DALRADA CAREER INSITUTE

SCHOOL CATALOG

EFFECTIVE DATE

July 1, 2025, to December 31, 2025

Main Campus- San Diego
8787 Complex Dr., Ste.B100, San Diego, CA 92123
Tel. 858-278-9800

Satellite 1- Chula Vista
542 Broadway Suite #T, Chula Vista, CA 91910
Satellite2: San Diego @ HSMHC Campus (Limited Use)
3910 University Ave., San Diego, CA 92105
Satellite 3- Vista @ La Fuente Post Acute
247 E. Bobier Dr., Vista, CA 92084
Satellite 4 – Vista @ Learn4Life Vista
931-941 East Vista Way, Vista, CA 92084
Satellite 5 – San Diego @ Diego Hills Central
4348 54th St., San Diego, CA 92115

www.DalradaCareerInstitute.com

Revised Annually BPPE Approval 10-31-2023

Contents

INTRODUCTION **4**

CATALOG CERTIFICATION **4**

MISSION & OBJECTIVES **5**

HISTORY AND STATEMENT OF OWNERSHIP **5**

STATEMENT OF FINANCIAL STABILITY **5**

MEMBERSHIPS & ASSOCIATIONS **5**

APPROVAL DISCLOSURE STATEMENT **5**

ACADEMIC PROGRAMS AND LOCATIONS **6**

LOCATION AND EQUIPMENT **6**

GOVERNING BOARD **7**

ADMINISTRATIVE OFFICE HOURS **7**

SCHOOL OFFICIALS, FACULTY, AND STAFF **8**

AUTHORIZED TESTING CENTER **8**

ADMISSIONS POLICY **8**

Enrollment Procedure **8**

Additional Enrollment for VN program 9

International Students Info **9**

Distance Learning **9**

TRANSFER OF CREDIT TO OTHER SCHOOLS **9**

CREDIT FOR PREVIOUS TRAINING **10**

Credit Granting Policy for VN program 10

Non-Discrimination and Disability Statement **10**

Housing and Transportation **10**

Academic Advising **11**

Personal Advising **11**

LIBRARY/LEARNING RESOURCES/REFERENCE MATERIALS **11**

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE 11

STUDENT CONDUCT **12**

HARASSMENT **12**

DRESS CODE **13**

CELL PHONES **13**

PHOTOGRAPHY **13**

DRUG-FREE POLICY **13**

HEALTH AND SAFETY **13**

INTELLECTUAL PROPERTY AND OWNERSHIP **14**

Copyright Protection 14

PERSONAL PROPERTY **14**

STUDENT RECORDS AND TRANSCRIPT **14**

JOB PLACEMENT ASSISTANCE **14**

CALENDAR **14**

STUDENT-TEACHER RATIO **15**

ATTENDANCE: **15**

Attendance for short program courses 15

Tardiness for short program courses 15

Make-up & Missed Exams for short Program courses 15

ATTENDANCE FOR VN PROGRAM 15

LEAVE OF ABSENCE **17**

SATISFACTORY ACADEMIC PROGRESS (SAP): **17**

PROBATION POLICY **18**

READMISSION **18**

REINSTATEMENT **18**

RE-ENTERING **18**

APPEAL PROCEDURES for the VN Program only **18**

Required Grades **18**

Grading Scale **18**

Honors and Awards **19**

Required Study Time **19**

GRADING PROCEDURE **19**

COURSE AND INSTRUCTOR EVALUATIONS **19**

MAXIMUM TIME FRAME FOR SHORT PROGRAM COMPLETION **19**

GRADUATION REQUIREMENTS **20**

Financial Assistance **20**

STUDENT TUITION RECOVERY FUND **21**

STUDENT'S RIGHT TO CANCEL **22**

WITHDRAWAL/DROPPED **22**

DROPPED **22**

EXTERNSHIP INFORMATION 23

Externship Attendance 23

Externship Completion 24

DALRADA CAREER INSTITUTE

TUITION AND FEES 24
CATALOG PROGRAM DESCRIPTION.....25
Vocational Nurse Program 25
Medical Assistant 29
Medical Assistant Program 29
Nurse Assistant Program.....30
Home Health Aide 40 HRS.....31
Changes in Programs or Policies 32
LIST OF STAFF AND FACULTY 32
ADMINISTRATION 32
FACULTY AND QUALIFICATION: 32
FACULTY AND QUALIFICATION: 32

DCI DALRADA CAREER INSTITUTE

DALRDA CAREER INSTITUTE
INTRODUCTION

A Welcome from the Campus Director.

Many of us spend a significant amount of our waking hours at work. We divide our entire life between time spent personally and time spent professionally. How incredible if our work is exciting and stimulating! Dalrada Career Institute (DCI) offers a wide variety of interesting and active career opportunities.

At DCI, our philosophy is to provide a dynamic and stimulating environment that challenges students to excel both personally and professionally. We aim to equip our graduates with the necessary knowledge and skills to qualify them for employment in their chosen career specialty. Our placement office works closely with every graduate, assisting motivated and determined individuals in securing a successful and rewarding professional career.

Dalrada Career Institute, under the current management, has been serving the San Diego and surrounding communities since 2006. Graduates of our many programs are literally traveling and working throughout the world. Many of these former students are now employed in management positions and they themselves hire well-trained new graduates of DCI.

We at Dalrada Career Institute welcome you to explore the exciting adventure of a new career, beginning at DCI. If you are looking for your first job on a career path for financial independence or if you seek to retrain for a new career path or continue your education, we hope that DCI will open your eyes; We have our door open to help with your career.

Meet our informative Admissions Representatives in the Admissions Department. Experience our professional administrative staff, and learn with friendly, patient, and highly qualified instructors. And, finally, reap the benefits of your determination by working with our Placement Department to ensure the best job possible.

Our course offerings provide a clear pathway to a rewarding career where you can serve your community and the people you care about.

We are here for you!

Tiffany Kaita

Campus Director

CATALOG CERTIFICATION

Beginning and End Dates of This Catalog
January 1, 2025 to December 31, 2025. This catalog is updated annually and is subject to change without notice, and does not constitute a binding agreement on the part of Dalrada Career Institute or International Health Group Inc.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures.
All information in the contents of this catalog is current and correct, and is so certified as true by:
Tiffany Kaita, Campus Director

COLLEGE INFO & DESCRIPTION

MISSION & OBJECTIVES

Mission

The mission of Dalrada Career institute is to provide innovative and quality programs that integrate curriculum with professional skill development, empowering students to successfully enter many employment opportunities available in the contemporary labor market today.

To accomplish its mission, Dalrada Career Institute established the following objectives:

Objectives

(1) Provide students with the education and experience necessary for entry or promotion into the career of their choice;
(2) Assist students in achieving their greatest potential and help develop a confident and positive attitude necessary for success;
(3) Maintain a highly skilled and qualified instructional staff that instructs, motivates, and encourages students to develop to their greatest potential;
(4) Prepare students for the competitive job market by offering applicable, hands-on experience and providing a solid foundation of knowledge and skills.
(5) Recognize the aspirations of each student and the valuable contributions they can make towards their community.

HISTORY AND STATEMENT OF OWNERSHIP

International Health Group Inc. established a healthcare training institute in 2006 to offer continuing education courses for Licensed Nurses. Recognizing the need for an entry-level healthcare workforce in San Diego, the institute became one of the pioneers in providing an effective fast track Certified Nurse Assistant and Medical Assistant Program. Dalrada Financial Corporation acquired International Health Group Inc. to support the future of the Vocational Nursing program and to expand its offerings as DALRADA CAREER INSTITUTE.

STATEMENT OF FINANCIAL STABILITY

Dalrada Career Institute has NO pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has NO petition in bankruptcy filed against us within the preceding five years that resulted in reorganization under Chapter 11.

MEMBERSHIPS & ASSOCIATIONS

Dalrada Career Institute is not accredited by a national or regional accrediting agency and does not offer degree programs. Dalrada Career Institute is not accredited by a US DOE-recognized agency at this time. However, a graduate of Dalrada Career Institute will be eligible to sit for exams and Certification for program that needs licensing or a certification. Please refer to approval disclosure statement below. Dalrada Career Institute does not offer financial aid under Tittle IV as Dalrada Career Institute is non-accredited agency.

APPROVAL DISCLOSURE STATEMENT

Dalrada Career Institute 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.

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 the following;

Website: www.bppe.ca.gov
Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Phone: (916) 574-8900
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894

The Vocational Nursing program is approval by the Board of Vocational Nursing and PsychiatricTechnicians (BVNPT). Board of Vocational Nursing and Psychiatric Technicians2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 95833, 916-263-7800

Certified Medical Assistant- although it is not a requirement to be Certified for Medical Assistants in California, you may pursue the Certified Medical Assistant credential. To do so, you must follow National Center for Competency Testing at www.ncctinc.com.

