

Agenda Item #13.B.2.



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945

Phone (916) 263-7800 Fax (916) 263-7859 Web www.bvnpt.ca.gov



DATE: February 6, 2013

TO: Board Members

FROM: 
Pam Hinckley, R.N., M.S.N.
Nursing Education Consultant

SUBJECT: CET-Nursing (formerly Center of Education and Technology) Vocational Nursing Program – Request to Admit Students (Director: Ronaldo Varian, Whittier, Los Angeles County, Private)

The CET-Nursing Vocational Nursing Program, also known as Center of Education and Technology) Vocational Nursing Program, requests approval to admit a class of 15 students on May 21, 2013 graduating August 23, 2014 to **replace** students who graduated May 16, 2012.

The program's status was changed to provisional accreditation¹ on September 16, 2010, for the **one-year** period from September 16, 2010, through September 31, 2011. That action was taken due to the program's noncompliance with Section 2530 (l) of the Vocational Nursing Rules and Regulations which states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

- (1) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation.”

Since the program was initially placed on Provisional Approval, Provisional Approval has been extended as follows:

- On May 20, 2011, the Board **extended** the program's Provisional Approval to November 10, 2011 (6 months).

¹ Prior to January 1, 2012, references in article 4 of the Vocational Nursing Practice Act and article 4 of the Psychiatric Technicians Law provided that the Board accredits all vocational nursing and psychiatric technicians programs. Pursuant to Business and Professions Code Sections 2883 and 4532 (Senate Bill 539, Chapter 338, Statutes of 2011), **accredit** was changed to **approve**. There was no change to the Board's authority or jurisdiction.

- On November 10, 2011, the Board **extended** the program's provisional approval for an **additional one (1) year** period from November 10, 2011 through November 30, 2012.
- On September 6, 2012, the Board **extended** Provisional Approval of CET-Nursing Program for the **one (1) year** period from September 6, 2012 through September 30, 2013.

History of Prior Board Actions

(See Attachment A, for the History of Prior Board Actions from April 12, 2006 through January 8, 2013.)

Enrollment

Currently, the program must have prior Board approval to admit classes to its 60-week full-time program. The pattern of admissions for proposed classes is seen in the enrollment table below.

The following table represents **current** student enrollment based on class starts and completions. The table indicates a **maximum projected enrollment of 28 students** for the period from **May 2006 through August 2014**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
5/06 (PM)		9	8	8
	8/08 (5/06 PM Class)		-8	8 - 8 = 0
10/08 (PM)		9		0 + 9 = 9
8/09 (PM)		9	5	9 + 5 = 14
	1/10 (10/08 PM Class)		-9	14 - 9 = 5
4/10 (PM)		9	8	5 + 8 = 13
	11/10 (8/09 PM Class)		-5	13 - 5 = 8
	6/11 (4/10 Class)		-8	8 - 8 = 0
2/12 (PM)		14	13	0 + 13 = 13
9/12 (PM)	11/13	13	13	13 + 13 = 26
	5/13 (2/12 PM Class)		-13	26 - 13 = 13
5/13 (Proposed)	8/14	15		13 + 15 = 28

Licensing Examination Statistics

The following statistics, furnished by the Pearson Vue and published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction" for the period April 2008 through December 2012, specify the pass percentage rates for graduates of CET-Nursing, Whittier, Vocational Nursing Program on the National Council Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate	Variance From State Average Annual Pass Rate
Apr – Jun 2008	3	1	33%	75%	33%	75%	-42
Jul – Sep 2008	3	1	33%	70%	33%	74%	-41
Oct – Dec 2008	2	0	0%	73%	25%	73%	-48
Jan – Mar 2009	No Candidates Tested			70%	25%	72%	-47
Apr – Jun 2009	No Candidates Tested			71%	20%	70%	-50
Jul – Sep 2009	No Candidates Tested			74%	0%	72%	-72
Oct – Dec 2009	No Candidates Tested			76%	0%	73%	-73
Jan – Mar 2010	No Candidates Tested			76%	0%	74%	-74
Apr – Jun 2010	No Candidates Tested			74%	0%	75%	-75
Jul – Sep 2010	4	1	25%	76%	25%	75%	-50
Oct – Dec 2010	2	2	100%	77%	50%	76%	-26
Jan – Mar 2011	No Candidates Tested			80%	50%	77%	-27
Apr – Jun 2011	4	3	75%	71%	60%	76%	-16
Jul – Sep 2011	No Candidates Tested			74%	83%	76%	+7
Oct – Dec 2011	2	1	50%	74%	67%	75%	-8
Jan – Mar 2012	1	1	100%	77%	71%	74%	-3
Apr – Jun 2012	3	1	33%	72%	50%	74%	-24
Jul – Sep 2012	No Candidates Tested			74%	50%	74%	-24
Oct – Dec 2012	No Candidates Tested			70%	50%	74%	-24

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

Based on the most current data available (October – December 2012), the program's average annual pass rate is **50%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time is

74%. The average annual pass rate for CET-Nursing, Whittier, Vocational Nursing Program is **24** percentage points **below** the state average annual pass rate.

It is important to note, that the program had no candidates test for six (6) consecutive quarters from January 2009 through June 2010. Additionally, no candidates tested during Quarter 1 and Quarter 3 of 2011, and Quarter 3 of 2012.

This data substantiates the program's **noncompliance** with Section 2530 (I) of the Vocational Nursing Rules and Regulations for the period **April 2008 through June 2011** and **April 2012 through December 2012 (a total of 16 quarters)**. The program was **compliant** for **three (3) quarters** from July 2011 through March 2012.

Faculty and Facilities

Section 2534(d) of the Vocational Nursing Rules and Regulations states:

"For supervision of clinical experience, there shall be a maximum of 15 students for each instructor."

The program's Board-approved faculty totals eight (8), including the program director. The director has 60% administrative duties and 40% teaching duties. Of the total faculty, Six (6) are approved to teach in the clinical area.

Based on a maximum enrollment of 28 students, two (2) instructors are needed. Therefore, the number of current faculty is adequate for the current and proposed enrollment.

Section 2534 (b) of the Vocational Nursing Rules and Regulations states:

"Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught."

The program has clinical facilities that are adequate as to type and variety of patients treated to enable current and proposed students to meet clinical objectives, in accordance with Section 2534 (b) of the Vocational Nursing Rules and Regulations. This information has been verified by the consultant.

Other Considerations

On September 16, 2010, the Center of Education and Technology Vocational Nursing Program was placed on provisional approval for a **one (1) year** period from September 16, 2010, through September 30, 2011. At that time, the program's average annual pass rate was **0%**.

On October 1, 2010, the Board forwarded the Notice of Change in Approval Status per certified and regular mail.

On May 3, 2011, a new program director was approved by the Board.

On May 20, 2011, the Board **extended** the program's Provisional Approval to November 10, 2011. At that time, the program's average annual pass rate had improved from 0% to 50%. However, it was noted that during that time, six (6) total program graduates were tested. Of the total tested, three (3) graduates passed.

On June 29, 2011, the Board forwarded the Notice of Change in Approval Status per certified and regular mail.

On November 11, 2011, the Board **extended** provisional approval for the **one (1) year** period from November 10, 2011 through November 30, 2012.

On November 29, 2011, the Board forwarded the Notice of Change in Approval Status per certified and regular mail 2012.

On July 24, 2012, the assigned consultant forwarded correspondence requesting submission of eighteen (18) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire Board members to consider by August 7, 2012.

