

Agenda Item #13.D.1.



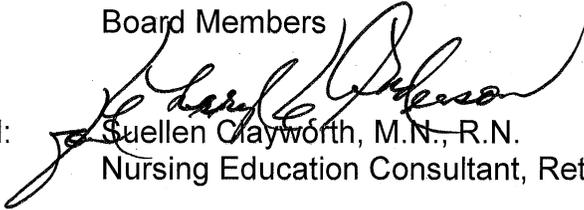
BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

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DATE: February 13, 2014

TO: Board Members

FROM: 
Suellen Clayworth, M.N., R.N.
Nursing Education Consultant, Retired Annuitant

SUBJECT: Summit Career College, Colton, Vocational Nursing Program –
Consideration of Unauthorized Admissions; Consideration of Request to
Admit Students (Director: Renee Sheehan, Colton, San Bernardino County, Private)

In January 2014, the Board was informed of action taken by the Accrediting Council for Continuing Education (ACCET) at its December 2013 Commission Meeting. Due to the program's ongoing poor graduate job placement rates, the commission limited the Summit College, Colton, Vocational Nursing Program to admission of no more than 120 students between December 23, 2013, and the April Commission Meeting. At the April 2014 meeting, the Commission is scheduled to review the status of the vocational nursing program and decide whether to continue approval of the program.

While researching that information and analyzing its relevance to current Board decisions, staff discovered that the Summit Career College, Colton, Vocational Nursing Program had admitted eighteen (18) classes without prior approval as required by the Board.

Subsequent to that discovery the director submitted a formal request to admit a full – time class of 60 students commencing January 27, 2014, **only**, graduating January 23, 2015. The requested class would **replace** the class that graduated on January 7, 2014.

History of Prior Board Actions

(See Attachment A, History of Prior Board Actions)

Enrollment

The program offers a 52-week full-time and a 66-week part-time class. **Prior Board approval is required for the admission of each class.** The pattern of admissions for current and projected classes is seen in the enrollment table below.

The following table represents **enrollment since November 2010 and projected student enrollment** based on current and proposed class starts and completions. The table indicates a **maximum enrollment of 382 students** for the period from November 2010 through June 2015.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
11/10 FT (Unapproved)		95	62	62
2/11 FT (Unapproved)		86	58	62 + 58 = 120
3/11 PT (Unapproved)		80	44	120 + 44 = 164
5/11 FT (Unapproved)		80	62	164 + 62 = 226
8/11 FT (Unapproved)		84	58	226 + 58 = 284
9/11 PT (Unapproved)		95	48	284 + 48 = 332
	11/11 (11/10 FT Class)		-62	332 - 62 = 270
12/11 FT (Unapproved)		77	55	270 + 55 = 325
	2/12 (2/11 FT Class)		-58	325 - 58 = 267
3/12 PT (Unapproved)		97	32	267 + 32 = 299
4/12 FT (Unapproved)		84	44	299 + 44 = 343
	5/12 (5/11 FT Class)		-62	343 - 62 = 281
7/12 FT (Unapproved)		89	53	281 + 53 = 334
	8/12 (8/11 FT Class)		-58	334 - 58 = 276
8/12 PT (Unapproved)		94	75	276 + 75 = 351
10/12 FT (Unapproved)		65	31	351 + 31 = 382
	11/12 (311 PT Class)		-44	382 - 44 = 338
	12/12 (12/11 FT Class)		-55	338 - 55 = 283
1/13 FT (Unapproved)		33	17	283 + 17 = 300
1/13 PT (Unapproved)		57	47	300 + 47 = 347
	4/13 (9/11 PT Class)		-48	347 - 48 = 299

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
	4/13 (4/12 FT Class)		-44	299 - 44 = 255
5/13 FT (Unapproved)		39	27	255 + 27 = 282
6/13 PT (Unapproved)		1 (new enrollee)	18 (17 repeaters added)	282 + 18 = 300
	7/13 (7/12 FT Class)		-53	300 - 53 = 247
9/13 FT (Unapproved)		51	46	247 + 46 = 293
	10/13 (3/12 PT Class)		-32	293 - 32 = 261
	10/13 (10/12 FT Class)		-31	261 - 31 = 230
10/13 PT (Unapproved)		50	49	230 + 49 = 279
	1/14 (1/13 FT Class)		-17	279 - 17 = 262
1/14 FT (PROPOSED)		60		262 + 60 = 322
	3/14 (8/12 PT Class)		-75	322 - 75 = 247
	5/14 (5/13 FT Class)		-27	247 - 27 = 220
	8/14 (1/13 PT Class)		-47	220 - 47 = 173
	9/14 (9/13 FT Class)		-46	173 - 46 = 127
	1/15 (6/13 PT Class)		-18	127 - 18 = 109
	1/15 (1/14 FT Class)		-60	109 - 60 = 49
	6/15 (10/13 PT Class)		-49	49 - 49 = 0

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 October 2005 through December 2013, specify the pass percentage rates for graduates of the Summit Career College, Colton, 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 [CCR §2530(I)]	Variance from the State Average Annual Pass Rate
Oct - Dec 2005	85	51	60%	79%	63%	81%	-18
Jan - Mar 2006	57	24	42%	80%	56%	79%	-23
Apr - Jun 2006	96	55	57%	76%	54%	79%	-25
Jul - Sept 2006	102	63	62%	79%	57%	79%	-22
Oct - Dec 2006	109	71	65%	77%	59%	78%	-19
Jan - Mar 2007	100	63	63%	77%	62%	77%	-15
Apr - Jun 2007	85	46	54%	74%	61%	77%	-16
Jul - Sept 2007	101	43	43%	76%	57%	76%	-19
Oct - Dec 2007	162	84	52%	76%	53%	76%	-23
Jan - Mar 2008	93	49	53%	75%	50%	75%	-25
Apr - Jun 2008	97	58	60%	70%	52%	74%	-22
Jul - Sept 2008	63	43	68%	74%	56%	74%	-18
Oct - Dec 2008	139	77	55%	73%	58%	73%	-15
Jan - Mar 2009	64	32	50%	70%	58%	72%	-14
Apr - Jun 2009	73	53	73%	71%	60%	70%	-10
Jul - Sept 2009	39	30	77%	74%	58%	72%	-14
Oct - Dec 2009	45	40	89%	76%	65%	73%	-8
Jan - Mar 2010	29	22	76%	74%	78%	74%	+4
Apr - Jun 2010	57	65	88%	74%	76%	75%	+1
Jul - Sept 2010	64	85	75%	75%	82%	75%	+7
Oct - Dec 2010	69	86	80%	77%	80%	76%	+4
Jan - Mar 2011	74	92	80%	80%	80%	77%	+3
Apr - Jun 2011	43	56	77%	71%	78%	76%	+2
Jul - Sept 2011	45	56	80%	74%	80%	75%	+5
Oct - Dec 2011	51	44	86%	74%	81%	75%	+6
Jan - Mar 2012	57	48	84%	77%	82%	74%	+8
Apr - Jun 2012	95	78	82%	72%	83%	74%	+9
Jul - Sep 2012	95	80	84%	74%	84%	74%	+10
Oct - Dec 2012	46	35	76%	70%	82%	74%	+8
Jan - Mar 2013	67	46	69%	75%	79%	73%	+6
Apr - Jun 2013	62	48	77%	78%	77%	73%	+4
Jul - Sep 2013	64	51	80%	75%	75%	74%	+1
Oct - Dec 2013	80	68	85%	76%	78%	76%	+2

*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.

California Code of Regulations §2530(I) 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 approved vocational nursing schools for the same period.”

Based on the most recent data available (October through December 2013), the program's average annual pass rate is 78%. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time during the same period is 76%. The average annual pass rate for the Summit Career College, Colton, Vocational Nursing Program is two (2) percentage points **above** the state average annual pass rate.

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 total number of Board approved faculty is 40, including the program director. The director has 100% administrative duties. Of the total faculty, 36 are approved to teach in the clinical area.

Based on a maximum enrollment of 382 students, 26 instructors are needed. Therefore, the number of current faculty is **adequate** for the current and projected 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.

Other Considerations

As noted previously, in January 2014 Board staff identified the program's noncompliance with regulatory requirements relative to the admission of students. Specifically, the program had admitted eighteen (18) classes of students between November 2010 and October 2013 without the required prior approval by the Board. In so doing, the program admitted a total of 1,257 students without prior approval as required by the Board.

The program's noncompliance was discovered while researching decisions rendered by the Accrediting Council for Continuing Education (ACCET) limiting the program's admissions to no more than 120 students between December 23, 2013 and April 2014. Accrediting Commission Meeting. (See Attachment B)

Prior to the discovery of the unapproved classes, the program director reported the planned admission of a full - time class of 60 students commencing January 27, 2014, and graduating January 26, 2015. After the discovery of the unapproved classes, at the recommendation of the assigned nursing education consultant, the director submitted the required formal request for this class.

History of Violations

On February 1, 2008, the Board placed the program on provisional accreditation for a two-year period from February 1, 2008 through January 31, 2010. The program was in violation of section 2530(l) of the Vocational Nursing Rules and Regulations in that the program's licensure examination pass rates were below the required level.

On October 7, 2009, the full Board extended the program's provisional accreditation through September 30, 2010, and issued a notice to the program to identify specific areas of noncompliance and requirements for correction. **At that time, the Board rescinded approval of ongoing admissions for full-time and part-time classes effective immediately. The Board required the program to obtain Board approval prior to the admission of future classes.**

On November 4, 2009, and March 1, 2010, the Executive Officer approved the program's requests to admit classes on November 9, 2009, December 23, 2009, March 1, 2010, and May 19, 2010, **only**. The program's current director was also the director of the program at the time of this action.

In July 2010, the Executive Officer approved the program's request to admit three (3) classes of students from July through October 2010, with the continued stipulation that **the program must continue to obtain Board approval prior to the admission of each class.**

On September 16, 2010, the full Board approved full accreditation of the Summit Career College, Colton, Vocational Nursing Program for the four-year period from September 16, 2010 through September 15, 2014, and **continued the program's requirement to obtain Board approval prior to the admission of each class.** (See Attachment C)

On September 28, 2010, the Board forwarded correspondence to the director specifying the Board's decisions including the requirement to obtain Board approval prior to admission of each class. Additionally, the Board forwarded the program's Certificate of Accreditation. Receipt by the program on October 8, 2010 was confirmed by the U.S. Postal Service. (See Attachments D and E)

In January 2014 when the Board became aware of the action taken by the ACCET at its December 2013 Commission Meeting, Board staff researched the number of students that had been admitted to the Summit Career College, Colton, Vocational Nursing Program. It was discovered that the program had been required by the Board to obtain prior approval of every class admission; however, the program had not done so. During subsequent phone and email discussions with the program director, the director verified that since November 2010 the program had admitted eighteen (18) classes without prior Board approval resulting in the admission of a total of 1,257 students.

On January 24, 2014, the program's request to admit a class was presented to the Executive Officer. After considering the program's request, current and past violations, and prior Board decisions, the Executive Officer issued the program a Notice of Violation relative to noncompliance with California Code of Regulations Section 2530 (k) (see Attachment F). Additionally, the Executive Officer denied the request to admit students and placed the program on the February 28, 2014 agenda for the Board's consideration of program noncompliance and its request to admit students.

After the program was informed of the Executive Officer's January 24th decision, the program director submitted a letter explaining what had occurred to the Board. (See Attachment G) The director took full responsibility for the program's actions and apologized, stating that she made a mistake.

Additionally, on January 30, 2014, the Summit Career College Corporate Director of Academics sent a package of documents indicating that she had investigated the matter and wanted to share the results with Board staff (see Attachment H). In the package of documents, questionable processes were identified regarding the manner in which requests for classes were sent to the Board.

Based upon the foregoing information, the following violation of the California Code of Regulations was identified.

Section 2530(k) of the California Code of Regulations states:

"The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to:

- (1) Sufficient program resources as specified in section 2530(a).**
- (2) Adequacy of clinical experience as specified in section 2534.**
- (3) Licensure examination pass rates as specified in section 2530 (l)."**

Violation #1: On September 16, 2010, the full Board approved full accreditation of the Summit Career College, Colton,

Vocational Nursing Program for a four-year period and **continued the program's requirement to obtain Board approval prior to the admission of each class.**

From November 2010 through October 2013, the program admitted 18 classes without prior Board approval. In so doing, the program admitted a total of 1,257 students in violation of the Board's September 16, 2010 decision.

Plan of Correction #1: This violation is **not corrected.** However, the director has taken responsibility for the mistake and indicated the program's plans to comply with Board decisions.

Recommendations:

1. Approve Summit Career College, Colton, Vocational Nursing Program's request to admit a full – time class of 60 students commencing March 3, 2014, **only**, graduating March 2015. The requested class will **replace** the class that graduated on January 7, 2014.
2. Issue a written notice to the program stating that future violations of California Code of Regulations Section 2530(k), as evidenced by the admission of classes without prior authorization by the Board, may result in placement of the program on provisional approval.
3. Continue to require the program to obtain Board approval prior to the admission of each class.

Rationale: Although the program has demonstrated that it has sufficient faculty, facilities, and other necessary resources to support the current and proposed enrollment, the egregious violations of the California Code of Regulations must be addressed.

As noted previously, the full Board approved full accreditation of Summit Career College, Colton, Vocational Nursing Program for the four-year period from September 16, 2010 through September 15, 2014. Additionally, **the full Board continued its requirement that the program obtain Board approval prior to the admission of each class.** From November 2010 through October 2013, the program did not obtain Board approval prior to the admission of 18 classes with a combined enrollment totaling 1,257.

The Board appreciates the school's detailed investigation and reporting of this issue. In the final analysis, however, the fact remains that the program did not have approval by the Board prior to the admission of the eighteen (18) classes in question. For that reason, it is appropriate to

continue the prior requirement specifying that the program shall obtain approval from the Board prior to the admission of every class admission.

Board staff will continue to monitor the program by tracking its licensure examination pass rate quarterly, reviewing the program's Annual Reports, and performing approval surveys every four (4) years. Additionally, staff will continue to monitor decisions rendered by ACCET relative to the program.

