a state, federal, or personal loan, and defaults the following may occur: The agency may take legal action against the student which may include applying any income tax refund to the balance owed on the loan, or the student may not be eligible for any further financial aid or government assistance until the loan is repaid. You may assert against the holder of the promissory note you signed, in order to finance the cost of education, all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, *1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, toll free at (888) 370-7589*.

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

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

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

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

## **Academic Standards**

### **Health Requirements**

For any of the HAC Allied Health programs students are required to pass a physical exam, provide TB test results, and should be able to lift at least 50 lbs. If a student is pregnant or has any physical imitations they are advised to discuss it with their instructor.

### **Dress Code**

Each student will be provided with two (2) uniforms. Uniforms are required to be worn in ALL clinical session (if applicable) as well as the last day of class and at state testing (if applicable).

Uniforms are optional in the classroom setting. Clinical shoes must contain rubber soles. A name badge will be provided and will be required to be worn daily. Students cannot participate in a clinical session without proper school identification.

### **Student Conduct**

Students are a representation of HAC and are asked to show professionalism, respect and responsibility in and out of the classroom by following the policies of their program, student conduct, and academic standards of HAC. Although HAC has maintained high pass rates and employs exceptional instructors to facilitate an accurate sound program, we like to remind students of their responsibility to study, practice, and reach all objectives as adult learners. Ultimately your success is your story.

### **Academic Progress**

Students are to remain compliant with all student conduct policies, academic standards, financial obligations and attendance policies in order to maintain satisfactory progress in the program. Students are encouraged to accomplish educational goals with a great measure of success!

### **Graduation Requirements**

All program graduates are awarded a Certificate of Completion. This is the documented proof that the minimum state requirements have been satisfied. Successful completion includes completion of minimum state required hours, passing scores in all theory and/or clinical coursework including final exam. Some programs require a state exam be taken off premises, in which HAC does assist with the registration process, but is not liable for transportation, cost, or exam results.

### **Student Etiquette**

- Pay attention and arrive fully prepared for class.
- If you come across something you may have previously learned, please use the time as review, and allow others to learn
- Refrain from any cell phone use, web browsing, or talking during class time.
- Violation can result in grade reduction or dismissal from the program.

- Maintain ethical work practices and patient privacy in accordance with HIPPA.
- Students are responsible to follow all policies and procedure guidelines for the program. Violations of any rules or regulations will constitute grounds for dismissal.
- Students are required to observe and demonstrate their skills with the HAC instructor and not any clinical facility staff

### **Probationary Status**

If a negative account is given concerning student conduct, the incident will be further investigated. If the result is found to be factual, the student will be placed on an academic probation. Other reasons for probation may include grades, attendance, or financial negligence. A probationary period last *15 days* in which if another incident occurs the result may be termination from your program.

For probationary periods due to financial negligence please see financial information section. Conduct related incidences with valid supporting evidence that the student lacks a particular personal or professional characteristic and/or ability are subject to a formal dismissal from the program. Re-entry will not be offered and students will not be eligible for a refund.

The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition, or failure to abide by the established standards of conduct.

### **Attendance Policy**

Students are expected to attend each class, arrive on time and sign the daily roster. Failure to do so will result in an absence. In order to stay compliant with the state requirements, students are not allowed to miss more than three days of their program.

### **Tardy/ Early Release**

3 tardy's are equal to 1 absence. If excessive tardiness occurs the student will be placed on a probationary period and will have to complete additional hours and/or coursework. If excessive absence occurs it may result in dismissal from the program. Please see specific program policies for detailed attendance obligations.

Due to the accelerated pace of each program there is minimal room for missed hours. However, on occasion, at the discretion of the instructor, early release days may occur.

### **Leave Of Absence**

If an emergency should occur, formal documentation must be provided. A leave of absence form needs to be filled out and signed by the student and instructor then submitted for approval if the student is seeking a voluntary deferment in the program.

A student may be allowed to make up his/her course time in the upcoming program **based on availability**, with the permission of the instructor, and program administrators.

All incidences will be reviewed on a case-by-case basis. Any missed classroom or clinical hours must be made up hour-by-hour covering the specific modules and topics missed.

### **Grading**

Grades will be calculated based on a combined score of the following three components:

- **Quizzes:** Each student may have 1 additional chance to score a minimum of 75%

- **Final:** If applicable, students must receive a minimum of 75% on their final exam
- **Clinical Skills & Performance:** The clinical portion will be graded on Pass/Fail terms. The clinical portion is based on the satisfactory performance of ALL skills required by the qualifying board.

The EMT program is required to meet an 80% minimum on quizzes and final exam.

### Challenging A Grade

When a grade or evaluation dispute occurs, students are required to file their written petition or grievance within 5 days after the grade has been rendered. Petitions or grievances initiated after the 5-day deadline will not be considered.

When a grade or evaluation dispute occurs, students should discuss how the grade was determined with the instructor.

If questions still remain following the conference with the instructor, the issue should be referred to the program director. A decision will be made and a written response within one week.

Students who receive failing grades because of nonattendance due to illness are required to submit medical evidence documenting their incapacity to complete the course during the period in question.

### Faculty

#### Administration

**Executive Director** Janet Christensen, B.A.

**Academic Director** Michelle Conley, MS/Ed.

#### EMT Faculty

##### **Program Director, Principle Instructor**

Charles Gardea, Firefighter, EMT-Paramedic, Combat search and rescue Medic  
AAS in Paramedicine  
1989 - present

##### **Program Coordinator**

Robert Jagoda, EMT -Paramedic  
1985 - present

##### **Shared Instructors**

Blythe Corgiat, BSN, EMT  
2016 – Present

Mike Luque  
2018 – Present, EMT

#### Nursing Faculty

##### **Program Director**

Andrea Kubernus, RN, DSD  
1985 - present

##### **Shared Instructors**

Lauren Joseph, LVN, DSD  
2010 – present

Terry Mathis, LVN, DSD, Associates of Science  
2007 – Present

Heather Cole, BSN, RN  
2005 - Present