On July 31, 2012, the Board received the program's comprehensive analysis. Fifteen (15) copies were attached for Board members review. Included in the analysis are the following elements:

- Admission criteria strengthened to interview potential students to determine their qualifications and commitment.
- Implemented a five (5) phase screening and selection process. The five (5) phases assess readiness for academic rigors, cognitive assessment, behavior and attitude and finally enrollment of those who meet the expectations and criteria in each category.
- Teachers have taken the Master Teacher online training by Pearson. Additionally, they attend ongoing faculty workshops.
- Teachers have incorporated, role play, team discussions, critical thinking scenarios, internet based software, and weekly practice tests that are in the NCLEX format.
- Chairpersons designated for theory, skills lab, and clinical. The three (3) designated chairpersons meet once a month to ensure all theoretical concepts are aligned with lab and clinical.
- Adoption of lesson plans that are correlated with the current textbooks, provided by the publishing company.

- Utilizing Elsevier-Evolve online resource materials.
- Remediation is instituted when a student scores less than an 80% on a weekly exam. Remediation of a failed exam is allowed, five (5) per module.
- Presentations are videotaped and monitored by the director for problems. Additionally, the director monitors student's quizzes and tests.

On September 6, 2012, the Board **extended Provisional Approval** of CET-Nursing Program for the **one-year** period from September 6, 2012 through September 30, 2013.

On September 19, 2012, the Board forwarded the Notice of Change in Approval Status per certified and regular mail 2012 (see Attachment B).

On December 13, 2012, the assigned consultant forwarded correspondence requesting submission of eighteen (18) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire Board members to consider by August 7, 2012 (see Attachment C).

On January 9, 2012, the Board received the program's eighteen (18) copies (see Attachment D). Included in the documents were the following elements:

- Enrollment – The director reports compliance with Board policy related to requesting prior Board approval before admitting classes, identified deficiencies in admission procedure related to demographics, initiated an internet survey program which allows the program to identify potential problems in a timely fashion.
- Admission Criteria - Revised admission criteria will include a personal interview to include the program director.
- Terminal Objectives – No changes.
- Curriculum Objectives – New teachers must complete a Master Teacher Online Program which is presented by Pearson. Additionally, faculty must attend faculty meetings, and have at least 30 hours of continuing education annually. The director and faculty review theory and clinical objectives to ensure all concepts are met and that the theory objectives are aligned with skills lab and clinical.
- Instructional Plan – Rearranged topics in each module to be more consistent with progression of nursing skills and knowledge. Activities such as role play, team discussions of complex scenarios, use of internet based software to address anatomy and physiology and weekly practice tests utilizing NCLEX style questions were added.
- Lesson Plans – Initiated adoption of textbook lesson plans to ensure consistency.
- Attendance – An electronic scanner was installed to aid in monitoring attendance. Attendance has been 95% or higher.

- Remediation Policy – Students who achieve less than 80% are placed in remediation and must attend school on a weekday they would not normally be in school. The remediation plan is identified by the director and discussed with the student. Remediation of exams is limited to five (5) in a 15 week module.
- Evaluations of Theory and Clinical - Students may evaluate instructors online. New instructors are evaluated by the director within the first month of teaching by the director. Students evaluate faculty after each module. Director evaluates faculty performance and issues a performance appraisal annually. The director is monitoring exams closely and implementing immediate intervention.

Currently the program's average annual pass rate is **50%**. This is **24** percentage points **below** the state average annual pass rate. Six (6) classes have been enrolled since the program began in April 2006. Class sizes have been small. A total of 63 students have been enrolled in classes, since inception. Of the 63 enrolled students, 30 have graduated. Twenty-four (24) of the 30 graduates have taken the licensure examination; eleven (11) program graduates have passed the licensure examination. Thirteen (13) students remain enrolled in classes.

The two (2) classes that graduated in 2010 brought the licensure pass rates up to within ten (10) percentage points of the state average annual pass rate. However, since that time, the pass rates have decreased to 50%. The decrease in licensure pass rates are the result of a class that graduated on August 19, 2011. It is concerning, that the program's licensure pass rates are decreasing after being on provisional approval for two (2) years and five (5) months.

Recommendations:

1. Revoke Approval for the CET Nursing, Vocational Nursing Program effective immediately.
2. Remove the program from the Board's *List of Approved Vocational Nursing Programs*.
3. Notify the Bureau of Private Postsecondary Education (BPPE) of the program's revocation.

Rationale: The program has enrolled 63 students, to date, and graduated 30. Of the 30 graduates, 24 have taken the licensure examination; six (6) graduates have not tested. Of the 24 graduates that tested, eleven (11) passed; thirteen (13) failed.

The program's current average annual pass rate is **50%**. As such, the program's average annual pass rate is **24** percentage points **below** the state average annual pass rate.

The program was placed on Provisional Approval on September 16, 2010. Since that time the Provisional Approval has been extended through September 30, 2013. In short, the program has been on Provisional Approval

a total of two (2) years and five (5) months. Since being placed on Provisional Approval, the program had three (3) quarters in which the average annual pass rate rose to within ten (10) percentage points of the state average annual pass rate. This increase in licensure pass rates occurred due to classes that graduated in 2010. As such, the two (2), 2010 classes were exiting the program when the program was being placed on Provisional Approval for the first time.

Since that time, the program graduated a class of nine (9) students on August 19, 2011. Of the nine (9) graduates, five (5) have taken the licensure examination. As such, two (2) or (40%) of the graduates passed and three (3) or (60%) failed. In a telephone conversation on December 18, 2012, the director indicated he feels the decrease in pass rates for the most recent graduating class is due to the caliber of student they were able to admit in the prior school location. He is adamant that the new school location will give the program a higher caliber of student and therefore increase the program's average annual pass rate.

The Board is concerned that the licensure pass rates are diminishing instead of increasing as new classes graduate. The program is scheduled to appear before the Board for reconsideration of Provisional Approval in September 2013; however, the program cannot increase the pass rates to within ten (10) percentage points of the state average annual pass rate by this date since the current class of 13 students is not scheduled to graduate until November 23, 2013. Therefore, revocation is recommended.

- Attachment A: History of Prior Board Actions.
- Attachment B: Board Correspondence Dated September 19, 2012.
- Attachment C: Board Correspondence Dated December 13, 2012.
- Attachment D: Program Correspondence Dated January 7, 2013, Received January 9, 2013.