- Attachment A: History of Prior Board Actions
- Attachment B: ACCET Correspondence to Summit College Dated December 23, 2013
- Attachment C: Official Minutes, September 16, 2010 Board Meeting
- Attachment D: Board Correspondence Dated September 28, 2010
- Attachment E: U.S. Postal Service Receipt Dated October 8, 2010 for Board letter dated September 28, 2010; Received October 12, 2010
- Attachment F: Notice of Violation to Summit Career College Dated January 27, 2014
- Attachment G: Letter of apology from Program Director dated January 30, 2014
- Attachment H: Document Package Submitted by Corporate Director of Academics dated January 30, 2014
- Attachment I: Draft Notice to Summit Career College, Colton, Regarding Future Violation

Agenda Item #13.D.1., Attachment A

SUMMIT CAREER COLLEGE, COLTON VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- In March 1995, the Board approved Summit Career College's request to commence a vocational nursing program on April 3, 1995. The initial class began with 57 students.
- On March 22, 1996, the Board approved full accreditation for the Summit Career College Vocational Nursing Program. Additionally, the Board approved the program's request to admit a class of 34 students on March 25, 1996, and May 27, 1996. Admissions were contingent upon approval of adequate clinical facilities.
- On May 24, 1996, the Board approved the program's request to admit a class of 34 students on September 23, 1996.
- On November 15, 1996, the Board approved the program's request to admit a class of 34 students on January 6, 1997. The program was directed to submit a plan to reduce attrition and improve the pass rates on the licensure examination.
- On April 4, 1997, the Board approved the program's request to admit a class of 34 students on April 7, 1997. The program was directed to submit a written report addressing faculty hires and terminations, student utilization of the remediation program for each class, an evaluation of students' ability to achieve objectives in the clinical facilities to which they are assigned, and attrition.
- On June 27, 1997, the Board approved the program's request to admit a class of 34 students on August 4, 1997. The program was directed to submit a written report addressing faculty hires and terminations and student utilization of the remediation program for each class for the period May 1997 through August 1997, an evaluation of students' ability to achieve objectives in the clinical facilities to which they are assigned, and attrition.

Additionally, the school was requested to submit a detailed explanation of how students who required remediation were identified and remediated (from March 1997 to the present). The school was asked to describe how student vocational nurses are assisted to proficiently and safely perform manual and technical skills within the standards of nursing practice and how student vocational nurses are assisted to safeguard patient/client health and safety.

- On September 19, 1997, the Board approved the program's request to admit a class of 48 students on November 3, 1997. The program was directed to submit a written report by October 3, 1997, addressing faculty hires and terminations for the period September 4, 1997, through October 3, 1997. The director was also requested to submit student attrition data to the Board to include attrition due to theory and clinical failure.
- On January 30, 1998, the Board approved the program's request to admit 48 students on February 16, 1998 only. A follow-up report on attrition and examination statistics was scheduled for presentation at the September 1998 Board meeting.
- On April 17, 1998, the Board approved the program's request to admit a class of 48 students on May 1, 1998. The program's request for an August 10, 1998, class was scheduled for consideration at the June 1998 Board meeting. The program's request for a November 2, 1998, class was scheduled for consideration at the September 1998 Board meeting.
- On June 26, 1998, the Board approved the program's request to admit 48 students on August 10, 1998.
- On August 17, 1998, the Board was notified by school administration that the director of the vocational nursing program was no longer employed by the school.
- **On August 20, 1998, a new program director was approved.**
- On September 11, 1998, the Board approved the program's request to admit 48 students on November 2, 1998.
- On January 22, 1999, the Board approved the program's request to admit 60 students on February 22, 1999, and ratified authorizations effective October 30, 1998, for revisions of the Grading, Attendance and Remediation Policies.
- On April 16, 1999, the Board approved the program's request to admit 60 students on May 24, 1999.
- On June 25, 1999, the Board approved the program's request to admit 60 students on August 23, 1999.
- On September 17, 1999, the Board approved the program's request to admit 60 students on November 22, 1999 only, with grave reservations. The Board directed the program to perform a detailed analysis of all program elements to determine causes of poor student performance on the licensure examination and identify written solutions, goals and timelines to ensure improvement of examination pass rates by December 1, 1999.

- On November 19, 1999, the Board deferred action on the program's request to admit 60 full-time students on March 6, 2000, to the February 2000 Board meeting.
- On February 4, 2000, the Board approved the program's request to admit 60 students on March 6, 2000.
- On April 14, 2000, the Board approved the program's request to admit 60 students on May 22, 2000, and the program's request to exceed 50% evening hours for clinical experience. The Board requested the director to submit a written report to the Board which evaluates the program's utilization of more than 50% evening hours for clinical experience by July 15, 2000. The report was to include a comparison of patient census with the number of students per clinical day per facility, assessment of the adequacy of patient diagnosis as they relate to student clinical objectives for the specific clinical day per facility, and assessment of student attrition caused by failure in the clinical area.
- On June 16, 2000, the Board denied the program's request to admit 60 students on September 5, 2000, and directed that a subsequent request for admission of a class be considered at the September 2000 Board meeting. Subsequent to the meeting, the program director submitted a request to meet with the Board to discuss its decision to deny the program's request. The meeting was held at the Board's Sacramento office.
- On September 29, 2000, the Board approved the program's request to **replace** graduating students with 60 full-time students on October 2, 2000, one time only.
- On November 17, 2000, the Board approved the program's request to **replace** graduating students with 60 full-time students on December 4, 2000, only.
- On February 2, 2001, the Board approved the program's request to **replace** graduating students with 60 full-time students on March 12, 2001, only.
- On April 27, 2001, the Board approved the Summit Career College Vocational Nursing Program's request to admit 60 full-time students on May 21, 2001; and postponed consideration of the program's request to admit 60 full-time students on September 10, 2001, until the September 2001 Board meeting.
- On September 7, 2001, the Board approved the program's request to admit 60 full-time students on September 10, 2001 only.
- **On October 1, 2001, a new program director was approved.**
- On November 16, 2001, the Board approved the program's request to admit 60 full-time students on December 10, 2001, only.

- On February 8, 2002, the Board approved the program's request to admit 70 full-time students on March 25, 2002, only.
- On June 28, 2002, the Board ratified the Executive Officer's action to approve **replacement** of students who graduated June 17, 2002, with 70 students, commencing May 20, 2002.
- On September 6, 2002, the Board approved the program's request to admit 70 students on September 9, 2002 only, **replacing** the class that graduated on September 16, 2002; approved the program's request to begin a part-time weekend program with 70 students on October 2, 2002, only; and denied the program's request for ongoing admissions.
- On November 8, 2002, the Board approved the program's request to admit 70 full-time students on December 2, 2002 only, **replacing** students who graduated on December 16, 2002.
- On February 21, 2003, the Board approved continued full accreditation for the four-year period from February 21, 2003, through February 20, 2007, and issued a certificate accordingly; approved the program's request to admit 72 full-time students on March 10, 2003 only, **replacing** the class that graduated on March 31, 2003; and denied the program's request to begin a second part-time weekend class with 72 students on March 5, 2003.
- On April 11, 2003, the Board approved the program's request to admit 72 full-time students on June 9, 2003 only, **replacing** the class that graduated on June 16, 2003; and approved the program's request to begin a second part-time weekend class with 72 students on April 14, 2003 only, graduating on December 1, 2004.
- On June 20, 2003, the Board approved the program's request to admit 72 full-time students on September 8, 2003 only, **replacing** the class that graduated on September 15, 2003; directed Summit Career College Vocational Nursing Program to perform a detailed analysis of all program elements to determine the cause of declining student performance on the licensure examination; in addition, develop a plan identifying goals and a timeline for improving NCLEX-PN® licensure examination pass rates no later than October 3, 2003.
- On September 19, 2003, the Board denied the recommendation to permit the program to begin a third part-time class of 72 students commencing September 22, 2003, and graduating April 27, 2005. The Board directed the program to perform a detailed analysis pertaining to the discrepancy between the number of students admitted to each class and the number of students who take the NCLEX-PN® examination and to develop a plan identifying goals and a timeline for improving the number of students who take the NCLEX-PN® examination after completing the program. This information is to be added to the analysis requested by the Board at the June 20, 2003, Board meeting and shall be presented to the Board no later than

November 7, 2003. The Board directed the program to perform a review of all clinical objectives for relevancy and currency as well as establish a method by which the program will monitor how and when clinical objectives are being met; presenting this information to the Board no later than November 7, 2003.

- **On November 7, 2003, the program rehired its former director who was instrumental in delivering the program's higher pass rates over the period from April 2001 to October 2001. With the rehire of the former director, the current director assumed the position of assistant director.**
- On November 12, 2003, the Board received the requested detailed analysis and plan pertaining to the discrepancy between the number of students admitted to each class and the number of students who take the NCLEX-PN® examination after completing the program. The response also included a review of how, when and where the clinical objectives were being met. The response was reviewed and found to be comprehensive and complete.
- On November 19, 2003, the Executive Officer approved the admission of 72 full-time students on December 1, 2003, only, **replacing** students who graduated December 14, 2003. The Executive Officer also approved the program's request to begin a third part-time class of 72 students starting November 17, 2003 only, and graduating June 20, 2005. Admission of this class reflected an increase in frequency of admission.

After reviewing the detailed analysis response, the Board requested the Summit Career College, Colton, Vocational Nursing Program to submit progress reports from the quarterly curriculum review committee meetings and from the advisory Board meetings starting in March of 2004. The Board also requested the program to submit an evaluation of its strategic plan to increase number of test takers in March of 2005, after completion of the first class that receives instruction during an entire program cycle with the strategic plan in place.

- On February 20, 2004, the Board approved Summit Career College, Colton, Vocational Nursing Program's request to admit a full-time class of 72 students starting on March 8, 2004 only, **replacing** students who graduated March 15, 2004.
- **In April 2004, the Board was notified of a change of director.**
- On May 14, 2004, the Board approved Summit Career College, Colton, Vocational Nursing Program's request to admit 72 full-time students on June 7, 2004, **replacing** students who graduated on June 14, 2004.

The Board approved the program's request to admit 72 part-time students on May 24, 2004, **replacing** students who graduate on May 19, 2003.

The Board approved on-going admissions to **replace** graduating classes only, for the Summit Career College, Colton, Vocational Nursing Program with the stipulation that no additional classes are to be added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes four full-time classes and four part-time classes per year. Each full-time and part-time class admits 72 students.

- On September 10, 2004, the Board approved continued full accreditation for the Summit Career College Vocational Nursing Program for the four-year period from February 21, 2003, through February 20, 2007, and issued a certificate accordingly.

The Board denied the program's request to admit 72 part-time students commencing on March 5, 2003 only, and graduating on October 13, 2004. This would result in an increased frequency of admissions in the part-time program.

- On February 4, 2005, the Board approved Summit Career College, Colton, Vocational Nursing Program's request to admit 72 students into an additional full-time class starting on March 14, 2005.

The Board also approved the program's request to admit 72 students into an additional part-time class starting February 22, 2005.

- On September 16, 2005, the Board approved the Summit Career College, Colton, Vocational Nursing Program's request to increase student enrollment in the full-time and part-time classes from **72 to 96** students per class.
- **On February 6, 2006, the Board was notified of a change of director.**
- On August 9, 2006, the Board granted continued full accreditation for the Summit Career College, Colton, Vocational Nursing Program for the four-year period from February 20, 2007, through February 19, 2011, and issued a certificate accordingly.
- On September 18, 2006, the Board notified Summit Career College, Colton, Vocational Nursing Program that their annual pass rate had fallen more than ten percentage points below the state annual average pass rate for the past four (4) quarters.
- **On September 26, 2006, the Summit Career College Vocational Nursing Program, Colton, notified the Board of a change in directors.**
- **On October 11, 2006, the Board was notified of a change of director.**
- On November 1, 2006, the director submitted a pass rate improvement/strategy plan.

- On December 12, 2006, the Board notified Summit Career College, Colton, Vocational Nursing Program that their annual pass rate had fallen more than ten percentage points below the state annual average pass rate for the past five (5) quarters.
- On February 16, 2007, the program submitted a revised plan of Improvement.
- On March 21, 2007, the Board notified Summit Career College, Colton, Vocational Nursing Program that their annual pass rate had fallen more than ten percentage points below the state annual average pass rate for the past six (6) quarters.
- On April 11, 2007, the director submitted an update to the plan of improvement for pass rates.
- On May 31, 2007, the Board notified Summit Career College, Colton, Vocational Nursing Program that their annual pass rate had fallen more than ten percentage points below the state annual average pass rate for the past seven (7) quarters.
- On August 8, 2007, the Board notified Summit Career College, Colton, Vocational Nursing Program that their annual pass rate had fallen more than ten percentage points below the state annual average pass rate for the past eight (8) quarters. Therefore, the program would be considered for provisional accreditation at the February 2008 Board meeting.
- On December 3, 2007, the director submitted a report analyzing the improvement plan and summarizing what the director and faculty have observed to be successful.
- **On December 17, 2007, the Academic Dean of the Summit Career College, Colton, Vocational Nursing Program requested Board approval of Sybil Damon for the position of director of the Summit Career College, Colton, Vocational Nursing Program. Dr. Damon was reinstated as Director on December 17, 2007.**
- On February 1, 2008, the Board placed the program on provisional accreditation for the two-year period from February 1, 2008 through January 31, 2010, and issued a notice to the program identifying specific areas of non-compliance and requirements for corrections referenced in Section 2526.1 of the California Code of Regulations. **The program was placed on the agenda for the September 2009 Board meeting for reconsideration of the program's accreditation status.**
- On March 12, 2008, the Board issued the program a notice identifying areas of non-compliance and requirements for corrections. (See Attachment A)
- **On May 12, 2009, a new director was approved.**

- On June 3, 2009, the assigned consultant met with the campus director, new program director, and education specialist relative to the program's status.
- On June 24, 2009, the Board forwarded correspondence to the program advising that the Board would reconsider its accreditation status at the September 11, 2009 meeting. A comprehensive report was requested by July 17, 2009.
- On July 20, 2009, the Board received the program's comprehensive report.
- On October 7, 2009, the Board extended the provisional accreditation of Summit Career College, Colton, Vocational Nursing Program for the one-year period from September 17, 2009 through September 30, 2010, and issued a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 € of the California Code of Regulations (see Attachment A Draft). The program was required to show documented progress by submitting a follow-up report in 10 months. 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.