The Nurse Assistant (NA) and Home Health Aide program is approved through the California Department of Public Health (CDPH), Licensing and Certification, MS 3301, P.O. Box 997416 Sacramento, CA 95899. All students must pass the Nurse Assistant certification exam conducted by the Regional Testing Center. As for Home Health Aide, you must successfully complete 160 hours of CDPH approved training program successfully or have a prerequisite CNA license and take 40 hours of HHA program.

ACADEMIC PROGRAMS AND LOCATIONS

Program Title	Program Code	Clock Hours	Location
Vocational Nurse	VN	1530	Main campus only
Medical Assistant	MA	320	Main Campuses In Person & Synchronous
Nurse Assistant	NA	160	In all locations
Home Health Aide 40 Hrs	HHA	40 HRS (Prerequisite CNA)	Main campus only

LOCATION AND EQUIPMENT

LOCATION

Main Campus- Dalrada Career Institute is located at 8787 Complex Drive in Suite B100 in the city of San Diego, California. The facility is in an office building in the heart of San Diego convenient to the San Diego (805), the 163 freeways. There are 2 lecture classrooms, 2 medical labs, 1 lecture/ lab combination room, a student lounge, a library center/ computer lab, and faculty and administrative offices, which occupy 1800 square feet. The school consists of approximately 9000 square feet with an occupancy capability of 60 to 75 students at a time.

Satellite #1 - Dalrada Career Institute branch campus is located in 542 Broadway Suite #T, Chula Vista, CA 91910. The campus is housed in an air-conditioned retail space, near I-5 Fwy. There is 1 conference room, a reception area, a student lounge, and a kitchen area as well as 3 classrooms: 1 lecture classroom, 1 medical lab, 1 lecture, and a lab combination room. The school consists of approximately 3600 square feet with an occupancy capability of 50 students.

Satellite #2 (limited-use) - Dalrada Satellite campus is located at 3910 University Ave., San Diego, CA 92105
This satellite location is in a three-story building. The school will occupy around 1000 sq. ft. of space for HSHMC students, utilizing one lecture room on the second floor for the Nurse Assistant training approved by CDPH (California Department of Public Health), This is a limited use campus.

Satellite #3- Dalrada Satellite campus is located at 247 E. Bobier Dr., Vista, CA 92084. This location will be using approximately 800 sq. ft. of the classroom for the Nurse Assistant training approved by CDPH.

Satellite #4 – (Limited Use) effective 7-3-2024 Dalrada satellite campus is located 931-941 East Vista Way, Vista, CA 92084. This location will be using approximately 800 sq. ft. of the classroom for the Nurse Assistant training approved by CDPH.

Satellite #5 – (Limited Use) Dalrada satellite campus is located 4348 54th St. San Diego, CA 92115. This location will be approximately 1000 sq. ft of the classroom for the Nurse Assistant training approved by CDPH.

Public transportation is available to and from the college via the San Diego Transit System for all locations.
Ample free public parking is available for students on public streets near the main campus building. The branch and different satellite locations offer ample parking available.

EQUIPMENT
Dalrada Career Institute classrooms are supplied with a Laboratory work area and Lecture rooms equipped with the following:

All lecture rooms have a writing board and are technologically equipped to present lectures. Printers and Internet are readily accessible to students.

The Medical Assistant program provides training in administrative and clinical duties. The equipment includes centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, microhematocrit readers, and support devices. Classroom installed with software, electronic medical records, virtual medical office simulations, and medical administration are accessible to students.

The Nurse Assistant/ Home Health Aide program utilizes equipment to simulate a hospital-style patient care unit. The equipment includes hospital-type beds, a Hoyer lift, low-fidelity simulation mannequins, ADL (Activities of Daily Living) charts, vital sign equipment, ambulation equipment, articulated skeletons, and various body part models to ensure hands-on learning. All lab supplies are needed for the Nurse Assistant license testing.

Vocational Nurse:
The Vocational Nursing program utilizes labs to simulate a hospital-style patient care unit. The equipment includes hospital-type beds, low-fidelity, simulation mannequins, medical charts, medication carts, vital sign equipment, nasogastric feeding and IV pumps, ambulation equipment, articulated skeletons, and various body part models to ensure hands-on learning.

GOVERNING BOARD
The institute has an active Governing Board comprised of educators and personnel working in the industry for which training is offered. The Governing Board is to make sure the course is up-to-date with innovations in healthcare training and to grow into other fields of vocational training. Dalrada Career Institute holds one Board Meetings per year and may contact the members for review or recommendations at any time.

ADMINISTRATIVE OFFICE HOURS
Main Office - 9:00 a.m. to 5:00 p.m. Monday through Friday/ Weekend by appointment only.

All inquiries are done at our main Campus

SCHOOL OFFICIALS, FACULTY, AND STAFF

At Dalrada Career Institute, the administrative team includes: the Chief Executive Officer, Chief Operating Officer, Chief Academic Officer, Director of Nursing, and Academic Director. Academic instructors. Our staff all come from different educational and professional backgrounds, dedicated to inspiring, guiding, and helping students to achieve their academic goals. For more information, please refer to the Staff and Faculty information sheet on page 32-33 of this catalog.

ALL FACULTY MEMBERS HAVE EXPERIENCE IN THE RELATED FIELD OF THE PROGRAM, AS WELL AS A VALID LICENSE AND CERTIFICATION.

AUTHORIZED TESTING CENTER

DALRADA CAREER INSTITUTE IS APPROVED AS AN AUTHORIZED TESTING CENTER FOR:
Regional Testing Center

ADMISSION INFORMATION

ADMISSIONS POLICY

Listed below are the requirements and procedures for all programs.

General Enrollment Requirements

- US High School Diploma and/or High School Official Transcript, GED Certification, College Diploma and/or College Transcript, or equivalency for all programs
- All applicants must be at least 18 years old. (Exception: CNA & HHA Training, minimum age is 16 years old) For MA & VN Programs, a clinical externship. A student must reach their 18th birthday prior to the expected start date of their clinical externship
- Copy of a valid Driver's License or State/Government Identification Card and Social Security Card/ITIN number
- A registration fee is required upon enrollment.
- Proof of required medical clearance documentation and immunizations. A list will be provided at registration for all programs
- Ability -to-Benefit (ATB) Testing – Dalrada Career Institute does not accept Ability-to-Benefit students
- Live Scan may be required per program
- Wonderlic or State Approved Equivalency Assessment may be required per program

Enrollment Procedure

1. Prospective students should schedule a visit to the campus or schedule an online appointment to discuss their plans with staff before enrolling. This ensures the students have a clear understanding of the curriculum and can ask any questions they may have about the school and program.

2. Part of the standard requirements for admissions and readmission is that each applicant must meet with the school representative prior to enrollment, either in person or virtually. Our staff will review the enrollment package and the academic assessment and conduct a student interview. The student will be notified of their acceptance immediately. For the VN program, an in-person interview with the Director of Nursing and a management member is required before enrollment.

3. Each prospective student will be asked to complete an enrollment packet which includes reading, signing, and dating the following documents: a personal data sheet, an enrollment agreement, the refund policy, the employment assistance policy, students' rules and regulations, a statement of satisfactory progress, and a request for high school transcripts if needed. A non-refundable registration fee is required.

4. **THIS SCHOOL CATALOG AND ANY CATALOG ADDENDUM OR ATTACHMENTS ARE CONSIDERED PART OF THE ENROLLMENT AGREEMENT**

"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."

5. A student is not officially considered an enrolled student until they have attended the first day of the CNA or MA Programs and three days of VN and the first day of their scheduled short programs.

Additional Enrollment for VN program

All Vocational Nursing Program candidates must successfully complete several requirements prior to acceptance into the program. This section outlines details regarding the admissions process pertaining to entrance testing.

Entrance Testing

All students seeking admission to the Dalrada Career Institute, Vocational Nursing program are required to take and pass the math and reading sections of the HESI Admission Exam. Passing requirements for each test are outlined below.

Overview

All applicants must take and pass the approved entrance examination(s) before signing an enrollment agreement.

HESI Exam

The HESI Admission Exam is a tool to determine if students have the academic skills necessary to complete a VN program of study in a nursing school and pass the NCLEX® licensure exam. The HESI Admission Exam is an online test that evaluates the basic reading and math skills of students seeking entry into a nursing program leading to VN licensure. Candidates for admission will take the Reading and Math sections of the test. Candidates' results on the Reading and Math sections of the test will be used to make admission decisions.

Minimum Passing Score Requirements for HESI Exam

Prospective students interested in the Vocational Nursing program must pass the HESI Admissions Test with a minimum score of 70% in Math and 70% in Reading. Previous HESI Admission exams from other institutions will be accepted for consideration within 1 calendar year. All prospective students must successfully complete an approved entrance exam prior to attempting the HESI Admission Exam. Students may attempt the HESI Admission Exam three times within a 12-month period. Should the student fail to achieve the minimum required score on the first HESI attempt, the student must wait 7 days before attempting the HESI Exam for the second time. Should the student fail to achieve the minimum required score on the second HESI attempt, the student must wait 30 days before attempting the HESI for the third time.

All Instructions are offered in English only. Dalrada Career Institute is not equipped to admit students from other countries at this time. All courses are offered in English only.