Agenda Item #13.B.2, Attachment A

CET-Nursing History of Prior Board Actions

- On April 12, 2006, the Board approved the Center of Education and Technology's request to begin a vocational nursing program with an initial full-time class of 15 students commencing May 15, 2006, only; **and** approved the program curriculum for 1560 hours, including 600 theory, and 960 clinical hours.
- On June 20 – 21, 2007, the assigned consultant completed an onsite survey visit of the program. Thirteen (13) violations of the California Code of Regulations were identified.
- On September 7, 2007, in the absence of a quorum, a committee of the Board heard the consultant's report recommending approval by the full Board of the following actions:
 1. Place the Center of Education and Technology Vocational Nursing Program on provisional accreditation for the period September 7, 2007, through September 6, 2009.
 2. Require the program to submit documentation to correct identified violations no later than November 1, 2007.
 - a. The program shall develop and submit for Board approval objective criteria, procedures for implementation, and applicable forms for the screening and selection of program applicants.
 - b. The program shall submit a report verifying that up-to-date skills laboratory equipment has been secured and outdated texts have been removed from the reference library.
 - c. The program shall submit a report verifying that their proposed classrooms contain sufficient space and furniture to accommodate a class size of 15 students.
 - d. The program shall develop a schedule of meetings for vocational nursing faculty and confirm attendance of faculty. A copy of the minutes of each meeting shall be submitted to the Board no later than ten (10) days after the meeting.
 - e. The program shall develop daily lesson plans that correlate the theory and clinical practice offered to students for weeks 16 – 60. A progress report shall be submitted to the Board.
 - f. The program shall revise and submit for Board approval a procedure for the evaluation of student progress and remediation to include:

- 1) Notification of the program director of students' knowledge or clinical deficits.
 - 2) Director review and signature for student counseling relative to program performance deficit.
 - 3) Director approval of plans for student remediation and subsequent student evaluations.
- g. The program shall develop and submit documentation of the theory and correlated clinical experience provided for each enrolled student.
- h. The program shall consistently post clinical objectives that students are expected to master in assigned client care units and submit documentation verifying compliance.
- i. The program shall develop and submit for Board approval a procedure and relevant forms to ensure the evaluation of program faculty at least annually.
3. The program shall submit a report to the Board delineating the effectiveness of strategies and interventions taken to correct identified violations by November 1, 2007.
 4. The program shall admit no further classes until all items in Recommendation 2 above have been corrected and information substantiating corrections as approved by the Board is submitted.
- On September 12, 2007, the Board received correspondence from the program director relative to her resignation effective September 13, 2007.
 - On October 19, 2007, the program was notified of the Board's inability to approve the proposed program director due to noncompliance with requirements set forth in California Code of Regulations Section 2529 (c)(1).
 - **On December 10, 2007, a new program director was approved.**
 - On January 10, 2008, the Board received correspondence and supporting information from the program director relative to the correction of thirteen (13) violations identified during the June 20–21, 2007 survey visit.
 - On February 1, 2008, the Board granted full accreditation to the Center of Education and Technology Vocational Nursing Program for the period February 1, 2008, through January 31, 2012, and issued a certificate accordingly. The program was required to submit a report to the Board delineating the effectiveness of strategies and interventions taken to correct identified violations by June 1, 2008. A follow-up report was to be presented at the September 2008 Board meeting.

- A follow-up report was not presented at the September 12, 2008 Advisory Committee meeting, as the program had admitted only the initial class approved on April 12, 2006. No additional classes were admitted after February 1, 2008.
- On October 22, 2008, the Executive Officer approved the program's request to admit the following classes.
 1. A **full-time day** class of 15 students commencing October 22, 2008 only, with a projected graduation date of December 17, 2009;
 2. A **full-time evening** class of 15 students commencing October 22, 2008 only, with a projected graduation date of December 17, 2009.
- On May 14, 2009, the consultant notified the program that its average annual pass rates had fallen more than 10 percentage points below the state average annual pass rate for the past four (4) quarters. The director was requested to submit a plan for improving the program's pass rates by Friday, June 5, 2009.
- On August 4, 2009, the Board received the program's plan for improving its NCLEX-PN® pass rates.
- On August 12, 2009, the director clarified that the program admitted an evening class on October 22, 2009 only. A day class was not admitted due to insufficient enrollment.
- On August 18, 2009, the Executive Officer approved the program's request to admit 15 students on August 24, 2009 only.
- On November 19, 2009, the consultant notified the program that its average annual pass rates had fallen more than ten (10) percentage points below the state average annual pass rates for the past six (6) quarters.
- On January 7, 2010, the Executive Officer approved Center of Education & Technology Vocational Nursing Program's request to admit 15 students on February 8, 2010 only, graduating April 18, 2011; **approved** the program's request to admit 15 students on July 26, 2010 only, graduating October 11, 2012; **and required** the director to complete a comprehensive analysis of the program, identify program deficiencies, and submit a report that identifies program strengths and deficiencies, specifies steps to correct identified deficiencies, and presents a timeline for implementation. The report shall be due by January 30, 2010. The following elements must be addressed:
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.

- i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement
- On February 11, 2010, the program was notified that its average annual pass rates had fallen more than below ten (10) percentage points below the state average annual pass rate for the past seven (7) quarters.
 - On April 27, 2010, the Executive Officer approved program's request to admit 15 students on March 8, 2010 only, graduating May 8, 2011, to **replace** students who graduated December 17, 2009, **and denied** the program's request to admit a full-time class of 15 students on July 26, 2011, graduating October 11, 2012.
 - On August 5, 2010, the director was notified that the Board would consider placement of the program on provisional accreditation at its September 16, 2010 meeting. The program was requested to submit documentation relative to:
 1. Current and Projected Enrollment.
 2. List of Current Faculty.
 3. List of Current Clinical Facilities to Which Students Are Assigned.
 4. Effect of Actions Taken to Improve Student Achievement and the Pass Rate Performance of Program Graduates.

The documents were to be received by the Board by August 12, 2010.

- On August 12, 2010, the program submitted documents relative to current and projected enrollment, list of current faculty, list of current facilities. The requested "Effect of Actions to Improve Student Achievement and the Pass Rate Performance of Graduates" was not submitted.
- On August 13, 2010, the assigned consultant forwarded electronic correspondence again requesting interventions the program implemented to improve program pass rates. In response, the director submitted documents dated October 14, 2009.
- On September 16, 2010, the Board placed Center of Education and Technology, Whittier, Vocational Nursing Program on provisional accreditation for the one-year period from September 16, 2010, through September 30, 2011, and issued a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations; and,

The program was required to submit a follow-up report in 10 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and

the effect of employed interventions. The following elements must be addressed in the analysis.

- a. Current Enrollment.
- b. Admission Criteria.
- c. Screening and Selection Criteria.
- d. Terminal Objectives.
- e. Curriculum Objectives.
- f. Instructional Plan.
- g. Theory and Clinical Objectives for Each Course.
- h. Lesson Plans for Each Course.
- i. Textbooks.
- j. Attendance Policy.
- k. Remediation Policy.
- l. Evaluations of Theory and Clinical Faculty.
- m. Evaluations of Theory Presentations.
- n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
- o. Evaluation of Student Achievement.

The program will be placed on the September 2011 Board agenda for reconsideration of provisional accreditation; and required to comply with all accreditation standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.

Additionally, the program may not admit additional students unless approved by the full Board.

- On October 1, 2010, the Board forwarded the Notice of Change in Accreditation Status per certified and regular mail.
- On April 14, 2011, the assigned consultant forwarded correspondence requesting the program to submit fifteen (15) copies of documents relative to subsequent actions taken to correct identified problems for Board presentation.
- **On May 3, 2011, a new program director was approved**
- On May 20, 2011, the Board approved the program's request to admit a full-time class of 15 students on May 23, 2011, only, graduating August 12, 2012, to **replace** the class that graduated November 2010; **and**, extended the program's Provisional Accreditation to November 10, 2011; **and**, placed the program on the November 2011 Board agenda for reconsideration of Provisional Accreditation; **and**, required the program to obtain approval by the full Board prior to admission of each class.
- On June 29, 2011, the Board forwarded the Notice of Change in Accreditation Status per certified and regular mail.