Additionally, the Board rescinded approval of ongoing admissions for full-time and part-time classes effective immediately. The program must obtain prior Board approval to admit future classes. The program must 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.

- **On October 29, 2009, a new director was approved.**

- On November 4, 2009, the Executive Officer approved Summit Career College, Colton, Vocational Nursing Program's request to admit a full – time class of 96 students to commence November 9, 2009 only, graduating November 12, 2010, to **replace** students scheduled to graduate November 6, 2009. Additionally, the program's request to admit a part – time class of 96 students commencing December 23, 2009 only, and graduating July 22, 2011, to **replace** students scheduled to graduate December 6, 2009, was approved.
- On March 1, 2010, the Executive Officer approved the program's request to admit a full – time class of 96 students to commence March 1, 2010 only, graduating March 4, 2011, to **replace** students who graduated February 5, 2010; and approved the program's request to admit a part – time class of 96 students commencing May 19, 2010 only, graduating December 17, 2011, to **replace** students scheduled to graduate May 7, 2010.
- On July 8, 2010, the Executive Officer approved Summit Career College, Colton, Vocational Nursing Program's request to admit a full – time class of 96 students commencing June 30, 2010 only, graduating June 24, 2011, to **replace** students who graduated May 7, 2010; **and** approved the program's request to admit a full – time class of 96 students commencing August 9, 2010 only, graduating August 12, 2011, to **replace** students scheduled to graduate August 6, 2010; **and** approved the program's request to admit a part – time class of 96 students commencing October 12, 2010 only, graduating May 15, 2012, to **replace** students scheduled to graduate October 10, 201; **and** continue to require the program to obtain Board approval prior to the admission of each class.
- On September, 16, 2010, the full Board approved full accreditation of Summit Career College, Colton, Vocational Nursing Program for the four-year period from September 16, 2010 through September 15, 2014, and issued a certificate accordingly. Additionally, the Board continued the program's requirement to obtain Board approval prior to the admission of each class.
- On January 24, 2014, the Executive Officer issued a Notice of Violation to Summit Career College, Colton, Vocational Nursing Program for noncompliance with California Code of Regulations Section 2530(k); **and** denied the program's request to admit a full – time class of 60 students commencing January 27, 2014, **only**, graduating January 23, 2015, to **replace** the class that graduated on January 7, 2014; **and** placed the program on the February 2014 Board Meeting Agenda for Consideration of Multiple Violations of the California Code of Regulations Section 2530(k) and Consideration of Request to Admit Students; **and** continued to require the program to obtain Board approval prior to the admission of each class.

Agenda Item #13.D.1., Attachment B



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING
1722 M Street, N.W., Washington, D.C. 20036
Telephone: 202-692-1112 Fax: 202-692-1116
http://www.accet.org

December 23, 2013

VIA EMAIL

(Gaylene.Jones@summitcollege.edu)

Ms. Gaylene Jones
Corporate Executive Assistant
Summit College
1461 S Cooley Dr., Suite 270
Colton, CA 92324

Updated and Modified from December 13, 2013 Notification

*Re: Reaccreditation Granted (3 years);
Vacate Institutional Show Cause;
Issue PSC - LVN (Colton);
Cease Enrollments - LVN (Arakheim);
PAW- Legal Administrative Assistant (in teach-out);
Enrollment Limitations - LVN (130 @ Colton);
Final Program Approval - Welding
Interim Report Reviewed;
Additional Interim Report Required;
ACCET ID #0883*

Dear Ms. Jones:

At its December 7, 2013 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) voted to continue the accreditation of Summit College, located in Colton, California for a period of three (3) years from the original expiration date of the institution's previous grant, until April 15, 2016.

This grant of accreditation includes the following sites and programs:

Main Campus: Summit College
1461 S Cooley Dr., Suite 270
Colton, CA 92324
(909) 934-3270
(Gaylene.Jones@summitcollege.edu)

Programs Offered at the Main Campus:

Accounting Assistant

44 Quarter Credit Hours
(680 Clock Hours)

Business Information Assistant	44 Quarter Credit Hours (680 Clock Hours)
Certified Nurse Assistant	14 Quarter Credit Hours (220 Clock Hours)
Dental Assistant	52 Quarter Credit Hours (800 Clock Hours)
Electronic Health Records	57 Quarter Credit Hours (860 Clock Hours)
Licensed Vocational Nurse	95 Quarter Credit Hours (1586 Clock Hours)
Medical Assistant – Administrative and Clinical	43 Quarter Credit Hours (800 Clock Hours)
Medical Billing and Coding	53 Quarter Credit Hours (800 Clock Hours)
Optical Dispensing Technician	66 Quarter Credit Hours (960 Clock Hours)
Surgical Technician	63 Quarter Credit Hours (980 Clock Hours)
Welding	42 Quarter Credit Hours (740 Clock Hours)
Stand-alone Courses:	
Cardiopulmonary Resuscitation	(8 Clock Hours)
Coronal Polishing Certificate	(16 Clock Hours)
IV Therapy/Blood Withdrawal	(36 Clock Hours)

Branch Campus: Summit College
1360 South Anaheim Blvd.
Anaheim CA 92801

Programs Offered at the Branch Campus:

Certified Nurse Assistant	14 Quarter Credit Hours (220 Clock Hours)
Electronic Health Records	57 Quarter Credit Hours (860 Clock Hours)
Medical Assistant – Administrative and Clinical	43 Quarter Credit Hours (800 Clock Hours)
Medical Billing and Coding	53 Quarter Credit Hours (800 Clock Hours)
Surgical Technician	63 Quarter Credit Hours (980 Clock Hours)
Stand-alone Courses:	
Cardiopulmonary Resuscitation	(8 Clock Hours)
Coronal Polishing Certificate	(16 Clock Hours)
IV Therapy/Blood Withdrawal	(36 Clock Hours)

Licensed Vocational Nurse

95 Quarter Credit Hours
(1586 Clock Hours)

Auxiliary Classroom: Summit College
965 South Mt. Vernon
Colton CA 92324

Programs Offered at the Auxiliary Classroom:

Welding

42 Quarter Credit Hours
(740 Clock Hours)

Type of Institution/Organization: Vocational/Title IV

It is noted for the record that the Commission originally considered the institution's application for reaccreditation at its April 2013 meeting at which time, after reviewing the on-site visit team reports (visits conducted February 11-14, 2013), and the institution's responses to those reports, received March 26 and 27, 2013, the Commission voted to continue the Institutional Show issued in December 2012, resulting from below benchmark placement rates from the 2012 annual report, limit enrollments in the Licensed Vocational Nursing Programs at both Colton and Anaheim and deferred further consideration until the August 2013 Commission meeting. At the August 2013 meeting the Commission voted to continue the Institutional Show Cause directive and the enrollment limitations, as well as defer further consideration of reaccreditation until the December 2013 meeting and directed the institution to submit an interim report to include the following two items: 1) A policy and procedure for its admissions staff that ensures LVN candidates are well informed of the delays consistent with the characterizations as precisely represented to ACCET in the previous interim report. It was to provide signed notifications for all new enrollments from September 1 through October 25, 2013 that they were aware of the licensure lag times and the effect it will have on their employment; 2) A narrative report and updated Documents 28.1s - Completion and Placement Statistics, for the calendar year 2012 and the period January 1 to June 30, 2013, for the full-time/day LVN (Colton and Anaheim campuses), part-time/evening LVN (Colton and Anaheim campuses), Medical Assistant - Administrative & Clerical (Colton campus), Legal Administrative Assistant (Colton campus), and Medical Billing/Coding (Colton and Anaheim campuses) programs, together with full supporting documentation for all placements and waivers referenced to completed copies of the attached On-site Sampling Verification: Completion, Placement, and Academic Data form. The supporting documentation was to include an updated sortable MS Excel spreadsheet listing all 2012 and 2013 LVN graduates by name, their dates of graduation, and, as applicable, their dates of licensure test, dates of licensure receipt, placement status, and dates of final placement verification. Further, the narrative report was to include current enrollment figures for all programs at all campuses, with specific reference to the LVN programs; a narrative response with supporting documentation that addressed the decrease in NCLEX pass rates for 2013 LVN graduates enrolled at the Anaheim campus; and a detailed narrative update on the measures taken by the institution demonstrating systematic and effective implementation in practice over time of procedures that ensure the timely and efficient processing for graduates of the LVN program in registering for licensure.

At the December 2013 meeting, upon its review of the institution's interim report and subsequent updates, received October 25, and November 22, 2013, the Commission voted to grant reaccreditation for three years and vacate the Institutional Show Cause directive. The Commission also voted to grant final approval for the institution's new Welding program after reviewing the institution's on-site visit team report (program visit conducted October 8th, 2013), and the institution's responses to that report, received November 1, 2013.

However, the Commission voted to issue a Programmatic Show Cause for the Licensed Vocational Nursing program at the Colton campus as the 2012 placement rates are still below benchmark for the part-time program (39.29% (84 eligible / 33 placed) and full-time program (60% (210 eligible / 125 placed), and voted to continue the enrollment limitations at the Colton campus increasing new enrollment to 120 between the time of receipt of this letter and the April 2014 Commission meeting. The Commission further voted to maintain program approvals in place for currently enrolled students, but withdraw program approval for Licensed Vocational Nursing program at the Anaheim branch campus. In subsequent action, the Commission's Executive Committee voted to maintain program approval but to cease new enrollments in that program until future review at the April 2014 Commission meeting. Therefore, the institution may not enroll any new students in the LVN program at Anaheim except those with a signed enrollment agreement executed on or prior to December 13, 2013.

The Commission noted that this program has been on programmatic show cause and contributed to its Institutional Show Cause since July of 2012, when it was placed on Programmatic Show Cause because of low placement rates demonstrated in the institution's annual report for 2011 data. This program has been on a show cause status for more than 12 months and the most recent rates provided by the institution demonstrate continued low placement rates for 2012 and 2013 for both the full-time and part-time program:

2012 Anaheim LVN (FT)	Placement = 39.47% (76 eligible/ 30 placed)
2013 Anaheim LVN (FT)	Placement = 13.16% (38 eligible/ 5 placed)
2012 Anaheim LVN (PT)	Placement = 32.07% (53 eligible/ 17 placed)
2013 Anaheim LVN (PT)	Placement = 4.88% (41 eligible/ 2 placed)

The Commission noted that California licensure delays are a contributing factor in the institution's placement rates and recognizes that of those 2012 Anaheim graduates who took and passed the NLEX exam and received their license, 81% are working as licensed vocational nurses (38 received license, 3 graduates waived placement assistance, 45 are placed). However, the Commission identified 151 graduates from the Anaheim campus (full-time and part-time combined), noting that 62 students have not taken the NLEX test, and that 37 graduates took the test but did not pass. Further, 33 graduates from 2012 are still not scheduled to take the test. Noting that the majority of students from the 2012 cohort do not have a vocational nursing license (39% - 151 graduates/89 without a license), and that the placement rates for this program at this campus have been in show cause range since reporting of 2011 outcomes, the Commission voted to remove approval for this program. It is noted that the Executive Committee reviewed additional information and supporting documentation, received on December 19, 2013, that indicated while thirty-three graduates were not scheduled to test, all had submitted applications to test, per Summit's graduation process.

The Commission also voted to withdraw program approval for the Legal Administrative Assistant program for which the institution indicated that it had ceased enrolling and is in the process of teaching-out.

The Accrediting Commission recognizes the institution for its efforts toward meeting the Standards for Accreditation reflected in the on-site evaluation team reports, and for the progress demonstrated by corrective actions presented in the institution's responses and subsequent interim reports. The Commission, therefore, expresses its confidence that the institution will continue to review, monitor, and revise its operations in order to ensure the high quality of education and training toward which we all strive.

Toward that end, the Commission directed the institution to submit an interim report to include the following six specific items:

- 1) A detailed narrative update on the measures taken by the institution demonstrating systematic and effective implementation in practice over time of procedures that ensure the timely and efficient processing for graduates of the LVN program at both campuses in registering for licensure.
- 2) Updated Documents 28.1s - Completion and Placement Statistics, for the calendar year 2012 and the period January 1 to October 31, 2013, for the full-time/day and part-time/evening LVN programs (Colton and Anaheim campuses), Medical Billing and Coding (Colton and Anaheim campuses), Legal Administrative Assistant and the Medical Assistant - Administrative and Clinical program (Colton Campus) together with full supporting documentation for all placements and waivers referenced to completed copies of the attached On-site Sampling Verification, Completion, Placement, and Academic Data form for each Scheduled to Graduate (column 3) cohort on the respective 28.1s since the previous interim report submission. The supporting documentation is to include an updated sortable MS Excel spreadsheet listing all 2012 and 2013 (January - October) LVN graduates by name, their dates of graduation, and, as applicable, their dates of licensure test, dates of licensure receipt, placement status, and dates of final placement verification. With further explanation for each student who passed the NCELEX but is listed as NA in either license received and/or placement status.
- 3) Update on current enrollment figures for all programs at all campuses, with specific reference to the LVN programs.
- 4) A narrative update relative to the status of the institution's Medical Billing and Coding program. The institution indicated in its follow-up response that student were no longer enrolling in this program. The narrative must explain if enrollment has been suspended temporarily, or if this program is being taught-out.
- 5) Additional information relative to the support given to students who fail the NCELEX exam.
- 6) The institution must also provide a teach-out plan for the Legal Administrative Assistant program at the Colton campus (currently in teach-out) following the guidelines of ACCET Document 32 - Teach-out/Closure Policy.

Summit College
December 23, 2013
Page 6 of 6

A copy of this report, including the attached interim report cover sheet, must be emailed to interimreports@accet.org no later than February 28, 2014.

As a reminder, please be advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at www.accet.org.

Please be reminded that a one-day Quality Assurance Visit will be conducted sometime during the institution's current grant of accreditation, in accordance with longstanding Commission policy. The team's review will include an assessment of any areas cited as weaknesses during the last reaccreditation visit in order to validate that corrective actions have been systematically and effectively implemented to ensure a positive impact on the institution's operations.