International Students Info

Dalrada Career Institute does not accept international students and does not offer a student VISA at this time.

Distance Learning

For theory lectures: Hybrid and synchronous learning will be used. All assignments, quizzes, and exams will be evaluated within 7 days. Labs, quizzes, and exams will be conducted in person.

TRANSFER OF CREDIT TO OTHER SCHOOLS

Transfer or Articulation Agreements

The Institution has no transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

CREDIT FOR PREVIOUS TRAINING

Notice Concerning Transferability of Credit and Credentials Earned at Our Institution

Transfer credit from Dalrada Career Institute to other institutions is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in our educational programs is also at the discretion of the institution the student seeks to transfer. If the diploma/certificate that you earn at Dalrada Career Institute is not accepted, the student may be required to repeat some or all their coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution you wish to transfer to after attending Dalrada Career Institute to determine if your credits, diploma, or certificate will transfer.

Dalrada Career Institute does not give training for prior experiential learning.

Credit Granting Policy for VN program

The Vocational Nursing program follows the credit-granting policy of Dalrada Career Institute – San Diego campus as identified in the college catalog. In compliance with 2526 (a) (17), the Vocational Nursing program adheres to the following:

Granting of transfer credit is given if an applicant has successfully completed accredited academic courses (class and/or clinical) within the past 1 year in a Vocational/Practical Nursing, Registered Nursing, Psychiatric Technician, and Armed Services including other courses the school determines are equivalent to courses in the program. All nursing courses must meet the objectives and hours of the course credit requested.

Additional program hours are needed to meet school residency requirements. Students with a current Certified Nursing Assistant certificate will be granted a monetary credit of $250.00 towards their tuition.

Procedure for Granting Transfer Credit

1. An enrollment application must be complete before the start date.
2. US High School Official transcript and college catalog course descriptions listing theory/laboratory units and hours must be reviewed by the Director of Nursing or a designee.
3. An appointment with the Director of Nursing and the student may be scheduled to evaluate transcripts and determine credit for content.
4. Determination will be made of additional subject matter and hours/units required.
5. Placement of the student will ensure earned, required theory/laboratory hours and units are met at the end of the program.

Non-Discrimination and Disability Statement

Dalrada Career Institute is firmly committed to providing educational programs for all eligible applicants without regard to race, creed, color, religion, national origin, sex, age, or medical condition; except where a medical condition constitutes an occupational limitation. This policy of non-discrimination applies to all students, employees, and applicants for admission and employment and to all participants in institutionally sponsored activities. Please direct any inquiries regarding this policy, if any, to the Campus Director.

STUDENT INFORMATION & STUDENT SERVICES

Housing and Transportation

- Dalrada Career Institute does not provide or have a dormitory. Nor does it provide transportation.
- Dalrada Career Institute has no responsibility to find or assist a student in finding housing, but out-of-town students can receive detailed information regarding accommodations by contacting the Director for a list of local Real Estate Agencies who can provide the prospective student with information regarding apartments that are convenient to the campus.

- Students who choose to live near the campus can find efficient or one-bedroom apartments in the area, ranging in rental prices, averaging $2500 per month in the Kearny Mesa campus, $2000 per month in the Chula Vista and Escondido campuses.

Academic Advising

- The school provides advice to all students on issues of education and academics to ensure satisfactory progress throughout their program. Academic tutoring is available to students who need further assistance to meet their educational goals. Help with academic and practical procedures is also available from various staff members. Students need to contact the Director to arrange personal assistance with education and academics.
- Attendance, grades, and attitude are key ingredients for success at Dalrada Career Institute. Should any of these areas become deficient, the student may receive advisement from the Director or Program Instructor. Individual attention can be arranged for students with special problems from a school instructor or other staff member. Advisement time is set aside on an as-needed or as-requested basis.
- If the student is requesting additional accommodation during instructional time on campus or at the facility, please refer them to the office. The institution will request additional documentation and provide any updates to the instructor if accommodation can be arranged.

Personal Advising

- For personal problems that may require professional advising or counseling, the school has information on community resources that address these issues.

LIBRARY/LEARNING RESOURCES/REFERENCE MATERIALS

Dalrada Career Institute is not a degree-granting institution. However, we maintain many reference materials, including textbooks, magazines, and other industry-related publications, as well as a list of websites and information systems for students to utilize. It is available to students either on campus or for home use for 14 days at a time. Dalrada Career Institute also maintains a laptop/computer and internet access that students may log onto to explore online resources for learning. Additionally, we provide students with the name of the nearest library so that they may obtain additional information if required.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Dalrada Career Institute encourages students to bring all complaints or grievances about academically related situations to our attention. Many questions or concerns that students may have can be resolved simply through discussion. A student may present a grievance through the following complaint and dispute resolution procedures. The Institution will investigate all complaints or grievances fully and promptly.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or staff. Grievances may include misapplication of the Institution's policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other Dalrada employees.

After the investigation of the complaint, the student will receive a response within ten business days from the date of the written notice. Any appeal to this decision must be in writing and submitted to the school Director within two weeks (fourteen calendar days) of the original decision. A response to this appeal will be made within ten working days.

For all programs, students will have two business days to appeal their final grade for any class.

STEP 1
A student should first bring the grievance to the attention of the appropriate instructor or staff member.
STEP 2
The student should next bring the grievance to the attention of the Program Director.
STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps one and two, or if steps one and two are otherwise impractical because the grievance is related to those individuals, the student should bring the grievance to the attention of the Campus Administration.

If the grievances are not resolved at this level, the next steps will follow the campus catalog regarding arbitration.

Students may also contact the Board of Vocational Nursing and Psychiatric Technicians with any program concerns for VN program:
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Suite 205
Sacramento, CA 95833 916-263-7800

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 Toll-Free or by completing a complaint form, which can be obtained on the Bureau's website www.bppe.ca.gov.

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

STUDENT CONDUCT

Students must adhere to the standards set by Dalrada Career Institute. Students whose conduct reflects discredit upon him or her or the school will be subject to termination.
All students are provided with proper safeguards for their welfare, safety, and educational opportunities. Students must conduct themselves in a way that will not interfere with the learning process of any other student, the instructor's classroom presentation, or the progress of the class in general.
The administration reserves the right, in the exercise of its judgment, to dismiss a student on any of the following grounds:

a) Non-conformity with the school's rules and regulations
b) Unsatisfactory academic progress
c) Excessive absences or tardiness
d) The use of profanity
e) The use of drugs/smoking on school premises
f) The use of physical abuse/carrying a concealed or potentially dangerous weapon
g) Cheating
h) Falsifying school records
i) The impropriety of sexual behavior
j) Breach of the enrollment agreement
k) Harassment (verbal, physical, or otherwise)

Dalrada Career Institute believes in the honor system. Each student is expected to do his/her own assigned work and receive only authorized assistance during a quiz, examination, or practical check-off. Violation of this system may be grounds for probation, suspension, or termination.

HARASSMENT

Dalrada Career Institute is committed to providing a learning environment free from all forms of unlawful harassment. Dalrada Career Institute strictly prohibits harassment of any kind, including harassment based on sex, race, color, religion, gender, age, mental or physical disability, medical condition, national origin, marital status, veteran status, sexual orientation, ancestry, or any other characteristic protected under federal or state laws or regulation. This policy

covers all forms of harassment by, among, and/or between employees, students, contractors, vendors, or other Dalrada Career Institute occupants.
While it is not easy to define precisely what harassment is, harassment may take many forms and includes, but is not limited to:

- Verbal harassment, e.g., jokes, epithets, derogatory comments, or slurs based on sex, race, national origin, or another prohibited basis
- Physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement of an individual based on sex, race, national origin, or another prohibited basis
- Visual harassment, e.g., derogatory posters, e-mail, pictures, cartoons, graffiti, or drawings based on sex, race, national origin, or another prohibited basis.

This is not a complete list of what may be deemed to be discriminatory harassment prohibited by law. However, as a general guideline, problems in this area can be avoided if we act professionally and treat each other with respect.

DRESS CODE

Students are preparing for careers. Preparation includes developing the habit of wearing appropriate professional attire. All students are required to wear a standard uniform during the class session. Students are required to purchase and wear appropriate attire within the first 3 days of starting class. No shorts, skirts, sandals, or open-toed shoes will be permitted in the Clinical Laboratory. Also, nail polish of any kind and long nails are not allowed during any program. Any student wearing any combination of these articles will not be allowed to participate in medical laboratory practice. Students failing to meet the dress code requirements will not be admitted to class. The administration and/or faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and the time missed will be recorded as an absence.

CELL PHONES

Cell phones are prohibited in the classroom, lab, and clinical/externship sites. Students may use cell phones on campus during the break or before and after class. Students are to follow the clinical/externship cell phone policy and, failing to comply, may be at risk for suspension and/or termination from any program.

PHOTOGRAPHY

Students may not take photographs on campus or at the clinical site without consent or publish them online without consent.