- On August 8, 2011, the program notified the Board that the May 23, 2011 class had been postponed to October 17, 2011 and will graduate January 18, 2013.
- On October 4, 2011, the program director notified the Board that the May 23, 2011 class had again been postponed to January 16, 2012 with graduation projected for March 8, 2013.
- On October 7, 2011, the assigned consultant forwarded correspondence requesting the program to submit fifteen (15) copies of documents relative to subsequent actions taken to correct identified problems for Board presentation.
- On November 11, 2011, the Board extended provisional accreditation of the Center of Education and Technology Vocational Nursing Program for the one (1) year period from November 10, 2011 through November 30, 2012, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations; **and**, required the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate for four (4) consecutive quarters; **and**, required the program to continue to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's accreditation; **and**, required the program to submit a follow-up report in nine (9) months, but no later than **August 1, 2012**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement; **and**,

Required the program to comply with all accreditation standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's regulations, commencing at California Code of Regulations, Title 16, Section 2526; **and**, continue to require the program to obtain approval by the full Board prior to admission of each class; **and**, place the program on

the November 2012 Board Meeting agenda for reconsideration of provisional accreditation.

- On November 29, 2011, the Board forwarded the Notice of Change in Accreditation Status per certified and regular mail.
- On June 21, 2012, the Board received notice of the school's name change from Center of Education and Technology to CET-Nursing.
- On November 23, 2011, the Board received notice of change of address for Center of Education and Technology.
- On July 24, 2012, the assigned consultant forwarded correspondence requesting submission of eighteen (18) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire Board members to consider by August 7, 2012.
- On July 31, 2012, the Board received the program's comprehensive analysis. Fifteen (15) copies were submitted.
- On August 17, 2012, the Board forwarded an amended Notice of Change in Accreditation Status per certified and regular mail.
- On September 6, 2012, the Board approved CET-Nursing to admit a class of 15 students on September 11, 2012 graduating November 23, 2013, to **replace** students who graduated August 19, 2011; **and**, required the program to continue to obtain approval by the full Board prior to admission of each class; **and**,

Extended Provisional Approval of CET-Nursing Program for the **one-year** period from September 6, 2012 through September 30, 2013, and issue a notice to the program to identify specific areas of non-compliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations; **and**, required the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate for four (4) consecutive quarters; **and**,

Required the program to show documented progress by submitting a follow-up report in nine (9) months, but no later than **June 1, 2013**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:

- a. Current Student Enrollment.
- b. Admission Criteria.
- c. Screening and Selection Criteria.
- d. Terminal Objectives.
- e. Curriculum Objectives.
- f. Instructional Plan.
- g. Theory and Clinical Objectives for Each Course.
- h. Lesson Plans for Each Course.

- i. Textbooks.
- j. Attendance Policy.
- k. Remediation Policy.
- l. Evaluations of Theory and Clinical Faculty.
- m. Evaluations of Theory Presentations.
- n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
- o. Evaluation of Student Achievement; **and,**

Required the program to comply with all accreditation standards in article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code section 2880, and article 5 of the California Code of Regulations, title 16, section 2526; **and,** advised the program that failure to take any of these corrective actions may cause the full Board to revoke the program's approval; **and,** place the program on the **September 2013** Board agenda for reconsideration of provisional approval.

- On September 19, 2012, the Board forwarded the Notice of Change in Approval Status per certified and regular mail.
- On December 13, 2012, the assigned consultant forwarded correspondence requesting submission of eighteen (18) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire Board members to consider by August 7, 2012.
- On January 8, 2013, the Board received the program's comprehensive analysis. Eighteen (18) copies were submitted.

Agenda Item #13.B.2., Attachment B



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR ROMULO F. BROWN JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7859 Web www.bvnpt.ca.gov



CERTIFIED MAIL

September 19, 2012

Ronoldo Varian, M.O.H., R.N.
Director, Vocational Nursing Program
CET - Nursing
639 South New Hampshire Ave., Suite 301
Los Angeles, CA 90005

Subject: Notice of Change in Approval Status

Dear Mr. Varian:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on September 6, 2012, the provisional approval status of the CET-Nursing; also known as Center of Education and Technology Vocational Nursing Program has been extended for the one (1) year period from September 6, 2012 through September 30, 2013.

The purpose of this letter is to explain the areas of non-compliance found and the corrections required of your program to avoid losing approval completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **Friday, September 28, 2012**.

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

In accordance with Section 2526.1(c) of title 16 of the California Code of Regulations,

"The Board may place any program on provisional accreditation when that program does not meet all requirements as set forth in this chapter and in Section 2526..."

Section 2530(l) of title 16 of the California Code of Regulations states:

"The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period..."

The program pass rates of the CET-Nursing Vocational Nursing Program for the past sixteen (16) quarters are set forth in the following table.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Apr – Jun 2008	75%	33%	-42
Jul - Sep 2008	74%	33%	-41
Oct - Dec 2008	73%	25%	-48
Jan – Mar 2009	72%	25%	-47
Apr – Jun 2009	70%	20%	-50
Jul - Sep 2009	72%	0%	-72
Oct – Dec 2009	73%	0%	-73
Jan – Mar 2010	74%	0%	-74
Apr – Jun 2010	75%	0%	-74
Jul – Sep 2010	75%	25%	-50
Oct – Dec 2010	76%	50%	-26
Jan – Mar 2011	77%	50%	-27
Apr – Jun 2011	76%	60%	-16
Jul – Sep 2011	76%	83%	+7
Oct – Dec 2011	75%	67%	-8
Jan – Mar 2012	74%	71%	-3
Apr – Jun 2012	74%	50%	-24

Based on this data, the program failed to meet the average annual pass rate requirement.

REQUIRED CORRECTION(S)

1. The CET-Nursing Vocational Nursing Program shall bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate for four (4) consecutive quarters.
2. The program shall obtain approval by the full Board prior to the admission of each class.
3. The program shall show documented progress by submitting a follow-up report in nine (9) months, but no later than **June 1, 2013**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.

- f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
5. The program shall comply with all approval standards in article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code section 2880, and article 5 of the Board's regulations, commencing at California Code of Regulations, title 16, section 2526.
 6. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
 7. In the event additional violations of the approval standards are identified, such violations may result in further corrective action or revocation of provisional approval.

FUTURE BOARD ACTION

Your program will be placed on the **September 2013** Board Meeting agenda for reconsideration of your approval status. If you have additional information that you wish considered beyond the required corrections listed on pages 2 and 3, you must submit this documentation by the fifteenth day of the second month prior to the Board meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **Based on the above corrections, approval by the full Board is required prior to the admission of each class.**

In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to 2527 of the Board's regulations.

The program may no longer advertise that it has full approval, and should take steps to correct any ongoing advertisements or publications in that regard.



TITLE 16
CALIFORNIA CODE OF REGULATIONS

2526.1. Provisional Accreditation.

- (a) Provisional accreditation means a program has not met all requirements as set forth in this chapter and in Chapter 6.5, Division 2 of the Business and Professions Code.
- (b) Provisional accreditation shall be granted for a period determined by the Board.
- (c) The Board may place any program on provisional accreditation when that program does not meet all requirements as set forth in this chapter and in Section 2526. If the program has not met all requirements at the end of the initial provisional accreditation period, provisional accreditation may be extended if the program demonstrates to the satisfaction of the Board a good faith effort to correct all deficiencies.
- (d) Any program holding provisional accreditation may not admit "new" classes beyond the established pattern of admissions previously approved by the Board. The admission pattern is defined by the number of students per class and the frequency of admissions for the six class admissions that immediately precede the Board action to consider provisional accreditation.
- (e) A program placed on provisional accreditation shall receive written notification from the Board. The notification to the program shall include specific areas of noncompliance and requirements for correction. A program's failure to correct delineated areas of noncompliance is cause for revocation of provisional accreditation.
- (f) A material misrepresentation of fact by a vocational nursing program in any information submitted to the Board is cause for revocation of provisional accreditation.
- (g) A program whose provisional accreditation has been revoked shall be removed from the Board's list of accredited programs. The status of students as potential applicants for licensure will be determined by the Board.
- (h) A program that is removed from the Board's list of accredited programs subsequent to Board action based on the program's non-compliance with applicable regulations shall not reapply to establish a vocational nursing program for a minimum period of one calendar year.