The appropriate federal and state education officials will be notified of the Commission's decision to continue the institution's accreditation by copy of this letter. The institution is advised to visit the ACCET website at www.accet.org for timely updates and for downloading the most current information, policy documents, and forms. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Your continued commitment in support of the institution's accredited status is appreciated. ACCET accreditation represents *A Partnership for Quality*® that is unique and important, and we trust that your ongoing accomplishments will continue to reflect a determined regard for and commitment to these values.

Sincerely,



William V. Larkin, Ed.D.
Executive Director

WVL/ao

Attachments: Certificates of Accreditation
Interim Report Cover Sheet
Verification Form
On-site Sampling Verification: Completion, Placement, and Academic Data form

c: Ms. Kay Gilcher, Director, Accreditation Division, USDE (kay.gilcher@ed.gov)
Ms. Martina Fernandez-Rosario, USDE San Francisco/ Seattle Area Case Director
(martina.fernandez-rosario@ed.gov)
Mr. Ron Bennett, Director, School Eligibility Service Group, USDE (ron.bennett@ed.gov)
Ms. Joanne Wenzel, Deputy Bureau Chief, California BPPE (joanne_wenzel@dca.ca.gov)
ACCET Commission Executive Committee: T. Lovensan, R. Helfer, D. Vice, D. Wilson

Agenda Item #13.D.1., Attachment C



STATE AND CONSUMER SERVICES AGENCY • ARNOLD SCHWARZENEGGER, GOVERNOR
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



BOARD MEETING MINUTES

SEPTEMBER 16, 2010

LOS ANGELES, CALIFORNIA

BOARD MEMBERS

PRESENT:

John Vertido, L.V.N. Educator Member, President
Todd D'Braunstein, P.T. Member, Vice President
Kevin Baucom, P.T. Member
Victor King, Public Member
Jessica Leavitt, Public Member
Mark Stanfield, L.V.N. Member

BOARD MEMBER

ABSENT:

Ling-Ling Chang, Public Member

STAFF PRESENT:

Teresa Bello-Jones, J.D., M.S.N., R.N., Executive Officer
Cheryl Anderson, Supervising Nursing Education Consultant
Angelina Martin, Enforcement Division Chief
Pam Hinckley, Nursing Education Consultant
Linda Ruyters, Administrative Analyst
Laura Freedman-Eidson, Legal Counsel, Department of Consumer Affairs (DCA)

1. CALL TO ORDER

The meeting was called to order by the President, John Vertido, at 9:00 a.m., September 16, 2010, at the Radisson Hotel at Los Angeles Airport, 6225 W. Century Blvd., Los Angeles, California 90045.

2. PLEDGE OF ALLEGIANCE

The President led those assembled in the Pledge of Allegiance.

3. INTRODUCTION OF BOARD MEMBERS AND STAFF

The Board Members introduced themselves. Teresa Bello-Jones, Executive Officer (EO), introduced the staff present. The EO introduced Kimberly Kirchmeyer, DCA Deputy Director, Board/Bureau Support.

4. INTRODUCTION OF ACCREDITED AND APPROVED SCHOOLS REPRESENTED AT MEETING

The following programs voluntarily signed in and were recognized by the Board President:

- American Career College Vocational Nursing Program, Orange County
- Anderson Medical Career College Vocational Nursing Program, Commerce City
- Blake Austin College Vocational Nursing Program, Vacaville
- California Nurses Educational Institute Vocational Nursing Program, Cathedral City
- Career Colleges of America Vocational Nursing Program, South Gate
- Center of Education and Technology Vocational Nursing Program, Whittier
- Community Based Education & Development Vocational Nursing Program, Los Angeles
- Computer Institute of Technology Vocational Nursing Program, Anaheim
- Healthcare Education Advancement Center Vocational Nursing Program, La Crescenta
- Medical Allied Career College Vocational Nursing Program, Santa Fe Springs
- North West College Vocational Nursing Program, West Covina
- Summit Career College Vocational Nursing Program, Colton
- United Education International College Vocational Nursing Program, Chula Vista
- Valley School of Allied Health Vocational Nursing Program, Reseda

5. BOARD PRESIDENT'S MESSAGE

The President read a special notice addressing the Board's legal mandate and procedure to have an issue placed on the Board Meeting agenda. He announced that public comment is welcome on any open agenda item prior to the Board's discussion; however, the Board may limit the length of time allowed for comment.

6. EXECUTIVE OFFICER'S REPORT

Board Member Update

- Vacant Positions – There are currently four vacant board member positions: one licensed vocational nurse (LVN) and three public members.

Budget Update

- State Hiring Freeze – On August 31, 2010, Governor Schwarzenegger directed all state agencies to cease hiring effective immediately, no exception. The hiring freeze applies to regular/ongoing positions, temporary help, board appointments, pending hiring commitments, and any new positions or budget change proposal (BCP) positions approved for fiscal year (FY) 2010/11. In addition, there is a freeze on all overtime.
- Furlough Fridays – On August 9, 2010, the Governor issued Executive Order S-12-10, which requires state agencies to close their offices on the 2nd, 3rd, and 4th Fridays every month until the budget is signed.

- Enforcement Division BCP – The Board received approval to hire 13.5 staff (i.e., 10 investigators, two managers and 3.5 limited term analysts) to implement the DCA's Consumer Protection Enforcement Initiative (CPEI). Due to the state's hiring freeze, the positions cannot be filled.
- Information Technology BCP – The DCA received approval to implement the BreEZe automation system that will provide all of DCA's boards/bureaus with an integrated licensing and enforcement information technology solution that will replace DCA's current, outdated legacy systems.
- Licensing Division BCP – The Board received approval to hire 4.0 additional staff to address the increased workload in the Licensing Division. Due to the state hiring freeze, these positions cannot be filled.

Education Division Update

- The Board currently has 206 accredited and approved Vocational Nursing (VN) Programs and 16 accredited and approved Psychiatric Technician (PT) programs.
- Due to the present 83% vacancy rate of nursing education consultant staff and Executive Order S-13-09 requiring three furlough days per month, the Board projects that new proposals may take at least 12 months or longer for review, depending on quality and completeness of the proposal.

Enforcement Division Update

- Disciplinary Hearings – Hearings were conducted on July 28, 2010, in Sacramento. An Administrative Law Judge presided and no Board Members were present.

Examination Update

- The average annual pass rate, July 1, 2010 through August 31, 2010, for California first-time VN candidates was 74%, while the overall pass rate for VN candidates was 56%. The average annual pass rate for first-time PT candidates was 81%, while the overall pass rate for PT candidates was 64%. The total number of first-time VN graduates tested was 1,268 and the total number of first time PT graduates tested was 114.

Liaison Activities

- On May 21, 2010, Board Member Kevin Baucom delivered a commencement address at Cuesta College Psychiatric Technician Program.
- On June 24, 2010, Todd D'Braunstein, Board Vice-President, was the keynote speaker at the graduation ceremony for Summit Career College Vocational Nursing Programs. Mr. D'Braunstein thanked the families of the graduates for their support.
- On July 7, 2010, Marina Okimoto, Assistant Executive Officer (AEO), Cheryl Anderson, Supervising Nursing Education Consultant (SNEC), and Shawn Nibbelink, Associate

Information Systems Analyst Specialist, met with representatives from the Office of Statewide Health Planning and Development regarding the Healthcare Workforce Clearinghouse Project.

- On July 22, 2010, the President and the EO provided testimony regarding Assembly Bill 950, which created licensure requirements for hospice facilities. Specifically, they were asked to address the LVN scope of practice.
- On July 27, 2010, the President and the EO attended the DCA-sponsored Board Member and Advisory Committee Training: Improving Enforcement and Board Governance. The training encouraged Board Members to be active with their constituents and to empower students and graduates to go forth and contribute to their communities. It also encouraged Board Members to liaise with schools whenever possible.

Fee Regulations

- The Office of Administrative Law (OAL) approved the Board's fee regulations, which will become effective October 1, 2010. The EO reported the new fees as follows:

Vocational Nursing Fee Categories	Old Fee	Effective 10/1/10
Examination Applications	\$75.00	\$150.00
Re-Examination Applications	\$75.00	\$150.00
Fee for dishonored check or money order	\$10.00	\$25.00

Psychiatric Technician Fee Categories	Old Fee	Effective 10/1/10
Examination Applications	\$100.00	\$150.00
Re-Examination Applications	\$100.00	\$150.00
Fee for dishonored check or money order	\$10.00	\$25.00

Statutory Fee Ranges

- Statutory Fee Range Change Proposal – The Board is still seeking an author for the statutory fee range change proposal. The Board is working with the DCA and the Senate Business, Professions, and Economic Development Committee (BP&ED Committee) to ensure the PT Program's fiscal solvency.

Customer Service Surveys

- The EO informed the audience that the Board distributes "Customer Service Surveys" to solicit feedback regarding the Board's performance in accomplishing its mission and goals. The information is used to develop the Board's Strategic Plan and is included in the Board's Sunset Review Report. She invited attendees to complete the Customer Service Survey and informed them that the Board is interested in obtaining any recommendations they would make regarding improving effectiveness.

Public Comment:

None received.

7. DEPARTMENT OF CONSUMER AFFAIRS REPORT

Kim Kirchmeyer, on behalf of the DCA Executive Office, summarized her background before giving an update on projects and matters of concern to DCA including:

- Consumer Protection Enforcement Initiative (CPEI): This project is designed to reduce the time it takes to discipline licensees from the current average of three years to 12-18 months.
- Licensing Reform: It is important to license qualified applicants as soon as possible in order to increase the workforce. The DCA is working with boards/bureaus to review best practices.
- SB 1441: The DCA is encouraging the Boards to move forward with regulations to implement 16 uniform standards for substance-abusing healing arts licensees.
- Federal Healthcare Reform: The DCA is aware this will have a large impact on Board procedures and the number of licensees entering the workforce.
- Governor's Hiring Freeze: There may be limited circumstances where hiring can be done. The DCA has submitted a few freeze exemption requests to the Governor's Cabinet Office. These exemption requests are currently under review.

Ms. Kirchmeyer also thanked the EO and her staff for having the agenda items and reports available on the Board's website.

8. CONSENT CALENDAR ITEM

Adoption of May 19-20, 2010, Board Meeting Minutes

Public Comment:

None received.

Board Discussion:

Kevin Baucom encouraged students to attend disciplinary hearings.

Moved (M) – Kevin Baucom; Seconded (S) – Todd D'Braunstein; and carried 6-0 to adopt the May 2010 Board Meeting Minutes as written.

Adoption of 2011 Board Meeting Dates and Locations

M – Todd D'Braunstein; S – Victor King; and carried 6-0 to adopt the recommended 2011 Board Meeting Dates and Locations.

9. REPORT ON DECISIONS FOR VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIAN PROGRAMS

The EO reported on the decisions for VN and PT Programs for the period from June 3, 2010 through August 6, 2010.

Public comment:

None received.

Board comment:

No discussion.

10. 2010 SUNSET REVIEW REPORT

The EO reported that the Board must file its 2010 Sunset Review Report with the Senate Business, Professions & Economic Development Committee no later than October 1, 2010. The Sunset Review Report must contain specific programmatic and statistical information. A copy of the Board's final Sunset Review Report will be sent to Board Members on or about October 1, 2010.

Public Comment:

Catherine Shafer asked that the Board send a notice to programs when public comment is scheduled regarding the Board's Sunset Report.

Board Discussion:

No discussion.

11. LEGISLATIVE REPORT

Linda Ruyters, Administrative Analyst, reported on the status of Assembly Bills 700, 950, 1235, 1310, 1659, 1787, 1937, 1949, 1957, 2038, 2130, 2385, 2454, 2484, 2500, 2529, 2537, 2652, 2699, 2721, and 2783; Senate Bills 294, 389, 942, 1020, 1051, 1111, 1119, 1171, and 1172; and other bills pertinent to the Board.

Public Comment:

None received.

Board Comment:

No discussion.

M – Todd D’Braunstein; S – Kevin Baucom, and carried 6-0 to accept the Legislative Report as written.

12. ENFORCEMENT REPORT

Angelina Martin, Enforcement Division Chief, reported the following:

- A. The State and Consumer Services Agency (SCSA) conducted an internal review of all healing arts boards’ enforcement programs and found that most of the boards face significant complaint backlogs and processing delays. As a result, DCA Director Brian Stiger directed that the current processes be reformed – CPEI is the result. CPEI is a systemic approach designed to address legislative changes, staffing and information technology resources, and administrative improvements.

The DCA developed enforcement performance measures to determine the effectiveness of efforts to streamline enforcement processes, reduce backlogs, and achieve the overall goal to process complaints within 12-18 months. On June 30, 2010, the Board received an Enforcement Performance Measure Workbook to be used to report the performance measures. The Board must submit the completed workbook to the DCA at the end of each quarter. The first report is due October 15, 2010.

- B. Proposed Regulatory Action to Implement Elements of CPEI – Ms. Martin indicated that details of the proposed Regulatory Action would be reported in Agenda Item #13.A.

C. Enforcement Division Update:

- Ms. Martin informed the Board that on July 28, 2010, the Board conducted disciplinary hearings at the Red Lion Hotel in Sacramento to hear petitions for reinstatement of licensure and modification of probation. The Board delegated the hearings to an Administrative Law Judge from the Office of Administrative Hearings.
- Ms. Martin, Cheryl Anderson, SNEC, Jane Kreidler, Enforcement Program Analyst, and representatives from the Attorney General’s Office conducted Expert Witness Training on August 25, 2010, in Sacramento and September 14, 2010, in Los Angeles. Nine new experts were trained to review enforcement cases, provide quality expert opinions, and testify at administrative hearings.
- Ms. Martin, the EO, and Karen Newquist, Enforcement Program Manager, participated in a conference call with representatives from Phamatech, Inc. to enter into the recently executed departmental contract for drug testing services. All current and future probationers required to be tested as part of their terms of probation will be required to go through Phamatech Inc. for drug testing. Approximately 140 probationers are currently required to drug test.