Photography time will be designated as a group at the end of the class. At this time, students may take graduation photos of themselves and the class photo. These photos will be used on school marketing materials and the website. Please inform the Dalrada Career Institute staff member if you wish not to participate.

DRUG-FREE POLICY

It is the policy of Dalrada Career Institute to maintain a drug-free environment in accordance with the Drug-Free School and Communities Act. Dalrada Career Institute prohibits the unlawful possession, use, or distribution of illicit drugs and alcoholic beverages by students on its property or as part of any of its activities. Any student or employee who is involved with the unlawful possession, use, or distribution of illicit drugs or alcohol will be subject to termination. Information concerning the use and misuse of chemicals (including drugs and alcohol) shall be available, as well as resource information on a chemical dependency program in the community. Anyone seeking information or help, please get in touch with an Administrator or Director of Campus. All conversations are held in strict confidence.

HEALTH AND SAFETY

Dalrada Career Institute has an annual fire and safety inspection and conducts drills once annually to assure safety for students and staff. Exit signs are posted in prominent positions throughout the classroom and offices, and first-aid kits are available in the administration offices.

INTELLECTUAL PROPERTY AND OWNERSHIP

The Institution respects intellectual property rights and ownership. These policies ensure against the unauthorized use of copyrighted material and information technology systems and provide clear guidance regarding intellectual property ownership.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

PERSONAL PROPERTY

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

STUDENT RECORDS AND TRANSCRIPT

Student records are maintained for five years from the date of the student's graduation, termination, or withdrawal. Records are available upon individual student request for a five-year period only. For security purposes, all printed records are destroyed after the five-year term. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law and prohibits an institution from releasing school records or any other information about a student to any third party without the written consent of the student. Transcripts are kept permanently.

JOB PLACEMENT ASSISTANCE

Dalrada Career Institute offers job placement assistance to aid graduates in career planning and job placement. Employment preparation begins at the end of each program for each student. When a student successfully completes the program, our in-house Placement Officer will assist the graduate with job placement.

Although by law Dalrada Career Institute cannot guarantee job placement, we make every effort to locate a job for our graduates. However, it is the responsibility of every graduate to do their part in finding employment. This means independent job searching, keeping scheduled interview appointments, wearing proper attire to an interview, demonstrating a positive attitude, and keeping the school informed of his/her current job status.
The Placement Department supports opportunities for our graduates; therefore, it is vital that the graduate keeps the Job Placement Department abreast of any changes in address, telephone numbers, and employment status during the first year. By both of us doing our part, the staff at Dalrada Career Institute is certain that every successful graduate can have a successful career.

ACADEMIC INFORMATION

CALENDAR

Dalrada Career Institute operates on a continuous basis throughout the year. Classes start regularly throughout the year.
The following holidays and semester breaks are observed for students:

HOLIDAYS	SEMESTER BREAKS (TBA)
New Year's Day	Thanksgiving Break (a day before Thanksgiving, Thanksgiving Day, and a day after and any weekend following)
Martin Luther King, Jr. Day	
President's Day	Winter Break (Christmas Eve or a day after New Year's Day)
Memorial Day	
Independence Day	
Labor Day	

Veterans Day

CLASS HOURS
All program hours vary. Please refer to the course description and class schedule.

STUDENT-TEACHER RATIO
In evaluating the needs of the students attending class, Dalrada Career Institute has determined that the student-teacher relationship is most important in assuring student progression. Prompted by our endeavor to support students during their training, the commitment of the instructor to work in close unison with the student, and to maintain a realistic student-teacher ratio Dalrada Career Institute has established a maximum student-teacher ratio of a maximum of 30:1 for the didactic portion of their program and a 20:1 ratio for the clinical portion of the program for most of our training and 15:1 for NA and HHA training programs.

ATTENDANCE:

Attendance for short program courses

Regular attendance and punctuality will help develop good attendance habits required for successful careers. Attendance is taken in each class so accurate records may be maintained to determine students' presence. Missed classwork must be made up. Students may schedule a meeting with the instructor to independently make up the work missed.

Any student who is absent for three (3) consecutive scheduled school days without a valid excuse will be subject to dropped from the program. Absences may be excused by a doctor's note or other appropriate documentation for extenuating circumstances

Tardiness for short program courses

Students who are more than ten minutes late to class, leave more than ten minutes early, and students who return late from a scheduled break will be marked as tardy. Students with excessive absences will be reached out to by the office automatically to address any concerns.

- CNA/HHA: Four days of tardiness may result in being dropped from the program.
- MA: Five days of tardiness may result in being dropped from the program.

Any excused tardies by a doctor's note or other appropriate documentation for extenuating circumstances will be evaluated to continue with the program.

Make-up & Missed Exams for short Program courses

Students are required to make-up all assignments and time missed as a result of an absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the Director. Tests not taken on the prescribed date will get a letter grade lower and will be averaged into the student's GPA for that course.

*Make Up Policies are specific per program. Please refer to the enrollment agreement

ATTENDANCE FOR VN PROGRAM

- **Attendance Requirements**

Students enrolled in the nursing programs are expected to place the highest priority on attending all scheduled lectures, laboratory, and clinical practice assignments. In addition to the Institution's catalog requirements, the following topics address the nursing program's expectations.

- **Classroom Attendance**

Student absences jeopardize the student's ability to meet course objectives. Therefore, the nursing program has minimal opportunities for make-up work. Students will either fail or be dropped from the program due to absences over the policy in this handbook.

Students will fail the course if they are absent from in excess of two scheduled theory sessions. This policy also applies to situations where the absence was unavoidable.

Students are expected to be on time and prepared for each class or online activity. Personal commitments are to be scheduled at times that do not conflict with the academic requirements of the nursing program. Students must report their absence by contacting the classroom faculty before the start of class. Students are responsible for maintaining accurate contact information for the faculty and nursing program staff.

- **Late/Make-Up Work**

When a student is absent from class, the student is responsible for obtaining the information that they missed from the faculty. Students are responsible for submitting all coursework and graded items in a timely fashion. If a student encounters a rare and extenuating circumstance, the student should work with the instructor to determine if the work can be made up. All late work is subject to a standard deduction.

- **Assignments**

All course assignments, assessments, and preparatory exams must be satisfactorily completed and submitted prior to the end of the course in order to progress. All assignments are due at the beginning of class on the due date unless specified by the instructor. All assignments submitted up to two class days after the original due date are subject to a 10% deduction in the final grade. All work submitted more than two class days after the original due date will receive a grade of 0.

- **Missed Quizzes/Exams**

Make-up quizzes/exams must be requested from and approved by the Dean of Nursing and Instructor in cases of any excused absence and must be completed within two days of the original test date. There will be a 10% deduction in the final grade. Students are not eligible to make up more than two quizzes/exams during a single course

- **Laboratory and Clinical Attendance**

Student absences jeopardize the student's ability to meet clinical and laboratory objectives. Therefore, the nursing program has minimal opportunities for make-up work. Students will either fail or be dropped from the program due to absences in excess of the policy in this handbook. Students are expected to be on time and prepared for each lab or clinical session. Because students must meet all clinical required hours as indicated in the syllabus, any absences may put the student at risk for course failure. Please keep this in mind and make sure to arrive early. When a clinical or laboratory absence occurs, the student must contact his/her lab/clinical instructor at least 30 minutes prior to the clinical start time as well as the school via email. Failure to follow this policy may result in disciplinary action for the student. In the event there is an emergency situation (for example, a severe accident/injury), the student must contact the faculty or the Dean of Nursing and the school as soon as possible.
Any clinical hours missed must be made up. Failure to attend a scheduled make-up may result in a clinical/laboratory failure. Students will fail the course if they are absent from in excess of two scheduled clinical/lab sessions. This policy also applies to situations where the absence is unavoidable.

When absence from any clinical/laboratory activity occurs, the student must obtain the information missed. Following an absence, the student is expected to be prepared for all assignments for the day of his/her return, unless prior arrangements with the faculty have been made.

- **Punctuality**

Students are expected to arrive on time for each lecture, laboratory, and clinical, appropriately dressed and prepared to perform per course and professional expectations. Student tardiness jeopardizes her/his ability to meet clinical and laboratory objectives and may also jeopardize relationships between clinical partners and the nursing program. In the

rare event that a student may be tardy to lecture, laboratory, or clinical, s/he must call the instructor in advance of the expected start time. If a student arrives late to class or lab, s/he should enter quietly with as little disturbance to fellow students as possible. If a student arrives late to a class during a quiz or exam, s/he will complete the quiz/exam in the time remaining for the quiz/exam. If a student arrives late to clinical without calling the clinical instructor in advance, she/he will be sent home and marked absent for the day.

Students who arrive late to lab/clinical may receive additional assignments from their instructor. Daily scores on the Clinical Performance Evaluation Tool will reflect student tardiness. Students who are tardy to clinical by fifteen minutes or more will not receive a patient assignment for the day and will be sent home. Hours missed must be made up, however, points missed cannot be made up. Students will receive credit for hours attended only. See the Laboratory and Clinical Attendance section. The student may fail lab/clinical if the attendance requirement is not met.