Although the current average annual pass rate is 24 percentage points below the state average annual pass rate, the three (3) previous quarters were compliant with regulatory standards. Therefore, the class of 15 students is hesitantly recommended. Extending the Provisional Approval at this time, instead of in November 2012, will decrease staff workload and will allow the program to continue to implement and evaluate the changes reported. Additionally, no significant licensure data is expected before the November 2012 Board meeting.

Currently 14 students are enrolled in classes. The addition of 15 students would give the program a total of 29 students. The current class of 14 students will graduate on May 16, 2013.

The *Notice of Provisional Approval* is enclosed. This document identifies specific areas of noncompliance and required corrections. It is recommended that you review this document in its entirety. Additionally, the program's *Certificate of Provisional Approval* is enclosed. These documents should be retained in your official files. The attached Acknowledgement Form should be completed and returned by **Friday, September 28, 2012.**

Please contact the Board should further clarification be needed.

Sincerely,


CHERYL C. ANDERSON, M.S., R.N.
Supervising Nursing Education Consultant

Enclosures



CERTIFICATE OF PROVISIONAL APPROVAL

for

CET--Nursing Vocational Nursing Program

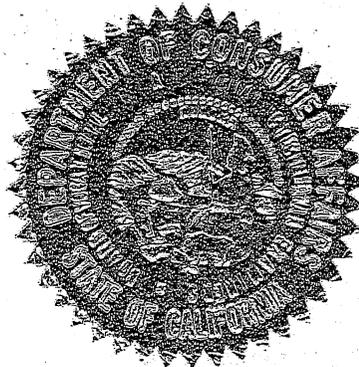
This document reflects that the Board of Vocational Nursing and Psychiatric Technicians (Board) has provisionally approved the above-named program pursuant to Article 5 of the Vocational Nursing Practice Act and the Board's Rules and Regulations. A copy of documents related to the provisional approval may be obtained by contacting the Board at the address above. A candidate's completion of an approved vocational nursing program is partial fulfillment of requirements for the vocational nurse licensure examination.

Effective: September 6, 2012

Expires: September 30, 2013



Todd D'Braunstein, P.I.
President





Teresa Bello-Jones
Executive Officer



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov



DECLARATION OF SERVICE BY MAIL

Program Name: CET--Nursing

Program Director: Ronoldo Varian Email Address:

Address: 639 South New Hampshire Ave., Suite 301, Los Angeles, CA 90005

I declare:

I am employed in the County of Sacramento, California, I am over the age of 18, and not a party to the within action. My business address is 2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833-2945.

On September 20, 2012, I served the following document(s) described as: Notice of Change in Approval Status and Certificate

By causing to be delivered a true and correct copy thereof to the addressee(s) as follows:

VIA U.S. MAIL:

By placing a copy in each of two separate sealed envelopes with postage thereon fully prepaid and causing them to be deposited in the mail at Sacramento, California for delivery by way of Certified Mail and First Class Mail.

Certified Mail Number: 7011 2000 0000 5159 9057

VIA PERSONAL SERVICE:

I myself, or a designated courier, delivered such document(s) by hand to the offices of the addressee.

VIA FACSIMILE:

Such document(s) were transmitted to the facsimile number(s) listed above. The facsimile machine I used was in working order and no communication or delivery error was reported by the machine.

VIA ELECTRONIC TRANSMISSION:

I caused the documents to be sent to the persons at the e-mail address listed above. I did not receive, within a reasonable time after the transmission, any electronic message or other indication that my transmission was unsuccessful.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. This declaration was executed at Sacramento, California September 20, 2012.

Melinda Collins
(Typed Staff Name)

Melinda Collins 9/20/12
(Staff Signature)

Agenda Item #13.B.2., Attachment C



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7859 Web www.bvnpt.ca.gov



CERTIFIED MAIL

December 13, 2012.

Ronoldo Varian, Director
Center of Education and Technology
Vocational Nursing Program
13601 East Whittier Blvd., Suite 209
Whittier, CA 90605

Re: Consideration of Request to Admit Students While on Provisional Approval

Dear Mr. Varian:

On November 27, 2012, the Board received the *Center of Education and Technology Vocational Nursing Program's* request to admit students. The Board is scheduled to consider that request at its meeting scheduled February 22, 2013. That meeting will be held in Los Angeles, California.

To ensure dissemination and review by individual Board members and relevant staff for timely consideration prior to the February Board meeting, please submit the following written information by **Friday, December 28, 2012:**

- Eighteen (18) copies of pertinent documents related to subsequent actions taken by the program to correct identified problems *that you desire Board members to consider*. Please remember existing statutes require that any document considered by the Board will become a public record. Accordingly, please redact all names of students.
- In addition, please provide information on a compact disc (CD) for Board use. Again, please remember to redact any student names prior to copying information onto the CD.

Although the primary purpose of this letter is to convey the Board's need for the copies, please be assured that, if timely submitted, any correspondence and attachments will be reviewed and, if appropriate, information submitted may be included in the report of the assigned consultant.

The Board strongly recommends that you plan to attend the meeting and be prepared to respond to questions from Board members relative to your program.

Please contact the Board at (916) 263-7843 should further clarification be needed.

Sincerely,

PAM HINCKLEY, RN, MSN

Nursing Education Consultant

Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833

(916) 263-7843 Phone

(916) 263-7866 Fax

Pam_hinckley@dca.ca.gov

BVNPT Received *EDU*
on *1/9/13* with *DJ*

Agenda Item #13.B.2., Attachment D
CET-Nursing

January 7, 2013

BVNPT
2013 JAN -9 PM 2: 20

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205
Sacramento, CA 95833-2945

Attn: Pam Hinckley MSN RN NEC

Re: Request for a New Class of 15 students – Requested Documents Addendum

Dear Ms. Hinckley:

As per the certified mail dated December 13, 2012, we are submitting the following documents for the Board to consider regarding our request for replacement class:

1. Updated Analysis Report
2. Updated Admission Procedures
3. Updated Enrollment Data Table
4. New Clinical Sites and faculty clinical assignments

I hope you find them in good order. Please let us know how we can be of further assistance.

Again, we thank you for your consideration and continued support in our endeavors.

Respectfully,

Ronaldo Verian
Ronaldo Verian RN, MOH, MPH
Program Director

**CET-Nursing
December 2012**

**A
Follow-Up Report**

**An Updated Analysis of the Program,
Specific Actions Taken to Improve Program Pass Rates,
Timeline for Implementation
The Effect of Employed Interventions Addressed**

**Submitted by
Ronaldo G. Verian, RN, MOH
Program Director**

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IN THIS FOLLOW-UP REPORT, THE FOLLOWING ELEMENTS ARE ADDRESSED:

a. Current Student Enrollment

STRENGTHS

CET-Nursing has continued the goal of attracting the most-fit students into the Vocational Nursing program and filtering them through a new admission procedure. Under our current provisional approval, the maximum number of students allowed by the BVNPT is 15. We have two classes at this time with 26 students enrolled, 13 students per class with one class expected to graduate by May 2013.