- On April 27, 2010, the EO, the AEO, and Ms. Martin met with Cathy Sahlman, DCA Chief Internal Auditor, and her staff members. The DCA Internal Audit Office (IAO) advised that a comprehensive audit of the Board's Enforcement Program will be conducted by the IAO in September 2010. The audit will focus on all aspects of the Enforcement Program, including the Probation Program and the Investigations Unit. The IAO plans to evaluate the efficiency and effectiveness of the enforcement process and make recommendations regarding possible improvements.
- Ms. Martin indicated that Karen Newquist, Enforcement Program Manager, participated in the DCA's first Enforcement Academy, which began on April 19, 2010. The primary purpose of the Academy is to provide a solid, standard baseline of knowledge and practices for new and existing employees who perform enforcement functions. The Academy is limited to managers and supervisors at this point, as it is still under development.
- Ms. Martin indicated that the Board participated in a Process Action Team (PAT) with the Department of Investigations (DOI). Beginning in May 2010, the Board participated in three meetings of the PAT to develop standardized case acceptance criteria for the DCA'S DOI. The purpose of developing the acceptance criteria is to help identify cases that should be handled by non-sworn field investigators or by a desk investigation. Additional meetings are still required before the acceptance criteria are fully developed.

D. Enforcement Division General Statistics – Ms. Martin provided general statistics relative to the Enforcement Division.

Public Comment:

None received.

Board Discussion:

Todd D'Braunstein asked about the results of the audit. Ms. Martin responded that the audit began in September and results may be available for the February Board Meeting.

Kevin Baucom asked if a breakdown of the complaints was available. Ms. Martin responded that a breakdown will be provided in the Board's Sunset Report.

M – Kevin Baucom; S – Todd D'Braunstein; and carried 6-0 to accept the report as presented.

**13.A. PROPOSED REGULATIONS TO IMPLEMENT
THE CONSUMER PROTECTION ENFORCEMENT INITIATIVE**

Ms. Martin reported that the DCA launched the CPEI to overhaul the enforcement process of the healing arts boards. On February 17, 2010, SB 1111 (Negrete-McLeod) was introduced and sponsored by the DCA. The proposed legislation was introduced to establish the Consumer Health Protection Enforcement Act and make enforcement processes more efficient. However, on April 22, 2010, SB 1111 failed to make it out of the Senate BP&ED Committee. On April 26, 2010, DCA Director Brian Stiger reported that CPEI would continue to be the Department's highest

priority. The DCA believes that many provisions of SB 1111 can be adopted as regulations and the Director encouraged boards/bureaus to develop proposed regulations. The Board must add or amend regulatory language in Division 25 of Title 16 of the California Code of Regulations to implement provisions of CPEI.

Recommendations:

1. The Board approve the regulatory proposal to amend Division 25 of Title 16, California Code of Regulations, to amend sections 2503 and 2524; renumber section 2524.1 to 2524.5; and add sections 2509, 2524.1 and 2518.8 (VN Regulations); and amend sections 2563 and 2579.10; renumber section 2579.11 to 2579.20; and add sections 2568, 2576.8 and 2579.11 (PT Regulations).
2. Direct staff to prepare a rulemaking file for notice and comment.
3. Authorize the Executive Officer to make changes consistent with the intent of the above proposal.

Public Comment:

None received.

Board Discussion:

No discussion.

M – Victor King; S – Todd D’Braunstein; and carried 6-0 to adopt the recommendations as presented.

13.B. STATUS OF UNIFORM STANDARDS FOR SUBSTANCE ABUSING LICENSEES AND REVISION OF THE DISCIPLINARY GUIDELINES

Ms. Martin reported that on November 16, 2009, the Substance Abuse Coordination Committee (SACC) adopted 16 uniform standards for substance-abusing healing arts licensees, as required by SB 1441 (Chapter 548, Statutes of 2008). The DCA Director encouraged the boards to promptly implement those standards that do not require legislation or regulatory changes. He also requested that the boards develop proposed statutory and/or regulatory changes, as needed, to fully implement the standards. Draft regulatory language to implement those standards was presented at the Board’s May 20, 2010 Board Meeting.

A subcommittee was formed and met on August 4, 2010, to review and discuss possible revisions to the uniform standard relating to required drug testing. The subcommittee plans to meet again in September 2010 to consider additional issues. Once the SACC determines the necessary revisions, proposed regulatory language will be submitted to the Board for consideration.

Public Comment:

None received.

Board Discussion:

Todd D'Braunstein asked about the frequency of drug testing. Ms. Martin responded the Board tests about 24 times yearly.

Kevin Baucom asked if Phamatech, Inc. has locations statewide; Ms. Martin responded that Phamatech will have sites within 50 miles of each person required to test.

The President asked Ms. Kirchmeyer to address the issue of statewide drug testing.

Victor King asked Ms. Kirchmeyer how many healing arts boards offer diversion programs.

Ms. Kirchmeyer stated there are currently seven boards offering diversion programs. Entry into a diversion program can defer/cancel disciplinary action. The Board of Registered Nursing has a complete program, including self-referral.

Victor King would like the Board to research success rates of diversion programs and determine if it would help us meet the governor's goal of 12-18 months for disciplinary actions.

M – Kevin Baucom; S – Todd D'Braunstein; and carried 6-0 to accept the report as presented.

14.A. BLAKE AUSTIN COLLEGE, VACAVILLE, VN PROGRAM – REQUEST FOR TERMINATION OF PROVISIONAL ACCREDITATION AND REQUEST TO ADMIT STUDENTS

Cheryl Anderson, SNEC, reported that Blake Austin College, Vacaville, VN Program is presented to the Board for consideration of its request for termination of provisional accreditation and request to admit students. The program was placed on provisional accreditation on May 22, 2009, due to the program's non-compliance with Section 2530(l) of the VN Rules and Regulations.

The SNEC presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 180 students for the period from April 2009 through May 2011.
- Exam Pass Rate – The program's average annual pass rates for the period from April 2009 through June 2010 were above the state average annual pass rate. For the most recent period, April 2010 through June 2010, the program's average annual pass rate was eight (8) percentage points above the state average annual pass rate.
- Faculty & Facilities – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Approve full accreditation of Blake Austin College VN Program for the four-year period from September 16, 2010 through September 15, 2014, and issue a certificate accordingly.
2. Approve the program's request to admit 45 students into an evening class on September 28, 2010, graduating March 24, 2012, to replace students scheduled to graduate on September 24, 2010.
3. Approve the program's request to increase the maximum enrollment for evening classes from 30 to 45 students.
4. Approve the program's request to admit 45 students into a day class, graduating May 10, 2012, to replace students scheduled to graduate March 24, 2011.
5. Deny the program's request to admit 45 students into an evening class on March 8, 2011, graduating on September 4, 2012.
6. Continue the program's ongoing admission of 45 students into a day class, per year, to replace graduating students.
7. Deny the program's request for ongoing admissions for the evening class.
8. Require the program to obtain Board approval prior to the admission of each evening class.

Rationale:

- From August 2005 to September 2008, the program had five different directors. The current director was approved on September 25, 2008. At that time, the program's average annual pass rate was 42%.
- As noted previously, the assigned consultant met with the director to discuss program elements critical to student achievement on October 29, 2008. The consultant recommended a thorough analysis of the program. Additionally, the consultant recommended several revisions of the program's plan of correction consistent with that analysis. The director received the recommendations and completed the recommended analysis. Based on that analysis, several key changes were made. On November 17, 2008, a revised plan of correction was submitted and implemented. The plan addressed all currently enrolled students.
- On May 22, 2009, the program was placed on provisional accreditation due to low pass rates on the NCLEX/PN®. At that time, the program's average annual pass rate was 55%.
- Since that time, the program's average annual pass rate has improved from 55% to 83%. Specifically, the quarter following placement on provisional accreditation, the program's average annual pass rate improved from 55% to 72% and exceeded the state average annual pass rate of 70%. For each subsequent quarter, the program's average annual pass rate has exceeded the state average pass rate. Such sustained improvement evidences the effectiveness of employed interventions and supports a recommendation for full accreditation.

The improvement also supports the recommendations for the admission of replacement day and evening classes.

- Caution must be exercised to ensure sustained improvement in program pass rates. A rapid increase in the number of enrolled students may negate the improvement and distract focus from the effectiveness of the interventions.

Representative of the School:

Jennifer Cannon, Director of Nursing.

Ms. Cannon stated the program requests approval to start two day classes of 45 students and one evening class of 45 students each year.

Board Discussion:

The President commended Ms. Cannon on the progress her school has made.

Kevin Baucom also congratulated Ms. Cannon and inquired about the student/staff ratio. She responded the ratio is 15:1, in addition to a staff person on hand for clinical rotations.

Todd D'Braunstein commended the Director and asked about the impact of the program's revised admission criteria on the success of students. Ms. Cannon responded the program has strenuous admissions criteria, though they are still striving to improve.

The President asked if Ms. Cannon has sufficient clinical sites to support the proposed class admissions. Ms Cannon responded in the affirmative, with a listing of current sites.

Based upon the information provided by the Director and subsequent clarification by the SNEC, the Board discussed modifications to the SNEC's recommendations as follows:

1. Approve full accreditation of Blake Austin College VN Program for the four-year period from September 16, 2010 through September 15, 2014, and issue a certificate accordingly.
2. Approve the program's request to admit 45 students into an evening class on September 28, 2010, graduating March 24, 2012, to replace students scheduled to graduate on September 24, 2010.
3. Approve the program's request to increase the maximum enrollment for evening classes from 30 to 45 students.
4. Deny the program's request to admit 45 students into an evening class on March 8, 2011, graduating on September 4, 2012.
5. Continue the program's ongoing admission of 45 students into one (1) day class per year to replace graduating students.
6. Deny the program's request for ongoing admissions for the evening class.
7. Require the program to obtain Board approval prior to the admission of each evening class.

Public Comment:

None received.

M – Kevin Baucom; S – Victor King; and carried 6-0 to adopt the SNEC's recommendations, as amended during Board discussion.

**14.B. CAREER COLLEGES OF AMERICA, SOUTH GATE, VN PROGRAM –
RECONSIDERATION OF PROVISIONAL ACCREDITATION**

Ms. Anderson reported that Career Colleges of America, South Gate, VN Program is presented to the Board for reconsideration of provisional accreditation. The program was placed on provisional accreditation on February 1, 2008, due to the program's non-compliance with Section 2530(l) of the VN Rules and Regulations. On October 7, 2009, the Board reconsidered the program's accreditation status and extended the programs' provisional accreditation from February 1, 2010, through September 30, 2010.

The SNEC presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 33 students for the period from October 2008 through May 2010.
- Exam Pass Rate – The program's average annual pass rates for the period from October 2005 through June 2010 were more than 10 percentage points below the state average annual pass rate for 18 consecutive quarters. For the most recent period, April 2010 through June 2010, the program's average annual pass rate was 39%, 36 percentage points below the state average annual pass rate.
- Faculty & Facilities – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Revoke the provisional accreditation of the Career Colleges of America, South Gate, VN Program, effective October 1, 2010.
2. Remove the program from the *List of Accredited Nursing Schools*.

Rationale:

- The program has failed to demonstrate compliance with California Business and Profession's Code, Division 2, Chapter 6.5, Article 4 and California Code of Regulations, Division 25, Chapter 1, Article 5, for 17 of the past 18 quarters.
- From October 2005 through June 2010, 306 program graduates have completed the licensure examination. Of the total program graduates tested, 44% have passed.

- If the Board revokes the program's accreditation, no students are impacted, as documents submitted by the director indicate that the last class was admitted February 17, 2009, and graduated May 20, 2010. Currently, no students are enrolled or projected.

Representatives of the School:

Luis Corrales, Director of Nursing.

Mr. Corrales acknowledged the situation is grave, and stated that the program is making all necessary changes. Further, he reported that the program offers graduates a financial incentive. Specifically, he reported that the program pays \$600.00 to each graduate for attendance at review sessions and passing the NCLEX/PN.

Board Discussion:

Todd D'Braunstein asked why the proposed effective date is October 1, 2010, instead of sooner, given the consistently poor pass rates of this school. Ms. Anderson responded that the effective date is based on the Board's decision of October 9, 2009, extending the program's provisional accreditation from February 1, 2010, through September 30, 2010. Mr. D'Braunstein also commented to Mr. Corrales that he appreciates Mr. Corrales reaching out to the students.

Kevin Baucom commented on student/instructor ratios and the poor relationships between staff and students.

Mr. Corrales responded that he is the program's only instructor at this time and he is conducting reviews sessions.

Public Comment:

None received.

M – Todd D'Braunstein; S – Victor King; and carried 6-0 to adopt the SNEC's recommendations.

**14.C. CENTER OF EDUCATION AND TECHNOLOGY VN PROGRAM –
CONSIDERATION OF PLACEMENT ON PROVISIONAL ACCREDITATION**

Pam Hinckley, Nursing Education Consultant, reported that Center of Education and Technology VN Program is presented to the Board for consideration of placement on provisional accreditation due to non-compliance with Vocational Nursing Rules and Regulations Section 2530 (I).

The consultant presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 24 students for the period from August 2009 through June 2011.
- Exam Pass Rate – The program's average annual pass rates for the period from April 2008 through June 2010 were more than 10 percentage points below the state average annual pass rate. For the most recent period, April 2010 through June 2010, the program's average annual

pass rate is 75 percentage points below the state average annual pass rate. However, it is noted that the program has had no candidates tested for the past six (6) consecutive quarters. It is also noted that prior to that time, the program's average annual pass rate was 48 percentage points below the state average pass rate.

- **Faculty & Facilities** – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.
- Based on submitted information and the performance of program graduates, the following violation was identified.

Violation #1 – The program's average annual pass rate has been more than ten percentage points below the state average annual pass rate for nine consecutive quarters. Based on enrollment data since initial accreditation, the program has admitted 60 students. Of the total admitted, 58 students have graduated. Of the 58 graduates, 14% (8 graduates) have completed the NCLEX/PN. Of the total CET graduates tested, 25% (2 graduates) passed. As such, 25% of the total CET graduates tested have passed the licensure examination. However, it must be noted that only 3% of the students admitted to the program have passed the licensure examination. The program has had no candidates tested for six consecutive quarters.