Please note that clinical partners may have policies and procedures related to tardiness that are more stringent than those set forth in this handbook. In that instance, the policies and procedures of the clinical partners may supersede those in this handbook. Students may receive a failing grade for the course as a result of excessive tardiness.

LEAVE OF ABSENCE

Students may encounter situations in their lives that are beyond their control and make it impossible for them to attend school for a significant period of time. It is the policy of Dalrada Career Institute to grant a Leave of Absence (LOA) in conditional situations, thereby enabling students to accomplish their educational goals. The Student Services Department may assess when a student's situation calls for an LOA and may grant an LOA, provided that the student has been enrolled for a minimum of 30 calendar days and present on the 30th day or later. A student may be granted up to 30 days of leave for personal reasons and a 60 LOA for medical reasons. Medical LOAs must be accompanied by a note from the student's physician.

A student requesting an LOA must make a prior request in writing on an official Leave of Absence form. Any exception to this policy must be documented by a school administrator and placed in the student's file. These requests must be given to the Director, who will grant or deny the request. If the request is granted, the Director will decide in consultation with the students the most beneficial date for the student to return. If the LOA is denied, the Director will advise the student of the reason(s) and document the reason for denial on the LOA request form.

Should the student not be able to request the LOA as described above, a discussion with the school Director will be necessary, and the Director's decision will determine if an LOA will be granted. If the LOA is granted, documents that need the student's signature will be mailed to the student and must be returned to the school within 10 days of receipt of these documents. If the documents are not received within this time frame, the student will be terminated from the program.

Regulations require that students who do not return from their Leave of Absence on their scheduled due date must be terminated from their course of study. Re-enrollment may occur after the student meets with the Director.

*Students **may** need to restart the entire program due to licensing requirements for all accelerated programs.

ACADEMIC STANDARDS

SATISFACTORY ACADEMIC PROGRESS (SAP):

This institution expects all students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution. In order to be considered to be making Satisfactory Progress toward a diploma/certification, a student must both maintain specified grade averages and proceed through the course at a specific minimum pace.
For determining satisfactory progress, each program is divided into different evaluation periods. Please refer to the information below;

- VN: in each term
- All Short Program courses: mid-point evaluation

PROBATION POLICY

Students who fail to meet Satisfactory Academic Progress (SAP) standards (due to either lack of attendance or unsatisfactory academic progress) during a given evaluation period will be placed on probation status during the following evaluation period. Students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making satisfactory progress. Students at this time may be terminated from the course of study. If special circumstances prevent the student from meeting SAP requirements by the end of the probation period, the student may appeal to the Director. Students who meet SAP by the conclusion of the probation period will be removed from probation status. Any student placed on probation will be provided a copy of his or her Probation Agreement.

READMISSION

Students who have been dismissed for lack of satisfactory progress (due to either lack of attendance or unsatisfactory academic progress) may apply to be readmitted to the institution in the same curriculum after notice. The student's return must coincide with the beginning of a module. The student will be required to pay a readmission fee.
Such students will be enrolled for a probationary period upon reentry. A student must complete that evaluation period with at least a 2.0 (70%) GPA. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

REINSTATEMENT

A student who prevails in the appeal process will be determined as making satisfactory progress.

RE-ENTERING

Students who wish to return after a voluntary termination will be considered re-entering students. Students accepted for re-entering the program of study will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

APPEAL PROCEDURES for the VN Program only

A student who wishes to appeal the non-satisfactory progress status must submit a written request to the Director. The request should be presented within fifteen (15) days of the non-satisfactory progress status determination and must describe any circumstance that the student believes deserves special consideration. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of the Director's 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 or her case. The committee shall be named from three (3) current staff members and two (2) current students as needed, and provide written notice to the student of the decision within three (3) business days. The decision of the committee shall be final.

Required Grades

Students must successfully complete the theory, laboratory, and clinical components. If any of the courses in the program are to be passed and progress in the curriculum is required. All students must pass all courses in the curriculum with a minimum grade of 70% for short programs or 75% for VN. Please refer to eachcourse syllabus for specific course requirements.

Grading Scale

- A failing grade in the clinical/lab component of a course results in course failure.
- Students who do not achieve a minimum grade of 70% for short programs or 75% for the VN program on the theory component and achieve a "Pass" on the clinical/lab component will not pass the course.
- Students who achieve a grade of 70% for short programs or 75% for VN or above on the theory component of a course and "Fail" the clinical/lab component will not pass the course.
- If a student fails a course on their first attempt, the student will be provided one opportunity to repeat the course.
- Students who fail to pass the course the second time will not be permitted to remain in the program.

- Students are allowed to repeat no more than two courses in the nursing program.

Grade	Percentage	Grade Point			
A	93-100%	4.0	C+	77-79.99%	2.3
A-	90-92.99%	3.7	C	73-76.99%	2.0
B+	87-89.99%	3.3	C-	72.99-70%	1.7
B	83-86.99%	3.0	F	0-69%	0.0
B-	80-82.99%	2.7			

Honors and Awards

Graduation Honors for the VN Program – Dean's List - 4.00 GPA

Required Study Time

To successfully complete the required course assignments, outside study and apart from regular classroom work are required. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

GRADING PROCEDURE

- Grades are based on the result of written tests, laboratory observations, daily classroom assignments, attendance, and completion of homework assignments. Final grades are reported at the end of each module and posted to the student's permanent academic record.
- The grading system is as follows:
- An "Incomplete" is only a temporary grade and cannot be given as a final grade. However, at the end of the module, students may receive a grade of "Incomplete" and, with the instructor's approval, may be granted a maximum extension of ten days or twelve evenings to complete the required classwork, assignments and tests. If the required items are not completed by that deadline, the final grades for the missing items will become "zero" and the final module or course grade will be calculated using those grades.
- If a student is unable to meet this time frame because of documented illness, they must receive permission from the Director before any make-up exams are given.
- The extension cannot be used to make up for accrued absences from class.
- Credits by exam are only extended to students who are receiving credit for previous training. That grade is not calculated into the student's GPA
- When a student receives a failing grade for a module or course (less than 60%), that grade will be averaged in with the student's other grades to determine the cumulative GPA (Grade Point Average).
- Any student who receives a final failing grade for a module has the option of repeating the module or test in which the failing grade was received. Arrangements must be made with the Director and the instructor. If a student chooses to repeat a module to receive a higher grade, the module must be completed within the maximum time frame of the program.

COURSE AND INSTRUCTOR EVALUATIONS

Students are requested to confidentially evaluate aspects of their education, including the instructor's efforts. For purposes of self-improvement, the instructors are provided a summary of the results from the Director, but the instructor will not have access to the individual student's evaluations.

MAXIMUM TIME FRAME FOR SHORT PROGRAM COMPLETION

The length of time required to complete a program depends on the rate of pursuit. Regardless of the student's rate of pursuit, the maximum period that the student will be allowed to complete their educational objectives is one and one-half (1½) times the contract completion time. Leave of Absence is not counted in the maximum period.

GRADUATION REQUIREMENTS

To graduate and thus be entitled to a Diploma or Certification of Completion, a student must meet the standards of graduation in the program in which there is enrolled and be current in all financial obligations to Dalrada Career Institute. Diplomas/Certificates of Completion are awarded to students who successfully complete the entire training program with a GPA (grade point average) of 70% or better. Graduation occurs after the required number of units is earned for each program.

On the last day of the short program, Dalrada Career Institute holds a Student Assembly at which student achievements are acknowledged. For the VN program, the commencement ceremony is held once a year. While it is not a requirement to attend the ceremony, it is a rewarding experience. A graduate from a full training program may return and repeat a portion of a previously completed program at no tuition charge on a space-available basis. This service is not available to students who are delinquent in their financial obligations to the school.

FINANCIAL INFORMATION

Financial Assistance

Dalrada Career Institute participates in both federal and state financial aid programs to assist eligible students in meeting the costs of their education through partnerships with non-profit organizations. Weekly/monthly cash payments, not to exceed the enrollment period, may be arranged through the Accounting Department.

In compliance with federal and state regulations, Dalrada Career Institute provides all required consumer information to prospective and current students. This includes, but is not limited to:

- General institutional information
- Financial aid eligibility and application procedures
- Cost of attendance

This information is available and readily provided to prospective students during their program inquiry and/or tuition assistance opportunities appointment with the institution's admissions director.

Dalrada Career Institute is committed to providing students with access to financial resources to support their educational goals. The institution offers a variety of financial aid options, including federal, state, and private funding sources. All policies and practices governing the administration of financial aid are designed to ensure compliance with applicable laws and to promote fairness, transparency, and student success.

The institution's financial aid policies and practices reflect those of the non-profit organizations that provide the aid, and include but are not limited to:

Eligibility Requirements: Criteria for applying for and receiving financial aid, including enrollment status, academic progress, and financial need.

Application Procedures: Instructions for completing aid applications and deadlines for priority consideration.

Awarding Process: How financial aid packages are determined, including the types and amounts of aid a student may receive.

Disbursement of Funds: Timing and method of financial aid disbursement, and procedures for crediting funds to student accounts.