DEFICIENCIES

CET-Nursing has no Title IV funding and has relied on standard marketing activities. As our school history indicates, our previous student enrollment was only nine even though a maximum of 15 students are allowed to enroll. Of those nine students, three of them dropped from the program. Moreover, with the last two classes, we were only able to enroll 26 students.

ACTIONS TAKEN

Since December 2011, the following actions have been put into place and have been continuously monitored for improvement:

First, in compliance with the Board's requirement, we have sought prior approval before starting any classes, and notified the Board whenever there was a delay in the class start date.

Second, we have identified some of the deficiencies in our past student population by comparing it to more evidence-based demographic studies of who would likely succeed in this program. As a result, we have revised our admission process and upgraded our selection and screening criteria.

Third, we have created a more systematic process of engagement between faculty and students in order to promptly identify any area of concern in a student's progress, and address any problems immediately.

Fourth, in order to increase the productivity of our school we have secured an Internet-based survey program which allows us to evaluate the effectiveness of our school, including our faculty, curriculum, instructional plan, facilities, clinical sites and student satisfaction.

b. Admission Criteria

DEFICIENCIES

In the past, CET Nursing had admitted students who were not always inclined toward college-level studies. Some applicants had come from non-medical occupations, and some were unemployed. We continue to face the same demographics but time has not always been on our side because our class approval dates are too close to the beginning of a new class.

STRENGTHS

A certain portion of applicants had previously worked as CNAs or Medical Assistants. After interviewing and testing these applicants, many of them succeeded in their Vocational Nursing training.

ACTIONS TAKEN

The admission criteria have been revised, improved and implemented with the following additional steps: (PLEASE SEE ATTACHED – ADMISSION PROCEDURES)

1. Applicants meet with the admission representative to determine their initial qualifications and their commitment to complete the application process;
2. Applicants are required to pass a Pre-Entrance Exam;
3. Applicants must submit and pass the required health status/drug screening tests, as validated by a physician before acceptance into the program;
4. Applicants must submit to and pass a background check.

These additional requirements have raised our standards of admission and allowed us to secure a more academically-inclined student body.

c. Screening and Selection Criteria

DEFICIENCIES

When CET Nursing had previously enrolled students who recently graduated from High School, many of these students were not adequately prepared for the rigors of a four-semester Vocational Nursing program. Although the current VN class of 26 students looks promising, CET Nursing will not be able to evaluate the effectiveness of our new admissions procedure until the results of the licensure examination after the graduation of Class #5 in May 2013.

STRENGTHS

CET-Nursing has tried to select students with self-discipline, compassion, respect toward others and motivation to learn the material and master the skills necessary to graduate and work successfully.

ACTIONS TAKEN

To improve the selection process, the school owner and the Program Director spent considerable time reviewing the best practices in the nursing education literature. The result is a five-phase process of screening and selection.

Phase I - Introduction of the Candidate to the School and Determination of Commitment to Pursue the Application Process

Preliminary interview with the Admission Representative
Set up appointment to take the entrance exam

Phase II – Cognitive Assessment

Take the Pre-Entrance Exam
Call back with the exam result and schedule for Phase III

Phase III – Behavioral, Attitude, Maturity and Life Experience Assessment

Interview with Program Director and Academic Advisor. This face-to-face interview covers a broad range of topics and situations in order to elicit an understanding of the applicant's compassion and care for sick clients, as well as their personal commitment to learning and study. Candidates who do not manifest a dedication toward rigorous learning and compassion for others are not allowed to continue to admissions process.

Phase IV – Financial Assessment and Final Determination of Enrollment Fitness

Acceptance letter with a list of documents to prepare in order to complete the admission process.

Set up appointment time with the administrator for Phase V.

Phase V – Formal Enrollment into the VN Program

Meet with the Director to sign the enrollment agreement.

d. Terminal Objectives

Using our usual performance indicators, we still believe and maintain that our approved terminal objectives as written in our curriculum and syllabi, meet or exceed our outcome criteria. We plan to continue using these terminal objectives.

DEFICIENCIES

For a few students these objectives were difficult to attain, having passed our previous selection process. Some of them did not possess the maturity to follow-through on such an intensive vocational program.

STRENGTHS

For the majority of our selected students, they met these objectives as evidenced by the increase in pass rates since effectively evaluating our actions toward improving our pass rates.

ACTION TAKEN

We are currently following the approved terminal objectives while we continue to identify gaps or deficiencies. Although there are occasional obstacles, like a sudden drop in NCLEX-PN performance along the way, we have not lost sight of these terminal objectives and will continue to innovate and improve the measurement of our performance indicators including our NCLEX-PN pass rates.

e. Curriculum Objectives

DEFICIENCIES

CET-Nursing did instruct the students within the approved curriculum objectives, but the manner in which they were implemented was deficient in the past.

STRENGTHS

The approved curriculum objectives were being used as prescribed.

ACTIONS TAKEN

CET-Nursing has recognized that placing continuous and further training into the hands of the faculty is the ideal way to curb the deficiency. Currently, immediately after hiring, a nursing faculty candidate must complete the Master Teacher Online Program under Pearson. This Program addresses specific skills on instruction, preparing lesson plans from the written curriculum, classroom management and how to handle difficult students. In addition, the hired faculty is to attend ongoing faculty meetings, workshops and must have at least 30 hours of continuing education every year as written in the employment policy.

f. Instructional Plan

DEFICIENCIES

After scrutinizing our former instructional plan, it became clear that our Vocational Nursing program theory suffered from a static lecture model utilizing PowerPoint.

STRENGTHS

The instructional plan did possess the needed depth of content, and it included all the crucial concepts that must be mastered by the vocational nursing student.

ACTION TAKEN

Beginning in January 2012 CET Nursing has re-arranged the program topics in each module to follow a more authentic progression of nursing skills and knowledge. Along with faculty presentations, the instructional plan now includes activities such as role play, team discussions of complex scenarios for critical thinking, the use of Internet-based software to highlight important points of anatomy and physiology, and weekly practice tests in the style of the NCLEX-PN. These written or computerized tests include 30-50 questions on the given program material, and they provide a means for CET Nursing to regularly monitor student outcomes.

g. Theory and Clinical Objectives for Each Course

DEFICIENCIES

The theory and clinical objectives have not been reviewed and re-visited for almost two years. Some of the objectives between theory and clinical were not correlated with each other.

STRENGTHS

Based on the previously submitted analysis to the Board, it was reported that meetings with an informal advisory board had enabled the staff and Program Director to revise the theory and clinical objectives for each course, and identify content that needed additional time in the lecture discussion.

ACTION TAKEN

Currently, instead of relying on an informal advisory board to review the theory and clinical objectives and to monitor its implementation, the Program Director has shifted this responsibility to himself and the faculty members.

To better organize the review and implementation of theory and clinical objectives, an interim Chair for the Clinical and a Chair for the Skills Lab have been appointed. Together with the Program Director who is the acting Chair for Theory, these three meet once a month within the faculty meeting to ensure that all the theoretical concepts are aligned with the skills lab and clinical rotations. During this meeting, students with a deficiency in one of the three areas are identified and plans made to fortify their learning process.

h. Lesson Plans for Each Course

DEFICIENCIES

Although our school had previously begun to utilize more innovative teaching techniques, the lesson plans used were not closely tied to a clear instructional plan. As a result, some of the lesson plans did not address the theoretical and clinical objectives.