This violation has **not** been **corrected**. The violation will be corrected when the program's pass rates improve consistent with regulatory requirements.

Recommendations:

1. Place Center of Education and Technology VN Program on provisional accreditation for the one-year period from September 16, 2010, through September 30, 2011, 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 VN Practice Act.
2. Require the program 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. Evaluations of Student Achievement.

3. Place the program on the September 2011 Board agenda for reconsideration of provisional accreditation.
4. Require the program to comply with all accreditation standards in Article 4 of the VN 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 2525.
5. Require the program to admit no additional students unless approved by the full Board.

Rationale:

- The Board has serious concerns relative to the program's non-compliance with regulations relative to pass rates on the NCLEX-PN® for the last nine quarters.
- Based on submitted enrollment data, 97% of the students admitted to the program have graduated; 14% of those graduating have completed the NCLEX/PN; and 25% of those tested have passed. However, of the total admissions, only 3% of the students have passed the licensure examination.
- The program has had no candidates tested for six consecutive quarters. However, submitted enrollment data indicates that nine students are scheduled to complete program requirements in November 2010. At the earliest, licensure examination data for these students will be available in April/May 2011. Therefore, a presentation at the September 2011 Board Meeting will allow sufficient time to fully evaluate the currently enrolled students.

Representative of the School:

Generoso Flores, Program Director.

Mr. Flores stated his students were not taking the tests. He reported that the school is under new ownership, effective May 2010. He reported that the new owners have hired WorldLine, an outside consultant firm, to test students to ensure success in taking NCLEX. He requested the Board to defer a decision relative to the program's accreditation until the next meeting to allow students to pass tests in January/February 2011. Mr. Flores further stated he had submitted a request for approval to admit a class of 15 students, to start on February 2, 2011

Board Discussion:

The EO asked for clarification of the request to admit additional students. Ms. Hinckley responded that the request was received on September 2, 2010, which didn't allow sufficient time to be processed and included in the Board report.

Kevin Baucom asked what kind of outreach the school offers for current graduates. Mr. Flores responded that they invite students to come back and watch videos of past lectures. Mr. Baucom asked if anything else is available for remediation, other than videos. Mr. Flores stated WorldLine consultants come in at the end of every module.

Mr. Baucom commented that he has concerns about using videos, as videos may not hold the attention of all viewers. Mr. Baucom expressed further concern that if students didn't get it the first time, watching the same lecture again on video would provide minimal benefit.

President Vertido asked why the January graduates have not tested yet. Mr. Flores responded that one student has taken the test and one student has not.

Mr. Baucom asked what reason the students give for delaying testing. Mr. Flores responded that the program has many graduates who are non-English speaking and who are currently employed as certified nursing assistants, so time and lack of understanding of the process may be factors.

Victor King asked if any students have complained about the quality of education they received. Mr. Flores stated he has received no complaints.

The President asked if the students are aware that with the passing of time their chances of failure are greater. Mr. Flores responded that students are encouraged to test as soon as possible and stated the program submits their paperwork, but that students delay scheduling an appointment to test.

Board Comment:

The EO has authority to allow a new class if she is comfortable with new information that may be submitted, or she may defer the decision to the Board. Mark Stanfield asked if the EO would be comfortable making a decision if the next testing results are better. The EO stated she would not be comfortable making decisions based on the information contained in the report.

Victor King then asked why #4 was originally included in the recommendations. Ms. Hinckley responded there are many concerns about this program and many complaints from students regarding quality of education received at this school.

M – Mark Stanfield; S – Victor King; and carried 6-0 to adopt the NEC's recommendations.

**14.D. COMMUNITY BASED EDUCATION & DEVELOPMENT COLLEGE VN PROGRAM –
CONSIDERATION OF REQUEST TO ADMIT STUDENTS**

Ms. Anderson reported that on May 20, 2010, the Board placed the Community Based Education & Development College (CBD) VN program on provisional accreditation for the one-year period from May 20, 2010 through May 31, 2011, and denied the program's request to admit 30 students commencing August 2, 2010, to replace students completing the program requirements July 25, 2010. The program was required to admit no further classes without prior Board approval.

On June 11, 2010, the program requested approval to admit new students. The EO deferred action on the program's request for consideration by the Board. The program requests approval to admit a full-time class of 30 students commencing August 9, 2010, only, to replace students completing course requirements on July 25, 2010. The proposed class is projected to complete program requirements November 12, 2011.

The SNEC presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 136 students for the period from April 2009 through August 2010.
- Exam Pass Rate – The program's average annual pass rates for the period from October 2007 through June 2010 were more than ten percentage points below the state average annual pass rate. For the most recent period, April 2010 through June 2010, the program's average annual pass rate is 33%, 42 percentage points below the state average annual pass rate.
- Faculty & Facilities – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.

Recommendation:

1. In accordance with the Board's May 20, 2010 decision, deny the Community Based Education & Development College VN Program's request to admit 30 students commencing August 9, 2010, to replace students completing program requirements July 25, 2010.

Rationale:

- The Board has serious concerns relative to the program's non-compliance with regulations relative to the admission of classes without prior Board approval and the program's low average annual pass rates. Given the program's low average annual pass rates, denial of the proposed class admissions will allow the program to complete a total analysis and implement corrective interventions to enhance student achievement.

Recommendation:

2. Approve the program's admission of 15 students on September 20, 2010, with a projected graduation of November 20, 2011.

Rationale:

- Pursuant to the Notice of Change in Accreditation Status dated June 22, 2010, the program will be required to submit a follow-up report to include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timelines for expected results, and the effectiveness of corrective actions taken to address specified elements. Additionally, the program is required to obtain Board approval prior to the admission of each class. The program was placed on the February 2011 Board agenda for reconsideration of its provisional accreditation status.

Representative of the School:

Alice Sorrell-Thompson, Program Director
 Allan Heschel, President and CEO
 Adrian Rowe, Attorney.

Prior to discussion on this item, President Vertido disclosed communications that had been attempted by school representatives. He explained that he had been approached during a break but declined to engage in conversation regarding the pending decision. He

also explained that he had been contacted at home, both via phone and mail, and that he immediately advised the representative that those communications would not be read or reciprocated and, as such, that he planned to continue to take action on the item. The President also advised that it was inappropriate for representatives to contact board members at home.

Mr. Rowe gave a brief background report on his firm and requested Board approval for a class admission of 30 students on November 22, 2010.

Allan Heschel, President and CEO at CBD, stated CBD is a non-profit, public, and educational institution that serves a unique population. He listed several government agencies with which they have contracts. He reported that he is a refugee and enjoys working with refugee population. He stated that he has not collected a salary since the economic downturn. He reported the program's biggest challenge is the linguistic abilities of their students. The school has tried to provide linguistic support for students and, further, they replaced the program director, hired consultants and are offering the most competitive salary and benefits to attract the most competent faculty and staff. Mr. Heschel offered apologies to the President for the unprofessional practices of his staff (i.e., attempting to contact Mr. Vertido directly).

School representatives thanked Board Members for their time and patience and thanked the program director. Representatives reported that the school has increased its passing grade from 75% to 80%. Students who have a lower chance for success are dropped from the program. They are offered remediation and the opportunity to repeat modules. The program also provides NCLEX review during the last module, once per week, taught by experienced instructors.

Ms. Sorrell-Thompson stated she recognizes that the program has much to accomplish. She reported that the program has implemented an ad hoc curriculum committee, responsible for reviewing the program, module by module, as well as ATI testing.

Board Discussion:

Kevin Baucom asked if the program plans to request more admissions before the next meeting. Ms. Sorrell-Thompson responded in the negative.

Mr. Baucom also expressed concerns about the program's pass rate being in the 30% range and the lack of improvements. He then asked why the school feels it is necessary to increase class size to 30. The program director responded that she understands that smaller numbers provide better results, but the program needs 30 students in order to keep their clinical rotations.

President Vertido stated he is having serious reservations about the integrity of the school because of the conduct of school staff (i.e, phone calls to his home from program staff mail addressed to him personally and sent to his home). He further stated that had he accepted the communications, it would have been necessary to recuse himself from all discussions and the Board was already down to the minimum number of Board Members for a quorum.

Mr. Heschel apologized for the flagrant breaches in protocol and said he understands the severity of those actions and promised his staff will refrain from such breaches in the future.

Victor King said he appreciates that the program will be better prepared in November, but it weighs heavily for him that the SNEC says the program will be ready for 15 students rather than 30.

Based upon information provided by the program director and subsequent clarification, the Board discussed modifying the NEC's recommendations as follows:

1. In accordance with the Board's May 20, 2010 decision, deny the Community Based Education & Development College VN Program's request to admit 30 students commencing August 9, 2010, to replace students completing program requirements July 25, 2010.
2. Approve the program's admission of 15 students on November 22, 2010 with a projected graduation of March 26, 2012.

Public Comment:

None received.

M – Victor King; S – Kevin Baucom; and carried 6-0 to adopt the SNEC's recommendations as revised during Board discussion.

**14.E. COMPUTER INSTITUTE OF TECHNOLOGY VN PROGRAM –
RECONSIDERATION OF APPLICATION FOR ACCREDITATION**

Ms. Hinckley reported that on May 20, 2010, the Board considered the application for accreditation of the Computer Institute of Technology VN Program. The Board deferred action on the program's application to the September 16, 2010, Board Meeting to allow the director sufficient time to respond to violations identified during the March 31, 2010, unannounced program visit and presented at the May 20, 2010 Board Meeting.

As reported, the unannounced inspection of the program was prompted by a rapid turnover of program directors and prolonged periods during which there was no director for the vocational nursing program. Additionally, the director had reported a lack of access to critical program reports, materials, students, and faculty.

The consultant presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 29 students for the period from May 19, 2008, through August 10, 2009.
- Exam Pass Rate – To date, no licensure examination data has been reported by Pearson VUE and published by the National Council of State Boards of Nursing.
- Faculty & Facilities – The program has adequate number of instructors and clinical facilities to support the current and proposed enrollment.
- Violations – Five violations of the Vocational Nursing Rules and Regulations were identified during the unannounced March 31, 2010 visit and remain uncorrected.

Violation #1: The program failed to present instruction consistent with the approved instructional plan. On March 31, 2010, the owner informed Board representatives that the enrolled class graduated in August 2009. According to the approved instructional plan, the curriculum consists of 60 weeks of theory and clinical instruction. Week 60 of the approved instructional plan specifies that all theory hours (10) and clinical hours (16) were allocated to NCLEX review.

Correspondence from the program director, Ms. Poitier, confirmed students were receiving academic instruction (review) on November 12, 2009, January 15, 2010, and would be completed in February 2010.

Correction #1: This violation has **not** been corrected. The approved instructional plan specified August 10, 2009 as the date instruction concluded. Documentation received from the program director on July 16, 2010, states that students were attending clinical rotations on February 19, 2010. Additionally, the director stated that she "directed the program to re-start classes on July 12, 2010 and to follow the Board approved curriculum starting at Week 58 finishing with Week 60 on August 1, 2010."

Given the foregoing, the submitted information substantiates the program's failure to present instruction consistent with the approved instructional plan.

Violation #2: The program did not notify the Board within ten (10) days of the termination of a faculty member as required by existing regulations. On June 3, 2009, the program director of record, Ms. Israel, informed the Board that she had resigned, effective March 17, 2009. Between March 17, 2009 and June 3, 2009, the program failed to notify the Board of the resignation of the director. A new director, Ms. Poitier, was approved October 20, 2009. On March 4, 2010 the new director notified the Board that she was no longer employed by the school, effective February 28, 2010. The program again failed to submit the required notification.

Correction #2: This violation has **not** been corrected. Documentation received from the director on July 16, 2010, stated, "The school felt that the program director had reported the resignation and that was sufficient for the BVNPT."

Additionally, the director reported that a new procedure titled "Termination of Faculty Member – Procedure to Report Termination of Faculty Member, would be implemented. As specified therein, "Computer Institute of Technology instructs the staff of the school that in compliance with the Vocational Nursing Practice with rules and regulation Section 2527b: Computer Institute of Technology will report to the board within ten days of the termination of a faculty member...The letter notifying the Board will be submitted and signed by the Program Director and/or the School Administrator."

Violation #3: As noted previously, the program was without a director from March 17, 2009 through October 19, 2009. On June 3, 2009, the director of record, Lovely Israel,

notified the Board she had resigned effective March 17, 2009. A new director, Ms. Poitier, was approved October 20, 2009. On March 31st, the owner, René Agüero, confirmed to Board representatives that classes continued from March 17, 2009 through October 19, 2009. As such, minimally seven (7) months of instruction were provided without the program administration required by existing regulations.

Correction #3: This violation has not been corrected. On July 16, 2010, the Board received correspondence from the director confirming that instruction was provided for enrolled students for approximately seven (7) months without a program director. The director reported a new procedure titled, "Procedure to Operate Program When the Director Resigns." Included therein, "the school will also stop instruction until a new director is approved."

The director reported, "The school is pursuing to get an assistant director approved in case the current director is terminated."

Violation #4: A tour of the school classroom and skills and computer laboratories revealed minimal supplies. Additionally, the classroom and skills laboratory were unclean. Linen and materials were soiled and stacked haphazardly in the cupboard. A small computer lab was observed that had a maximum capacity of five students. Some of the computers were broken and inoperable.

The skills laboratory was dimly lit and in disarray. The laboratory contained two beds, one of which appeared to be in pieces. Supplies and materials were not observed that would allow vocational nursing students to demonstrate competence and proficiency in the performance of basic, intermediate, and advanced nursing skills.

Correction #4: This violation has not been corrected. On July 16, 2010, the director submitted pictures to represent the current condition of classrooms, computer laboratory, and skills laboratory. However, as provided, the documents and pictures do not verify specific contents of the skills laboratory or the function of required equipment.

Violation #5: Board records substantiate approval of sufficient clinical sites consistent with statutory and regulatory requirements. The following facilities were approved:

1. Consultorio Medico Latino Clinic;
2. Monterey Park Hospital;
3. Golden State Colonial Convalescent;
4. San Fernando Hospital.