All of these practices reflect those of the specific organizations that are providing aid to each student. Students are strongly encouraged to review all financial aid policies and to consult with the non-profit organization's advisors to ensure they understand their rights, responsibilities, and available options.

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

STUDENT TUITION RECOVERY FUND (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf. If you are a student in an educational program who is a California resident or is enrolled in a residency program, and are prepay all or part of the 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. Suite 225 Sacramento, CA 95834, (916) 431-6959 or (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 education 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 have sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

STUDENT'S RIGHT TO CANCEL

- **The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class, or the seventh day after enrollment, whichever is later.** After the end of the cancellation period, you also have the right to stop school at any time; and, you have the right to receive a prorated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last days of attendance.
- Cancellation agreement can occur up to 7 days after enrollment.
- Cancellation may occur when the student provides a written notice of cancellation at the following address. Dalrada Career Institute: 8787 Complex Drive, Suite B100, San Diego, California 92123. This can be done by certified mail or hand delivery with a confirmation of signed receipt from admission personnel.
  The student may provide an official email written notice. However, it is the student's responsibility to ensure a confirmation notification from the institution is received.

If the enrollment is canceled, the school will refund the student any money they have paid, less a registration or administration fee not to exceed $250.00, within 45 days after the notice of cancellation is received.

WITHDRAWAL/DROPPED

A student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if they have completed 60% or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less all books, all supplies, all uniforms, Live Scan, all exam & test fees paid upon student approval, a registration or administration fee not exceeding $250.00, and less any deductions for loaned equipment not returned within 5 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

To determine a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or, as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of the maximum set forth by the institution, and/or failure to meet financial obligations to the school.

DROPPED

- The student has failed to attend the class for 3 consecutive days of attendance for all programs. The date of your withdrawal shall be deemed the last date of your recorded attendance.
- The student who fails to return from a leave of absence (LOA).
- The student may be considered for a transfer to an alternate course date based on availability only if the student has not started the enrolled program. The student has the next program available from their dated enrollment agreement to readmit into another program. After the 3-month enrollment period, the applicant is terminated. Any deposit or tuition is forfeited.

The school's programs are designed as uninterrupted modules. If it becomes necessary for a student to interrupt training, a leave of absence must be approved by the school administration. If the leave is approved, the student will be granted a leave of absence for up to 90 days. If the student does not return within 90 days, then the student will be permanently dropped from the program.

The School's Refund Policy is Described in The Enrollment Agreement. The Enrollment Agreement and the School Catalog are One Agreement

MA Student Virtual Classroom Policy

- Instructor must be present for all scheduled hours of the virtual class.
- Students must have their webcam on, displaying their face as part of mandatory attendance to show participation.

EXTERNSHIP INFORMATION

Externship (Practical Training) Assignment

Externship training is scheduled to begin after the didactic and laboratory portions of the program are successfully completed. Below are the conditions regarding an externship assignment:

- All makeup work must be completed prior to placement.
- Students terminated from an externship site for absenteeism, attitude, or unprofessionalism may be dismissed from the program. Students may appeal for another clinical externship. Student may need to redo some/all hours at the discretion of the clinical externship site.
- A student may choose their own externship site only after it has been visited and reviewed by the instructor
- Students who wish to change externships can only do so with the approval of the instructor. If for any reason the student is dissatisfied with their site and it is not due to any ethical concerns, the student is required to find their own site that is not affiliated with the school.
- Students who are not proficient in their skills, as reported by the extern site administration, may be required to attend an extended externship experience or return to class for more practice.
- Students must complete their externship within a maximum time frame of 1.5 times the required instructional time of the program. Extern hours will be determined by the student and the extern facility. While on externship, students are required to submit a timesheet approved by the site supervisor or administrator.

Externship Policy

Dalrada Career Institute guarantees an externship site for students who are committed to a full-time schedule (40 hours per. week). Institution also aids (not guaranteed) students in placement for part-time externship sites as long as the student can commit to at least 2 full-time shifts (16 hours per. week).

- If the student is let go by the externship site, regardless of the reason, the student is responsible for finding a new site not affiliated with the school.
- Students may be subjected to re-doing all their externship hours at their new site due to the lack of demand for externs completing partial hours.
- If ethical concerns are brought up, students must contact office staff for the institution director to contact the student for further understanding.
- Students will be provided with a new site (the student is subjected to waiting for availability), if the concern is determined to be of unethical practices or is not meeting the program standards.

Externship Attendance

The externship facility will place the same demands on the students as are placed on their paid employees. Dalrada Career Institute attendance policy applies (see attendance). Students are encouraged to participate in their externship training on a full-time basis (20 - 40 hours per week).

Students in the **Medical Assistant** programs must complete the required number of externship hours at least three (3) months from the date they begin their externship. It will be determined by the program director if additional time is needed and may be granted on a case-by-case basis.

Students may be required to participate on various days, hours, and/or shifts that may or may not rotate at their externship site. This is due to the fact that tasks are divided throughout the day; therefore, a student may need to rotate in order to adequately complete his/her training.

Externship hours will be determined between the site and the student. Students are required to adhere to the set schedule of the facility. If the student requests a change of scheduled hours or days, he/she must comply with the procedures set forth by the externship site.

It is the student's responsibility to complete the timesheets at the externship facility daily, and obtain the signature of a staff member of the facility. While at the externship facility, students are required to submit timesheets as defined in the externship policy.

Externship Completion

All required paperwork must be returned to Dalrada Career Institute prior to graduation from the program. Completion is determined by the following:

- All hours of participation are documented and verified
- Externship completion summary Student evaluation/ form from supervisor of the facility
- Original documentation
- Student evaluation of the clinical extern site

TUITION AND FEES

All fees are subject to change without notice. The enrollment agreement includes a breakdown of the institutional and non-institutional charge.

Vocational Nursing – Day

Academic Year – total 13 months program	
Total clock hours	1530
Tuition	$34,000
Total cost per clock hour, excluding non-institutional charge	$22.22
Total tuition fee and fee	$39,000
Total tuition and fees including non-institutional charge	$39,646

Short Programs

Medical Assistant - Academic Year	
Total clock hours	160
Tuition	$3,390
Total cost per clock hour, excluding non-institutional charge	$21.18
Total tuition fee and fee	$4,700
Total tuition and fees including non-institutional charge	$4,884
Nurse Assistant - Academic Year	
Total clock hours	160
Tuition	$1,500
Total cost per clock hour, excluding non-institutional charge	$9.37
Total tuition fee and fee	$2,440
Total tuition and fees including non-institutional charges	$2,505
Home Health Aid- 40 HRS Program- Academica Year	
Total clock hours	40
Tuition	$385
Total cost per clock hour, excluding non-institutional charge	$9.62
Total tuition fee and fee	$700

Total tuition and fees including non-institutional charges	$765

Total Program Cost above indicates the total cost of the program, the schedule of total charges for a period of attendance, and an estimated schedule of total charges for the entire educational program.

CATALOG PROGRAM DESCRIPTION

Vocational Nurse Program

VN-SOC-29-2061.00- Licensed Practical and Licensed Vocational Nurses

A Diploma program

1530 Clock Hours/ 92 Quarter Credits Approximately 54 weeks Monday through Friday
Hours vary per term

This 1530 clock hour program prepares the student to pursue an entry-level position in the medical field. The program prepares graduates to sit for the National Council Licensure Examination – Practical Nurse (NCLEX-PN) and meets the standards designated by the California Board of Vocational Nursing & Psychiatric Technicians (BVNPT). Students are trained to provide direct care to patients throughout their lifespan in a variety of settings under the supervision of a physician or registered nurse. Students receive instruction in medication administration, dressing changes, documentation, rehabilitation, and bedside care. Students will learn to insert feeding tubes, provide tracheostomy care, and check blood glucose levels. This program consists of in-classroom theory, lab training, and clinical hours. Students must complete all hours to graduate from the program. Students can expect to attend class between 25 and 33 hours per week.

Requirements for admission:
High School Diploma or GED
Meet baseline requirement score on HESI/A
Pass the American Data Bank Background Check
Provide a clean drug test
Interview with the Director of Nursing
Admission is limited, and students will be selected based on a set criteria

A California Vocational Nurse License is required to work as a Vocational Nurse.
Requirements for Licensure:
Application submitted to BVNPT
Live scan fingerprints
Passing score on NLCEX-PN

Term	Course Name	Clock Hours	Credits	Lecture	Lab	Clinical
Term 1						
VN 101	Anatomy and Physiology	60	6.0	60	0	0
VN 102	Medical Terminology	30	3.0	30	0	0
VN 103	Concepts of Nursing	30	3.0	30	0	0
VN 104 & 104 C	Fundamentals of Nursing I	158	8.0	40	30	88
Term II						
VN 105 & 105 C	Fundamentals of Nursing II	240	11.0	40	40	160
VN 106	Fundamentals of Nursing II	30	3.0	30	0	0

VN 107	Introduction to Pharmacology	60	5.0	40	20	0
Term III						
VN 108	Clinical Pharmacology	40	4.0	40	0	0
VN 109	Mental Health Nursing	40	3.5	36	4	0
VN 110 & 110 C	Medical/Surgical I	240	11.5	50	30	160
Term IV						
VN 111 & 111 C	Medical/Surgical II	176	9.5	50	30	96
VN 112	Maternal/Child Nursing	144	8.5	50	30	64
Term V						
VN113 & 113 C	Medical/Surgical III	240	11.5	50	30	160
VN 114	Nursing Capstone	42	3.5	30	12	0
Total		1530	91.0	576	226	728

Course Descriptions
Term 1
VN101: Anatomy and Physiology
60 Clock Hours / 6.0 Units Lecture: 60 Lab: 0
Prerequisite: None
This course provides an entry-level understanding of the normal physiological development, structure, and function of the human body as a living organism and its relationship to its parts. The course addresses the body systems, the mechanisms of each system, and how they work together. Topics presented include cellular function, tissues, organs, and homeostasis.