STRENGTHS

The faculty members were encouraged to use other teaching strategies besides lecture.

ACTION TAKEN

For the theory component, the Program Director and faculty of CET Nursing have chosen to adopt the lesson plans provided by the textbooks' publishing companies in their basic curricular outline. The Program Director has made some minor modifications of these lesson plans based on the particular needs of our student body.

Secondly, a faculty and student calendar is distributed every module to encourage both faculty and students to plan their learning activities simultaneously, and better prepare themselves for the weekly evaluation exams.

i. Textbooks

DEFICIENCIES

Our Nursing program formerly had an extensive list of textbooks for required reading, but some of these texts were not utilized in class or even used as a reference.

STRENGTHS

CET Nursing has always utilized nationally-recognized texts and electronic media to fortify the Vocational Nursing program. All students had access to quality materials to help them in their training and preparation for the NCLEX-PN Test.

ACTION TAKEN

Currently CET Nursing uses one reference textbook each for Foundations and Adult Health Nursing, Basic Anatomy and Physiology, Pharmacology, Skills Lab, and the NCLEX-PN. This is to streamline the utilization of resources and to draw more focus in a complex world of resources.

The students use appropriate technology in class and at home as they have been enrolled with Elsevier-Evolve online resource materials. In the interest of innovation, CET-Nursing is still currently relying on the trends from the National League for Nursing in using effective technology to aid the learning process.

j. Attendance Policy

DEFICIENCIES

Performance indicators and outcomes show this is not a concern of our current students. Attendance standards have been met continuously and consistently.

STRENGTHS

Students have been effectively monitored to maintain the attendance standards.

ACTION TAKEN

CET Nursing installed an electronic scanning system so that every student scans in and out when they enter and exit the school. Standards for mandatory attendance were explained to all the students during orientation, and as of November, 2012 their average attendance has remained at 95% or higher.

k. Remediation Policy

DEFICIENCIES

The remediation policy has been generally effective, but there were some lapses in implementation.

STRENGTHS

We have worked with students who fall behind by offering a time of remediation under the supervision of the Program Director, who monitored each student's progress.

ACTION TAKEN

Our current remediation policy requires students who achieve less than a minimum score of 80% on a weekly exam, to do remediation work on an extra weekday. The corrective plan or remediation is designed by the Program Director and discussed with the student. Once the

corrective plan has been successfully accomplished, the Program Director meets with the student, signs the completed remediation document and places it in the student's file.

For Classes 5 and 6 the average weekly number of students using this remediation has been 2 out of 14 students, or 17%. A student is allowed to have up to five remediation days during a 15-week module. If a student requires more than five remediation days per module, the student may be asked to postpone their program to the next VN class, or could be terminated from the Vocational Nursing program.

I. Evaluations of Theory and Clinical Faculty

DEFICIENCIES

There has been no effective evaluative measure of both the theory and clinical faculty.

STRENGTHS

The Program Director is aware that failure in evaluation is failure in implementation as well as failure in assisting the nursing faculty in achieving their goals and professional satisfaction.

ACTION TAKEN

CET Nursing has implemented an Internet-based evaluative tool that allows all theory and clinical faculty members to be evaluated by the Program Director, Academic Advisor and students. The evaluative process is explained at the faculty orientation, which consists of two elements: first, during the first month of instruction a classroom observation is done by the Program Director and/or Academic Advisor. Second, at the end of each module all the students fill out an anonymous evaluation of their instructors. The Program Director and School Director meet with the nursing faculty twice a year to discuss the results of the evaluation and to plan strategies and actions for improvement. Furthermore, in December of every year, all faculty members are given a performance appraisal by their supervisor.

m. Evaluations of Theory Presentations

DEFICIENCIES

We acknowledge some gaps in theory presentations that have been identified via videotape.

STRENGTHS

For purposes of evaluating the presenter, and in order for a student to review content for their remediation, all theory and skills lab presentations have been videotaped. The Program Director has periodically reviewed a presentation with the concerned faculty member in private, and discussed ways to improve the theory presentations in the future.

ACTION TAKEN

CET Nursing is now evaluating the effectiveness of every presentation, not only by having the Program Director review various video presentations, but also by looking more closely at the results of each weekly exam and conducting periodic classroom observation visits. Whenever a particular clinical or theoretical topic deficiency is identified, this is immediately addressed during the following week's classroom presentations. When the deficiency is apparent with only one or two students, they are given a remediation assignment.

n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations

DEFICIENCIES

In the past, some of the clinical sites did not always offer an adequate clinical experience for the students which would relate well to their current module.

STRENGTHS

The clinical sites did provide some measure of practical experience for our former students.

ACTION TAKEN

CET Nursing has secured five (5) new clinical sites in a span of less than a year which together will encompass the breadth of clinical experience the students need before employment. Temple Hospital is an acute care facility; Alexandria Care Center and Norwalk Skilled are long-term care facilities while Dr. Hasung and Bo Suh's clinics are satellite clinical sites for maternity and pediatric rotations. They not only provide students with a variety of cases and experiences to learn from, but also provide significant population diversity.

At the end of the second, third and fourth modules, all students are given an electronic evaluation form of the clinical site they visited, to help measure the relevance of the clinical experience with their learning objectives. These evaluations are tabulated and the results discussed among the Program Director and members of the faculty.

o. Evaluation of Student Achievement

DEFICIENCIES

Currently, the one major deficiency is the poor performance of a group of our former graduates when taking the NCLEX-PN. Throughout the VN program, the students' focus and attention span were not stretched with rigorous exams that simulate the NCLEX-PN. The highest number of questions on a weekly exam was 30.

STRENGTHS

Students were regularly tested to learn where there were deficiencies in knowledge or skills. The students were given a monthly progress report, and the Program Director discussed ways for them to improve their performance. After the end of the fourth module, students were given a complete 'mock' NCLEX exam to simulate the experience before they actually took one.

ACTION TAKEN

CET Nursing continues to give weekly exams to the students, but now we are incorporating a midterm with 100 questions and a final with 150 questions once during each module. Orientation to the NCLEX-PN begins at the start of the first module with 90-minute practice sessions on the NCLEX-PN each week. Once a month the Program Director writes a monthly progress report for each student and discusses it face to face before it is signed and placed in the student file.

There is also a monthly progress report meeting between each student and the instructor for theory, skills lab and clinical area. The progress report gives a detailed summary of what and how the students did and the courses of action the student and the faculty need to take to address any remediation, study plan or any areas of concern for the student.

Conclusion

Since November 2011 and the last report; several changes took place for our school, including a new location, a new name (from Center of Education and Technology to CET Nursing), and most important, a new focus on Nursing and the hiring of top-quality faculty members. Furthermore, our new facility contains dedicated rooms for theory and skills lab.

The school has approached these changes with caution, even though the finances of our school have been jeopardized by going for almost a year without having a new class start. We had obtained approval for Class 6 on September 2012 for a new start date. Furthermore, when

the request for Class no. 6 as replacement for Class no. 4 was submitted to the Board, the school complied and accepted the request of the NEC to place the request on the September 2012 Board Meeting as the agenda was full for the May 2012 Board Meeting. The collective and united decision from the school owner and the program director to delay was to put solid corrective actions.

CET Nursing has requested early approval for the replacement class of Class No. 5 due to graduate May 2013 in order to give us more time to acquire more candidates and in order for us to carry out the new admission process according to the standards that we have set. These standards and the process will make it easier for us to handle the incoming students according to the set standards of our vocational nursing program as well as the set standards of the BVNPT.