Consultorio Medico Latino Clinic offered clinical experience in Obstetrical and Pediatric Nursing. Monterey Park Hospital offered Obstetrical Nursing only.

The approved instructional plan specifies that each student was to receive 40 hours of clinical instruction in Obstetrical Nursing and 40 hours in Pediatric Nursing, a combined total of 80 hours. The clinical rotation schedule provided by the new director, Marie Magpantay, specifies that the students were assigned to

Consultorio Medico Latino Clinic for 5 days from 8:00 A.M. to 4:00 P.M. Allowing 1 hour for lunch each day, the maximum instruction that could have been provided for Obstetrical and Pediatric Nursing, was seven (7) hours per day. Therefore for five (5) days, the maximum instruction students could have received in Obstetrical and Pediatric Nursing was 35 hours. Monterey Park Hospital was not used.

In summary, as presented on the program's clinical rotation calendar, students received 35 hours of Obstetrical and Pediatric Nursing clinical instruction **combined**. As such, students received 45 hours less than the number of hours required in the approved curriculum.

Although not cited as a violation, it is noted that the Board-approved instructional plan contained an error that would have to be corrected should the program continue.

Correction #5: This violation has **not** been corrected. On July 16, 2010, the current director submitted documentation verifying the completion of clinical hours in Obstetrics and Pediatrics for each student. As presented therein, each student completed 84 total clinical hours at Consultorio Medico Latino Clinic from November 2009 through February 2010. A facility stamp is affixed to documentation for each student.

The submitted information does not confirm students' completion of the 40 hours of clinical instruction in Obstetrical Nursing and the 40 hours in Pediatric Nursing listed in the approved instructional plan. However, it is noted that documentation submitted relative to this violation substantiates Violation #1.

Recommendations:

1. Deny accreditation of the Computer Institute of Technology, North Hollywood, Vocational Nursing Program.
2. Remove the program from the Board's *List of Approved Programs*.

Rationale:

- The program is not in compliance with Article 5 of the Vocational Nursing Rules and Regulations or Section 2882 of the Business and Professions Code. Most significantly, the program continued to operate in the absence of an approved director for a seven month period, continuing classes even after notification by the Board that it should stop classes until a Board-approved director was in place. This lack of oversight has severely jeopardized the students' education and eligibility for the licensure examination.
- Further, Computer Institute of Technology has failed to demonstrate a good faith effort to provide the Board-approved learning experience for the students enrolled in the initial class. The school failed to provide adequate space or resources for the students.

- While it is noted that the program provided a response to each violation, those responses were insufficient to correct Violations 1, 2, 3, 4, and 5, for the reasons previously stated. The program has not shown a good faith effort to provide the Board-approved learning experience for the enrolled students. Further, the program failed to demonstrate an ongoing intent to follow the Board's rules and regulations.
- If the Board adopts the recommendations, the following options are available for these students:
 - Students may apply for admission to other programs, requesting transfer credit for previously completed theory and clinical instruction.
 - Students with prior paid work experience may apply for vocational nurse licensure based on equivalent education and experience.

Representative of the School:

Marie Magpantay, Program Director.
 Monica Arragain
 Rene Aguero, School Owner

Program representatives distributed binders of additional information to the Board Members at this time.

Ms. Magpantay stated she is in contact with all students on a daily basis and has provided an NCLEX review to help them prepare for the licensure examination. Further, she stated that the program has retained all students in the classroom and assigned additional clinical rotations.

Mr. Aguero acknowledged that he said air conditioning work was being done during inspection and stated it was bad judgment on his part to go seven months without a director.

Ms. Arragain reported the school has received awards for its Certified Nursing Assistant program.

Board Discussion:

The President admonished the school, stating the program has known about the Board Meeting since May, but waited until their presentation began to distribute handouts. He further stated that such behavior is unprofessional, inappropriate, and does not allow sufficient time for analysis.

Kevin Baucom commented that he has concerns about the lack of cleanliness in the skills lab and he questions the integrity of this school. He stated his concerns that the school has not made an attempt to correct the violations. Mr. Baucom then cited the varying excuses that had been offered for the condition of the skills lab the day it was inspected. These explanations included: the room had just been used by a CNA class and they left it in disaray; an air conditioning company was working on an overhead vent and they left the room dirty; and, the room was dirty and in disaray because the new owners of the building were making renovations. Ms. Magpantay then offered her personal guarantee that the room is now safe and in good condition.

Victor King commented that he feels the Board has been more than generous with this program.

Public Comment:

None received.

M – Todd D'Braunstein; S – Victor King; and carried 6-0 to adopt the NEC's recommendations.

**14.F. HEALTHCARE EDUCATION ADVANCEMENT CENTER VN PROGRAM –
RECONSIDERATION OF PROVISIONAL ACCREDITATION
AND REQUEST TO ADMIT STUDENTS**

Ms. Anderson reported that Healthcare Education Advancement Center VN Program is presented to the Board for reconsideration of its provisional accreditation. The Board placed the program on provisional accreditation at its May 9, 2008, Board Meeting for the two-year period from May 9, 2008, through May 8, 2010, due to the program's non-compliance with Section 2530(l) of the VN Rules and Regulations.

On February 18, 2010, the Board reconsidered the program's accreditation status and extended provisional accreditation through September 30, 2010, and denied the program's request to admit 30 students into a part-time class commencing on March 11, 2010.

The program requests approval to admit 15 students on October 4, 2010, to replace students scheduled to graduate September 3, 2010

The SNEC presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 51 students for the period from August 2008 through October 2010.
- Exam Pass Rate – The program's average annual pass rates for the period from January 2006 through June 2010 were more than ten percentage points below the state average annual pass rate for 17 of the past 18 quarters. For the most recent period, April 2010 through June 2010, the program's average annual pass rate is 49%, 26 percentage points below the state average annual pass rate.
- Faculty & Facilities – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Deny Healthcare Education Advancement Center VN Program's request to admit 15 students into a part-time class commencing on October 4, 2010, to replace students scheduled to graduate September 3, 2010.
2. Revoke provisional accreditation of Healthcare Education Advancement Center VN Program, effective October 1, 2010.
3. Remove the program from the *List of Accredited Vocational Nursing Programs*.

Rationale:

- The program has failed to demonstrate compliance with California Business and Professions Code, Division 2, Chapter 6.5, Article 4 and California Code of Regulations, Division 25, Chapter 1, Article 5 for 17 of the past 18 quarters.
- From July 2005 through August 2009, the program has been approved to admit 240 students. 88% of the total approved for admission graduated and completed the licensure examination. Of the total tested, 42.9% have passed. However, only 37.5% of the total students admitted to the program July 2005 through August 2009 have passed the licensure examination.
- If the Board denies approval for admission of the requested students and revokes the program's accreditation, no students are impacted as the full-time class admitted in August 2009 graduated in August 2010. The part-time class admitted in March 2009 graduated in September 2010. Currently, no students will be enrolled effective October 1, 2010.

Representative of the School:

Dr. Violeta Doles-Arevalo, Program Director.

Dr. Doles-Arevalo stated the program is restructuring the curriculum and helping students overcome challenges inside and outside school. She reported that the program employs innovative ways to reach non-English speaking students, teach critical thinking skills, and plan to reduce class size to 15 in order to focus on individual students.

Board Discussion:

Mark Stanfield commented that the program's average annual pass rates had made no improvements in two years and asked the director to provide an explanation. Dr. Doles-Arevalo responded that the school has been implementing a plan and making changes, but students persists in postponing their scheduled testing due to changing priorities.

Public Comment:

None received.

M – Kevin Baucom; S – Todd D'Braunstein; and carried 6-0 to adopt the SNEC's recommendations.

**14.G. MEDICAL ALLIED CAREER COLLEGE VN PROGRAM –
CONSIDERATION OF PLACEMENT ON PROVISIONAL ACCREDITATION**

Ms. Hinckley reported that Medical Allied Career College VN Program is presented to the Board for consideration of placement on provisional accreditation for non-compliance with Section 2530(l) of the VN Rules and Regulations.

The Program requests approval to admit a part-time class of 15 students commencing on October 18, 2010, graduating May 25, 2012.

The consultant presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 31 students for the period from February 2009 through November 2011.
- Exam Pass Rate – The program's average annual pass rates for the period from July 2008 through June 2010 were more than ten percentage points below the state average annual pass rate. For the most recent period, April 2010 through June 2010, the program's average annual pass rate is 44%, 31 percentage points below the state's average annual pass rate.
- Faculty & Facilities – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Place Medical Allied Career College VN Program on provisional accreditation for the two-year period from September 16, 2010, through September 30, 2012, 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.
2. Require the program to submit a follow-up report in 10 and 22 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. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
3. Place the program on the September 2012 Board agenda for reconsideration of provisional accreditation.
4. Require the program to comply with all accreditation standards in Article 4 of the VN Practice Act, commencing at Business and Professions Code section 2880, and Article 5 of the Board's Regulations, Title 16, Section 2526.
5. Require the program to admit no additional students unless approved by the Board.

Rationale:

- The Board has serious concerns relative to the program's non-compliance with regulations relative to the pass rate on the NCLEX-PN[®] for the last eight quarters.
- As noted previously, during the last nine consecutive quarters, the program has had 17 candidates take the licensure examination; only five program graduates have passed. The program's pass rates have remained significantly **below** the state average annual pass rate. For the most current period, the program's average annual pass rate is 44%. As such, the program's average annual pass rate is 31 percentage points below the state average annual pass rate of first time candidates.

Representative of the School:

Phillip Miller, Program Director.

Mr. Miller stated that his program is very small and their largest class had 14 students, with the smallest class having only three students. He commented that the program's poor pass rates began prior to the incorporation of ATI assessments throughout the program and a NCLEX review prior to program completion. The program now requires students to return two weeks after program completion for NCLEX review prior to completion of the program. He further commented that prior to the revised policy some students did not return for review and this is what resulted in the program's poor test results.

Board Discussion:

Todd D'Braunstein commented that Mr. Miller has heard success stories from other schools and knows what needs to be done to make his program successful.

The President recommended that Mr. Miller network with other schools and use their best practices.

Public Comment:

None received.

M – Jessie Leavitt; S – Kevin Baucom; and carried 6-0 to adopt the NEC's recommendations.

**14.H. NORTH WEST COLLEGE, WEST COVINA, VN PROGRAM –
REQUEST FOR TERMINATION OF PROVISIONAL ACCREDITATION**

Ms. Anderson reported that on May 22, 2009, the Board placed North West College, West Covina, VN Program on provisional accreditation for the two-year period from May 22, 2009, through May 21, 2011, due to the program's non-compliance with Section 2530(l) of the VN Rules and Regulations. On March 29, 2010, the program submitted a request for early termination of its provisional accreditation.

The SNEC presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 93 students for the period from January 2008 through July 2010.
- Exam Pass Rate – The program's average annual pass rates for the period from July 2009 through June 2010 were within ten percentage points of the state average annual pass rate or above the state average annual pass rate. For the most recent period, April 2010 through June 2010, the program's average annual pass rate is five (5) percentage points above the state's average annual pass rate.
- Faculty & Facilities – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Approve full accreditation of the North West College, West Covina, VN Program for the four-year period from September 16, 2010, through September 15, 2014, and issue a certificate accordingly.
2. Continue the program's approved pattern of admissions with the following stipulations:
 - a. No additional classes are added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes two (2) full-time classes of 45 students every 10 months to replace graduating classes only; and
 - b. The director documents that adequate resources, i.e., faculty and facilities are available to support each admitted class of students.

Rationale:

- California Code of Regulations Section 2350(l) specifies that programs shall maintain a **yearly** average minimum pass rate on the licensure examination that does not fall below ten percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.
- The program has maintained an average quarterly and annual pass rate that is within ten percentage points of the state average pass rate for first-time candidates of accredited vocational nursing programs for four consecutive quarters. As such, the program's current pass rate statistics are consistent with regulatory requirements. Such improvement supports a recommendation for full accreditation.
- The program has demonstrated full compliance with Article 5 of the California Code of Regulations. Board staff will continue to monitor the program by tracking its licensure examination pass rate quarterly, reviewing Annual Reports submitted by the director, and performing accreditation surveys every four years to ensure that the current improvement in program pass rates is sustained.

Representative of the School:

Adnan AlMouazzen, Program Director.

Mr. AlMouazzen commented the program's improved pass rates were a result of implementation of critical interventions and required strict student and faculty compliance.

Board Discussion:

Board members commended program staff for the program's improvements, as demonstrated by the improved program pass rates.

Public Comment:

None received.

M – Kevin Baucom; S – Todd D'Braunstein; and carried 6-0 to adopt the SNEC's recommendations.

**14.I. SUMMIT CAREER COLLEGE, COLTON, VN PROGRAM –
RECONSIDERATION OF PROVISIONAL ACCREDITATION**

Ms. Anderson reported that on February 1, 2008, the Board placed Summit Career College, Colton, VN Program on provisional accreditation for two years, and directed that the program be placed on the September 2009 Board agenda for reconsideration of provisional accreditation. That action was taken due to the program's non-compliance with Section 2530(l) of the VN Rules and Regulations.

On October 7, 2009, the Board extended the program's accreditation for the one-year period from September 17, 2009 through September 30, 2010, and directed the program be placed on the agenda for the September 2010 Board Meeting for reconsideration. Additionally, the Board rescinded its approval for ongoing admissions for full-time and part-time classes effective immediately.

The SNEC presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 607 students for the period from April 2008 through October 2010.
- Exam Pass Rate – The program's average annual pass rates for the period from April 2009 through June 2010 were within ten percentage points of the state average annual pass rate or above the state average annual pass rate. For the most recent period, April 2010 through June 2010, the program's average annual pass rate is nine (9) percentage points above the state's average annual pass rate.
- Faculty & Facilities – The program has adequate numbers of instructors and clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Approve full accreditation of Summit Career College, Colton, VN Program for the four-year period from September 16, 2010, through September 15, 2014, and issue a certificate accordingly.
2. Continue to require the program to obtain Board approval prior to the admission of each class.