VN102: Medical Terminology
30 Clock Hours / 3.0 Units Lecture: 30 Lab: 0
Prerequisite: None
This course provides an understanding of medical language and terminology used by health care professionals. Students will gain an understanding of word origins, pronunciations, and spelling of medical terms. Word components will be broken down to enable the student to identify the word's prefix, suffix, and root. The course is organized by body system and designed to work in conjunction with VN101: Anatomy and Physiology.

VN103: Concepts of Nursing
30 Clock Hours / 3.0 Units Lecture: 30 Lab: 0
Prerequisite: None
This course provides basic knowledge of nursing concepts that provide a foundation for bedside care. Topics covered include study skills, nursing history, cultural competence, law and ethics, communication, and grief.

VN104 & 104 C: Fundamentals of Nursing I
150 Clock Hours / 8.0 Units Lecture: 40 Lab: 30 Clinical: 80
Prerequisite: None
This course introduces basic nursing skills and principles that set a foundation for future clinical practice. Concepts include assistance with daily activities, vital signs, documentation, asepsis, sterile technique, and understanding the nursing process. This course provides lab activities to practice skills prior to providing practical experience in the clinical setting.

Term 2
VN105 & 105 C: Fundamentals of Nursing II
240 Clock Hours / 11.0 Units Lecture: 40 Lab: 40 Clinical: 160
Prerequisite: VN104
This course continues from VN104 to teach a deeper understanding of the nursing process as it relates to the Vocational Nursing role. Students learn advanced nursing skills used to assist patients in achieving a higher level of health. The role of the LVN in relation to physical assessment, data collection, and bedside care is discussed. Students will receive an introduction to various body systems as they relate to the disease process and the corresponding interventions that can be expected.

VN106: Normal Growth and Development
30 Clock Hours / 3.0 Units Lecture: 30 Lab: 0
Prerequisite: VN101, VN102
This course focuses on the developmental, psychosocial, and cognitive aspects of human growth and development throughout the life cycle. Emphasis is on the developmental self-care needs during various stages of life from newborn to end-of-life. Theorists such as Maslow, Erickson, and Kohlberg are discussed in relation to normal growth and development.

VN107: Introduction to Pharmacology
60 Clock Hours / 5.0 Units Lecture: 40 Lab: 20
Prerequisite: VN101, VN102
This course is designed to introduce students to the basic concepts of pharmacology. Content includes classifications, actions, naming conventions, and routes for administration. Students will learn dosage calculations for enteral and parenteral medications, as well as safe administration practices for enteral, parenteral, and topical medications.

Term 3
VN108: Clinical Pharmacology
40 Clock Hours / 4 Units Lecture: 40 Lab: 0
Prerequisite: VN107
This course continues from VN107 and provides information on medication classes used for the treatment of various illnesses in relation to body systems. Content includes normal dosages, indications, mechanisms for action, side effects, adverse effects, contraindications, drug interaction, and nursing interventions.

VN109: Mental Health Nursing
40 Clock Hours / 3.5 Units Lecture: 36 Lab: 4
Prerequisite: VN106
This course introduces students to mental health and signs of an inability to cope with stress. Discussions will include addictive disorders, anxiety, depression, personality disorders, and their diagnosis and treatment. Information on the LVN's role in the psychiatric nursing field will be discussed.

VN110 & 110 C: Medical/Surgical I
240 Clock Hours / 11.5 Units Lecture: 50 Lab:30 Clinical: 160
Prerequisite: VN104, VN105, VN107
This course focuses on the problems and diseases affecting various body systems that will be encountered in long-term care and rehabilitation settings. Emphasis is placed on using the nursing process to assist patients in experiencing self-care and health deviations from respiratory infections, cancer, and cardiac deficits. The role of the vocational nurse is discussed and practiced during lab exercises and clinical practice.

Term 4
VN111 & 111C: Medical/Surgical II
176 Clock Hours / 9.5 Units Lecture: 50 Lab: 30 Clinical: 96

Prerequisite: VN110
This course continues to focus on problems and diseases affecting various body systems that may be encountered in sub-acute settings, including neurological, musculoskeletal, endocrine, and gastrointestinal disorders. Students will take part in case-study simulations in the lab and continue to learn safe and effective care in the clinical setting.

VN112 & 112C: Maternal/Child Nursing
144 Clock Hours / 8.5 Units Lecture: 50 Lab: 30 Clinical: 64
Prerequisite: VN110
This course addresses the topic of evidence-based, patient-centered care for women and newborns during pregnancy and the perinatal period, as well as care for children from birth to adolescence. Students learn about health promotion and risk reduction in childbearing families. This course emphasizes health promotion, risk reduction, and childhood health problems of acute and long-term nature, as well as the influence of illness on the family.

Term 5
VN113 & 113C: Medical/Surgical III
240 Clock Hours / 11.5 Units Lecture: 50 Lab: 30 Clinical: 160
Prerequisite: VN111
This course focuses on the implementation of the nursing process to provide patient-centered care for adults with complex medical and surgical needs that may be encountered in acute care settings. Students will learn about immunologic disorders, hematologic disorders, and Shock. Students will take part in role-playing in the lab to learn appropriate communication as a leader. The course includes a lab and clinical component.

VN114: Capstone
50 Clock Hours / 4.0 Units Lecture: 30 Lab: 20 Clinical: 0
Prerequisite: VN111
This course will build on the concepts and knowledge gained from previous nursing courses to discuss patient-centered and evidence-based care in a variety of clinical settings. Students will explore the current job market and prepare for their entry into the profession. NCLEX review will be provided throughout the course.

PCI PALRADA CAREER INSTITUTE

DALRADA CAREER INSTITUTE SHORT COURSES- CERTIFICATE PROGRAM

Medical Assistant

Medical Assistant Program MA. SOC- 31-9092

A Certificate Program- a combination of the Administrative Medical Assistant and Clinical Medical Assistant
Total 320 Clock hours, approximately 14 weeks of the program
160 hours/ 10 weeks of instruction
160 hours of externship

Requirements for admission:

- High School Diploma or GED and Wonderlic assessment SLEQ with min. score of 20
- Pass the American Data Bank Background Check
- A clean drug test may be required for a clinical externship
- Proof of required immunization (list will be provided at registration)
- Admission is limited, and students will be selected based on set criteria
- Students taking MA synchronous online lecture classes need to go over the required checklist, as they must have internet access and a working computer to support the online class.

Our MA course will prepare the student for entry-level employment in a medical setting of a health facility.
This comprehensive 160-hour program of the administrative and clinical medical assistant program prepares students to perform tasks and functions to keep healthcare facilities running smoothly. Students receive instruction in medical law and ethics, terminology, anatomy and physiology, human relations, CPR, first aid, basic computer operations, administration of front office medical procedures, insurance forms, CPT codes. Use and care of diagnostic equipment, venipuncture, injections, pharmacology, universal precautions, vital signs, CPR, hematology, EKG, stress testing, Holter monitor, urinalysis, and microbiology.

Graduation Requirement: Students must pass the course and achieve a minimum score of 70% on all coursework and a passing grade for competencies. Also, upon completion of the externship, students must return
A practical check-off and timesheet are required to be considered a graduate of the program.
Externship sites are assigned by the school unless other arrangements have been made. Students are required to finish this externship within 3 months of the last day of their class. If a student is unable to meet this requirement, a Leave of Absence may be granted. This Leave of Absence is on a case by case basis. Upon completion of the externship, students must submit clinical time sheet and practical check-off to be considered a graduate of the program.

Method of instruction: Hybrid program. The theory portion of the course will be conducted synchronously or in person, while all lab training will be conducted live. Clinical externship will take place at our clinical partners.
Homework assignments and exams will be graded within seven (7) class days, and students will receive feedback.

There are no licensing or certification requirements to work as a Medical Office Assistant however, there are state and national agencies that will offer "Certification of the Student's Competency" if the student voluntarily chooses to sit for a certification examination. International Health Group DBA Dalrada Career Institute has approval from the NCCT. Please note that NCCT requirement is that you have successfully finished MA training program and hold a high school diploma or equivalent in the US.