CET Nursing has come to terms with our poor track record in the past, and we are taking seriously the requests made by the BVNPT board. We have a working vision of becoming a professional nursing school, and are preparing to apply for accreditation with ABHES in November 2013. When we take a cursory look at our current students, they are progressing very well in theory, lab skills and their clinical assignments. We are confident that beginning with Class #5, the BVNPT board will witness the marked improvement in our students' performance.

The school has also consistently made sure to comply with all the directives coming from state agencies including the BVNPT, by obtaining prior approvals for start dates of classes and the submission of timely reports.

Admission Procedures

Admission Policy

Admission to all programs at CET Nursing, Center of Education and Technology is open to all applicants who meet the entrance requirements regardless of age, sex, religion, and ethnic background.

To qualify for admission, an applicant must, as determined by the entrance examination results and personal interview:

- speak, read, and comprehend the English language;
- communicate effectively;
- utilize intellectual abilities, exercise good judgment and complete tasks within required time limits;
- show integrity, concern and respect for others, interpersonal skills, interest and motivation;
- be 17 years of age or older;
- have either U.S. High School Diploma from an accredited school, or its evaluated foreign equivalent, or passed the General Educational Development (GED®) Test ;
 - ✓ Foreign transcripts must be formally evaluated and deemed equivalent to 12th grade education in the US

*Students who do not have a high school diploma or GED, but are 18 years of age may be admitted after passing the Ability to Benefit (ATB) test that determines the student's ability to benefit from her/his program of instruction.

- ✓ An applicant who has not passed the ATB test may retake it after seven (7) days.
- pass the Entrance Examination and Personal Interview requirement.

Application Process

1. Meet with the Admissions Representative and complete an Enrollment Application.
2. Take the Entrance Examination which tests general intelligence and cognitive ability. Appointments are encouraged but walk-ins are welcome.
3. Tour the campus.
4. Be advised of Entrance Examination results.
5. Must pass the Entrance Examination with at least 80 points.
 - a. Schedule a retest of the Entrance Examination if unable to obtain 80 points, no less than one week from the initial test date.
 - b. An applicant who has passed the Entrance Examination more than one year before the date of enrollment must retake the Entrance Examination.
6. Having passed with 80 points, a schedule for interview is provided.

Personal Interview

The College requires a personal interview with each applicant prior to acceptance into any program, both to meet the prospective applicant and to evaluate his or her qualifications and aptitude.

The applicant will meet with any or all of the following for personal interviews: the Program Director, the Finance Director, and the Administrator, or their designees. At the end of the personal interview, the applicant is advised that he or she will be informed of the interview results in writing.

Enrollment Process

1. After receiving an acceptance letter from the College, the applicant meets with the Admissions Officer to continue with the enrollment process.
2. The applicant submits the documentation required, as specified in the acceptance letter.
3. The applicant makes the required down payment.
4. The applicant signs the enrollment agreement.

5. The applicant is issued a class admission slip and is advised to report to class on the scheduled start date.

Additional Admission Requirements

The following additional requirements must be completed before the first day of the clinical rotation:

1. Physical Exam

The program requires that students taking it are healthy and do not carry any contagious or communicable diseases. To determine this, a physical examination is required. Submission of this requirement is mandatory before the first day of the clinical rotation.

If the physical examination reveals that a student is not healthy enough to meet the challenges of the program, or that the student has a contagious or communicable disease, the student will be terminated from the program.

The Statement of General Health that must be signed by the student's physician must include results of the following testings, vaccinations or immunizations: TB Test (1yr recent), MMR, Tetanus, and Hepatitis B.

During the course of the program, the student may be required to undergo another TB testing to keep results current (within 1yr). All costs for initial and subsequent physical exams are the responsibility of the student.

2. Recommendation Letter from Attending Physicians and/or Psychiatrists

In most parts of the clinical training for the Vocational Nursing Program, there is a great deal of standing, walking, pushing, bending, lifting, and stretching for extended periods of time.

An applicant must consider his or her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations if they can meet the training demands.

Applicants who need special accommodations due to the physical or psychological limitations, apparent or disclosed, are required to submit letters of recommendation from their attending physicians and/or psychiatrists attesting to their ability to meet the challenges and rigors of the program, and that their ailment is not contagious.

3. Drug Test

A current Drug test is required before the student goes to clinical rotation. This test must be administered by a facility approved by the school. Moreover, a random drug test may be required if a student is suspected to be under the influence of either drugs or alcohol.

Also, in the course of the student's clinical rotation, if a clinical facility requires a current drug test, as often as that requirement is presented, the student will be required to take the required drug test.

Student background check reports and drug screening results maintained by the School are subject to the Family Educational Rights and Privacy Act (FERPA).

FERPA prohibits the release of educational records without a student's written authorization unless there is specific FERPA exception authorizing a release without a student's written authorization.

4. Background Checks

Upon enrollment, students are required to undergo background checks. The School may be unable to place students in clinical rotation if they have a pending criminal or drug-related issue in the background check result.

All enrollees are required to sign a consent and release form for background check and drug screens. The background check does not include credit ratings.

The School's background checks fall within the definition of a consumer report under the Fair Credit Reporting Act (FCRA), and every student is provided a summary of rights under the FCRA.

Admission Requirements Checklist

The following must be submitted to the School during the enrollment process and prior to the first day of class:

- State ID or Driver's License (copy)
- Social Security Card (copy)
- 2 pieces of 2"x2" photos
- CPR Card (copy)

- Statement of General Health
- Recommendation Letter from Attending Physicians and/or Psychiatrists
- U.S. High School or U.S. College Diploma or Transcript or General Equivalency Diploma (copy)
- Evaluation of Foreign High School or College Credentials (original or copy), if applicable
- Proof of U.S. Citizenship or legal residence (copy)

An extended deadline for the submission of the above requirements may be specified to the student in writing.

General Educational Development

An adult who does not have a high school diploma may take the General Educational Development Test (GED®). Those who pass the test will receive a California High School Equivalency Certificate.

In the State of California, persons who are 18 years old or beyond, and in some cases 17-year-olds who meet specific criteria for testing, may take the GED®. The test covers five subjects: reading, writing, math, science, and social studies.

CET Nursing College does not conduct the GED®. A General Equivalency Diploma is acceptable for admission but students must obtain this elsewhere.

- ✓ Information on GED® locations may be obtained from <http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp>
- ✓ Testing sites may give the test many times a year. There is a fee to take the test.

Orientation Sessions

Orientation sessions are conducted during the first two weeks prior to the first day of class. During the Orientation sessions, the School Catalog is thoroughly discussed and applicants would have physically visited the campus premises and signed the Enrollment Agreement. Official enrollment happens when the student has received a copy of the School Catalog and signed the Enrollment Agreement along with the School Performance Fact Sheet (SPFS).

Please complete the following **Enrollment Data Table** for all **currently enrolled** classes and for those classes that are **proposed or projected**.

School Name: CET-NURSING

ENROLLMENT DATA			
CLASS DATES		#Students Admitted at time of class start	#Students who are still in the class
Include all classes to date and proposed class start and end dates	Date class will Complete		
05/15/06	08/01/08	9	0
10/22/2008	1/18/2010	9	0
08/22/2009	11/05/2010	9	0
04/24/2010	08/19/2011	9	0
02/21/2012	05/16/2013	14	13
09/11/2012	11/23/2013	13	13
05/21/2013	08/23/2014	15	

Signature: Red B Vewer

Date: 1/7/2013