Course #	Course Title	Hours	Practical	Lecture	Lab
AMA 101	Administrative Medical Assistant- Front Office Theory and Lab	60	0	35	25

CMA 101	Clinical Medical Assistant- Back Office Theory and Lab	100	0	63	37
AMA 101 C	Administrative Medical Assistant- Front Office Clinical Externship	40	40	0	
CMA 101 C	Clinical Medical Assistant- Back Office Clinical Externship	120	120	0	
	Total	**320**	**160**	**98**	**62**

AMA 101 Administrative Medical Assistant 60 Clock Hours Lecture: 35 Lab: 25
This course introduces the student to the profession of Medical Administrative Assisting. Emphasis is placed on the roles and responsibilities of an AMA. The students will learn the following topics; Medical careers, Medical Laws/ethics. Into to computers, medical front office, terminology, documentation, Electronic Health Records, managing medical records, health insurances, billing /coding, practice management, patient education, career preparation.

CMA 101 Clinical Medical Assistant 100 Clock HoursLecture: 63 Lab: 37
This course provides the student with the skills necessary to work as a Clinical Medical Assistant. The topics covered are the following; body systems, patient history/physical, vital signs, assisting with procedures, collecting specimens, electrocardiograms, intro to pharmacology, medication administration, emergencies (CPR, BLS), venipuncture/injection.

AMA 101 C Externship 40 Clock Hours
This course is designed to provide the student with on-the-job experience under the guidance of the faculty at Dalrada Career Institute. There will be supervision on the externship site by a facility supervisor. This experience gives the student an opportunity to apply the knowledge in the classroom. Students will perform the duties of the Administrative Medical Assistant. Each student will gain a better understanding of the skills needed to be successful in this field.

CMA 101 C Externship 120 Clock Hours
This course is designed to provide the student with on-the-job experience under the guidance of the faculty at Dalrada Career Institute. There will be supervision on the externship site by a facility supervisor. This experience gives the student an opportunity to apply the knowledge in the classroom. Students will perform the duties of the Administrative Medical Assistant. Each student will gain a better understanding of the skills needed to be successful in this field.

Nurse Assistant Program

Nursing Assistant Certification Preparation Course-NA **31-1014.00- Nursing Assistant**

A Certificate program
Total Hours: 160 Clock Hours. Approximately a 4-to-10-week program
Hours may vary

This state-approved course, combining classroom instruction, labs, and clinical training, prepares students for California certification/license as a Certified Nurse Assistant. This course is designed to prepare students to provide basic patient assistance with activities of daily living. This program is designed to help eligible students prepare for the State of California's required written and practical examinations. Upon passing the state's written and practical examination, the State license will be issued to the students. The students are then ready to give direct care in long-term care, assisted living, sub-acute, rehab, and acute-care facilities.

Certified Nursing Assistant Enrollment Requirements:

- US High school diploma/transcript, GED, Higher Level Diploma/Transcript, Wonderlic Assessment, or any Federal, State-approved equivalent assessment.
- Live Scan Fingerprint

- TB Test and Physical Exam, flu shot (October to March)
- CPR certification
- A short interview with one of our counselors.

Graduation Requirement: Students must pass the course and achieve a minimum score of 70% on all coursework and a passing grade for all clinical work. They must also pass a state exam to receive state certification.

Method of instruction: Direct classroom and supervised hands-on training at a long-term care facility.

Course #	Course Description	Theory	Clinical
NA 101	Nurse Assistant Theory	60	0
NA 101 C	Nurse Assistant Clinical	0	100
Total	160 clock hours		

NA101 NURSING ASSISTING THEORY 60 HOURS
This course introduces the student to the California State-approved Nurse Assistant theory training. The student will learn the following 60 hours of curriculum content; Introduction to Nurse Assistant, Patients' Rights, Interpersonal skills, Prevention management of catastrophe and unusual occurrence, body mechanics, medical and surgical asepsis, weight and measure, patient care skills, patient care procedures, vital signs, nutrition, emergency procedures, long-term care patient, rehabilitation, Observation and charting, death and dying, abuse.

NA102 NURSING ASSISTING CLINICAL 100 HOURS
This section of this program provides the students with the California State-approved Nurse Assistant Clinical portion of the training. The students will complete 100 hours of supervised clinical skills training in a skilled nursing facility.

Home Health Aide 40 HRS **HHA. 31.1011.00**

Pre-requisite- a current CNA license
Graduation Requirement: Students must pass the course and achieve a minimum score of 70% on all coursework and a passing grade for all clinical work.
Method of instruction: Direct classroom and supervised hands-on training at a long-term care facility.

Module	Course Title	Hours	Practical	Lecture
HHA 103	Home Health Theory	20	0	20
HHA 103 C	Home Health Clinical	20	20	0
	Total	40	20	20

HHA 103 Lecture: 20
This California state-approved program covers theory requirements. In theory, students will learn Introduction to aide and agency role, Interpretation of medical and social needs, personal care services, nutrition, cleaning, and care tasks in the home.
HHA 103 C Practical: 20
This California state-approved program covers clinical externship requirements. In clinical settings, students will learn personal care services, nutrition, cleaning, and care tasks in the home.

Changes in Programs or Policies

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or were deemed necessary due to industry changes, academic scheduling, or professional requirements.

LIST OF STAFF AND FACULTY

ADMINISTRATION

- Tiffany Kaita- Campus Director/ Administrator for all locations/ Director of Admissions/ Placement/ Office Manager for all locations
- Elizabeth Na- COO/ Director of Accounting for all locations
- Casey Na- Director of strategic partnership and marketing for all locations
- Candice Servando - Registrar for all campuses / Receptionist/ Administrative Assistant/ Marketing Assistant
- Emily Tran – Accounting Assistant / Student Services/ Clinical Coordinator

FACULTY AND QUALIFICATION:

ALL FACULTY MEMBERS HAVE EXPERIENCE IN THE RELATED FIELD OF THE PROGRAM, AS WELL AS A VALID LICENSE AND CERTIFICATION.

Jacqueline Ahearn RN, MSN
EDUCATION: BSN, MSN- San Diego State university
Title: Chief Academic Director for all locations/ Director of Education/ Program Director for CNA for San Diego and Satellite 1 location

FACULTY AND QUALIFICATION:

Rhodora Dotts RN
EDUCATION: MSHRD - National College of Education,IL
BSN- Southwestern College, Philippines
Title: Program Director for CNA for the Branch campus and Satellite 2.

Sheri Saretsky RN, CNE, DSD MSN
Education: BSN, MSN- Kaplan University, Davenport, IO
Title: Assistant Director of Nursing for Vocational Nurse Program/ Vocational Nursing Instructor

Nancy Strassner RN
Education: MPA, Nazareth College of Rochester, Rochester, NY
Title: Vocational Nursing Instructor
Program Director for CNA for Satellite locations 3 and 4

Amber Sripan RN, MSN
Education: MSN- Point Loma Nazarene University
Title: Vocational Nursing Instructor

Winnie Hendricks- BSHS, CMA
Education: BSN- Kaplan College
MA- Kaplan College
Title: Medical Assistant Instructor

Michael Liganor LVN, DSD
Education: LVN- Maric College, San Diego, CA
BSN- Southeast Asian College, Philippines
Title: Medical Assistant/ Nurse Assistant Instructor

Magdalena Miranda LVN, DSD
Education: LVN- Maric College San Diego, CA, Certificate
Title: Nurse Assistant Instructor

Crestita Morales LVN, DSD
Education: Certificate
Education: BSN, Far Eastern University, Philippines
Title: Nurse Assistant Instructor

Carolina Baltazar LVN, DSD
Education: VN Maric College, San Diego, CA
MBA De La Salle Business School, Philippines
Title: Nurse Assistant Instructor

VN instructors effective 2-2024
Janice Nizic-Bonner RN
Education: MDDP USHS, MS Loma Linda University,
Title: Vocational Nursing Instructor

Brenda Chiles RN
Education: BSN, National University
Title: Vocational Nursing/ HHA Program Director and Instructor

VN instructor effective 1-2026
Stephanie Englebrecht RN
Education: BSN, National University, San Diego, CA
Title: Director of Nursing for Vocational Nursing/ Vocational Nursing Instructor

Stephanie Daniels MSN. RN, CPAN
Education: Jacksonville University, Jacksonville, FL
Title: Vocational Nursing Instructor

Christopher Matthews RN
Education: Aspen University, Denver CO
Title: Vocational Nursing Instructor

Kyla Moncrieffe LVN
Education: Kaplan College, Las Vegas, NV
Title: Vocational Nursing Instructor

Elizabeth Sotomango RN
Education: De Ocamp Memorial College, Philippines
Title: Nurse Assistant and HHA instructor

Robert East VN
Education: BBA Campbell University and Concorde Career Institute
Title: Nurse Assistant Instructor

Catalog Changes and Updates:
7/30/24 BPPE approval for substantive change in address for Satellite location #3 to 933 E. Vista Way, Vista, CA 92084

New VN instructors added

DCI DALRADA CAREER INSTITUTE