Rationale:

- The program was placed on provisional accreditation due to low pass rates on the NCLEX/PN®. Board staff met with the program director, director of education, and campus director relative to the status of the program. Several recommendations were discussed relative to program elements critical to student achievement. Program representatives received the information and completed the recommended comprehensive program analysis. Based on that analysis, several critical changes were made. The effectiveness of those changes is evidenced by the significant and sustained improvement in the program's average annual pass rates on the NCLEX/PN®.
- Such improvement supports a recommendation for full accreditation. However, caution must be exercised to ensure sustained improvement in program pass rates. A rapid increase in the number of enrolled students may negate the improvement and distract focus from the effectiveness of the interventions. Thus, continuation of the requirement for the program to obtain Board approval prior to the admission of each class is recommended.
- Board staff will continue to monitor the program by tracking its licensure examination pass rate quarterly, reviewing Annual Reports submitted by the director, and performing accreditation surveys every four years.

Representatives of the School:

Jay Murvine, Owner
Brian Chilstrom, Campus Director
Renée Batres, Program Director.

Representatives of the program thanked Ms. Anderson for her assistance in helping them achieve full accreditation.

Board Discussion:

Board Members commended the school representatives for their diligence in improving program graduate pass rates.

Public Comment:

None received.

M – Todd D’Braunstein; S – Mark Stanfield; and carried 6-0 to adopt the SNEC's recommendations.

14.J. VALLEY SCHOOL OF ALLIED HEALTH VN PROGRAM – CONSIDERATION OF PLACEMENT ON PROVISIONAL ACCREDITATION

Ms. Hinckley reported that Valley School of Allied Health VN Program is submitted for consideration of placement on provisional accreditation due to non-compliance with Section 2530(l) of the VN Rules and Regulations

The consultant presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 97 students for the period from October 2008 through May 2011.
- Exam Pass Rate – The program's average annual pass rates for the period from July 2008 through June 2010 were more than ten percentage points below the state average annual pass rate. For the most recent period, April 2010 through June 2010, the program's average annual pass rate is 49%, 26 percentage points below the state average annual pass rate.
- Faculty & Facilities – The program has an adequate number of instructors and sufficient clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Place Valley School of Allied Health VN Program on provisional accreditation for the two-year period from September 16, 2010, through September 30, 2012, 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.
2. Require the program to submit a follow-up report in 10 and 22 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. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment Information.

3. Place the program on the September 2012 Board agenda for reconsideration of provisional accreditation.
4. Require the program to comply with all accreditation standards in Article 4 of the VN 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.
5. Revoke the program's ongoing admissions and require the program to admit no additional students unless approved by the Board.

Rationale:

- The Board has serious concerns relative to the program's non-compliance with regulations relative to pass rate on the NCLEX/PN[®] for the last eight quarters. The program has developed strategies to improve student achievements and program pass rates. The previously reported statistics indicate improvement for three months, though sustained improvement has not been demonstrated sufficiently to correct the cited violation.
- Board staff will continue to monitor the program by tracking its licensure examination pass rate quarterly, reviewing Annual Reports submitted by the director, and performing accreditation surveys every four years.

Representative of the School:

Norma Jones, Director of Vocational Nursing Program.

Ms. Jones acknowledged the program's poor performance rates and voiced her commitment to taking the actions necessary to improve the pass rates.

Board Discussion:

Kevin Baucom asked how many students are currently enrolled; Ms. Jones responded that her program has 72 students divided between four classes.

Board members told Ms. Jones she has demonstrated in the past, at other programs, that she has the skills required to improve pass rate performance.

Public Comment:

None received.

M – Todd D'Braunstein; S – Kevin Baucom; and carried 6-0 to adopt the NEC's recommendations.

14.K. WALTER JAY M.D. INSTITUTE, VN PROGRAM – RECONSIDERATION OF PROVISIONAL ACCREDITATION

Ms. Anderson reported that Walter Jay M.D. Institute VN Program is presented for reconsideration of its provisional accreditation. The program's status was changed to provisional accreditation on September 12, 2008, for the two-year period from September 12, 2008, through September 11, 2010, due to the program's non-compliance with Section 2530(l) of the VN Rules and Regulations.

On May 22, 2009, the Board reconsidered the program's accreditation status and request to admit students. The Board approved the admission of students and directed issuance of a revised Notice of Non-compliance and Requirements for Correction.

The SNEC presented the following:

- Enrollment – Current and proposed enrollment indicates a maximum enrollment of 85 students for the period from May 2006 through December 2010.
- Exam Pass Rate – The program's average annual pass rates for the period from October 2007 through June 2010 were more than ten percentage points below the state annual average pass rate for eleven (11) consecutive quarters. For the most recent period, April 2010 through June 2010, the program's average annual pass rate is 10%, 65 percentage points below the state average annual pass rate.
- Faculty & Facilities – The program has adequate number of instructors and clinical facilities to support the current and proposed enrollment.

Recommendations:

1. Deny Walter Jay M.D. Institute VN Program's request to admit 30 students into a full-time class commencing December 15, 2010, with a projected graduation of December 16, 2010.
2. Revoke the provisional accreditation of Walter Jay M.D. Institute VN Program, also known as Hamilton State College, effective September 16, 2010.
3. Remove the program from the *List of Accredited VN Schools*.

Rationale:

- The program has failed to demonstrate compliance with California Business and Professions Code, Division 2, Chapter 6.5, Article 4 and California Code of Regulations, Division 25, Chapter 1, Article 5 for 17 of the past 18 quarters.
- From October 2007 through June 2010, 101 program graduates have completed the licensure examination. Of that total, 28 have passed the licensure examination. As such, **27.72%** of the program's total candidates **passed** the licensure examination; while **72.27%** of the total program candidates **failed** the licensure examination from October 2007 through June 2010.
- Based on the most recent statistics, April–June 2010, the program's average annual pass rate is 10%. The California annual average pass rate for graduates from accredited vocational

nursing programs who took the NCLEX/PN® for the first time during the same period is 75%. As such, the annual average pass rate for the Walter Jay M.D. Institute Vocational Nursing Program, also known as the Hamilton State College Vocational Nursing Program is 65% **below** the state annual average pass rate.

- If the Board revokes the program's accreditation, no students will be impacted. Based on submitted program enrollment data, the last class was admitted June 2009 and is scheduled to graduate September 10, 2010.

Representative of the School:

Eunice Walker, Incoming Program Director.
David Brockway, Dean of Academics [surname unclear]
Steve Kim, School Owner

The school distributed a large written presentation. Ms. Walker stated the following:

1. All violations have been corrected; and
2. 116 students have tested; and,
3. 15 "stragglers" have not tested yet.

The current administration feels a moral obligation to ensure that all prior graduates return to school and get assistance passing the NCLEX.

Currently, enrolled students are tested weekly. Two ATI seminars are being offered. The program also offers a prep course at no charge to students. Ms. Walker reported that students retain only 20% of the information presented to them.

Ms. Walker stated she has established agreements with six feeder schools in South Central and East Los Angeles. She reported the students in these schools could be channeled into the program. Ms. Walker further stated the school has verified students in that geographic area have the ability to meet the financial obligations incurred when entering a program. She requests approval to admit 20 students, rather than 30, to their VN Program.

Mr. Kim reported he became the new owner of the school, effective June 28, 2010. He asked the Board to allow his administration a chance to turn the program around. He requested that a decision relative to the program's accreditation be delayed until the February 2011 Board Meeting in order to allow the September 10, 2010 graduates to test.

Board Discussion:

Todd D'Braunstein asked Ms. Walker if she has experience working with feeder schools. Ms. Walker responded that she does have experience and plans to apply for grants to fund the education of students from those feeder schools.

Kevin Baucom asked the program director if he understood her to say that students have a 20% retention rate. Ms. Walker said after a three-week period the students will retain only 20% of the information that was presented to them.

Todd D'Braunstein asked her to identify what actions within their plan had been implemented. Ms. Walker responded that NCLEX review has been implemented.

Public Comment:

None received.

Board Comment:

Todd D'Braunstein is concerned about the history of this school. He would like to consider tabling this until the February Board Meeting.

Kevin Baucom shared Mr. D'Braunstein's concerns and asked if the data would be the same if the program was carried over to the February Board Meeting. Ms. Anderson responded that the results would be the same as new test results would be reported at the end of Quarter 1, 2011.

Reopen public comment:

Dr. Scoggins, not affiliated with any school, commented that he likes hearing about feeder schools and would like to see Hamilton have an opportunity to implement their plans.

M – Todd D'Braunstein; S – Victor King; and carried 3-1, with two abstentions, to adopt the SNEC's recommendations.

15. PUBLIC COMMENT PERIOD

Catherine Schafer, San Diego City College thanked the Board for giving the audience an opportunity for an open forum and said it's an educational opportunity for attendees to see what is happening with other schools.

16. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Prepared by:  Date: _____
Teresa Bello-Jones, J.D., M.S.N., R.N.
Executive Officer

Approved by:  Date: _____
John P. Vertido, L.V.N.
President

Agenda Item #13.D.1., Attachment D



STATE AND CONSUMER SERVICES AGENCY • ARNOLD SCHWARZENEGGER, GOVERNOR
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
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September 28, 2010

Dyan Renee Batres, B.S. R.N., Director
Vocational Nursing Program
Summit Career College, Colton
851 South Colley Drive
Colton, CA 92324

Subject: Board Meeting Follow – Up

Dear Ms. Batres:

The Board of Vocational Nursing and Psychiatric Technicians (Board) considered the consultant's report relative to **Summit Career College, Colton, Vocational Nursing Program – Reconsideration of Provisional Accreditation**, at its September 16, 2010 meeting.

The following decisions were rendered by the Board.

1. Approve full accreditation of Summit Career College, Colton, Vocational Nursing Program for the four-year period from September 16, 2010, through September 15, 2014, and issue a certificate accordingly.
2. Continue to require the program to obtain Board approval prior to the admission of each class.

Please contact the Board should further clarification be needed.

Sincerely,


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

Agenda Item #13.D.1., Attachment E

U.S. Postal Service Receipt Dated October 8, 2010 for Board letter dated September 28, 2010; Received October 12, 2010

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery <i>Patricia Garcia 10/8/10</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>Summit Career College-Colton Vocational Nursing Program Renee Batres, Director 851 S. Colley Drive Colton, CA 92324</p>	<p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number (Transfer from service label)</p>	<p style="text-align: center;">7009 2620 0001 7036 8335</p> <p style="text-align: right;"><i>K.R.</i></p>
<p>PS Form 3811, February 2004 Domestic Return Receipt 102996-08A - 640</p>	

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T.P.H.
Supt
95833



Agenda Item #13.D.1., Attachment F



BUSINESS CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDWARD G. BROWN JR.

Board of Vocational Nursing and 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



CERTIFIED MAIL

January 27, 2014

Renee Sheehan, Director
Vocational Nursing Program
Summit Career College, Colton
851 South Cooley Drive
Colton CA. 92324

Subject: Vocational Nursing Program
Status: Notice of Violation

Dear Ms. Sheehan:

The Board of Vocational Nursing and Psychiatric Technicians (Board) received information regarding the admission of classes that had not been approved by the Board by the Summit Career College, Colton, Vocational Nursing Program. Since November 2012 eighteen (18) unapproved classes were admitted consisting of a total of 1,257 students.

On January 16, 2014, the Board notified the school that the school was in violation of the California Code of Regulations, section 2530(k) for admitting unapproved classes. As program director you took responsibility for the error and said that you made a "mistake."

Your program is in violation of **Section 2530(k) of the California Code of Regulations** which states:

"The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to:

- (1) Sufficient program resources as specified in section 2530(a).
- (2) Adequacy of clinical experience as specified in section 2534.
- (3) Licensure examination pass rates as specified in section 2530 (l)."

Violation #1: The program admitted 18 classes without prior Board approval resulting in the admission of a total of 1,257 students to unapproved classes.

Please submit your plan for assuring that this error will not be repeated. This plan should be submitted to your assigned nursing education consultant no later than February 15, 2014.

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Bello Jones".

Teresa Bello Jones, J.D., M.S.N., R.N.
Executive Officer

TBJ:sc

Agenda Item #13.D.1., Attachment G

Letter of Apology from Director dated January 30, 2014:



January 30, 2014

Suellen Clayworth, M.N., R.N.
Nursing Education Consultant, Retired Annuitant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833

Dear Ms. Clayworth:

To begin, I offer my sincerest and most regretful apologies to the Board for being in violation of the Board Regulations requiring Summit College to request each replacement class since 2010. As I stated to you in our initial phone conversation regarding the matter, I would never do anything with malice to harm Summit College, instructors and students or to deliberately circumvent the authority that the BVNPT has in overseeing our LVN program.

When you called me to discuss the ACCET letter and my lack of requesting starts, I truly had no complete recollection of the reasons why I would have stopped requesting starts. During the discussion on the phone, statements such as "flying under the radar" and "we spit in the face of the Board", were used and I felt as though there maybe concerns regarding my personal integrity and work ethic. This was deeply bothersome to me. I take full responsibility for not being in compliance with the Board Regulations but I would like to stress that I was not acting in malice. I have written this letter to formally communicate these feelings to the Board.

In addition, at the time of my conversation with you, I was unable to verify or recall the facts in their entirety as the events took place sometime ago and did not want to communicate any misinformation. During the investigation that Dr. Nasio performed, I was asked to find documentation that I received a directive to stop requesting starts. I believe that her findings echoed my initial suspicions that I did, in fact, request starts and understood that it had been requested to be removed from the requirement in the future. In addition, her investigation allowed me to review the context of the events and verified my intentions to be truthful and honest with the Board.

I believe myself to be a person of honest character and have complied with the requests of the BVNPT including providing documentation of our starts in the form of annual surveys for the past four years. As a result, the Board has been aware of every start in this timeframe and every student therein. In addition, I have worked hard to lead a team toward an annual pass rate of 2011 (81%), 2012 (82%) and 2013 (75%) and have enough faculty and clinical sites to maintain the current and future student populations of the Summit College LVN program. Lastly, and most recently, as I was approved to take on the Anaheim campus as their Director of Nursing and was required to report on the state of the program; I was open, honest with all deficient areas and any violations of the regulations and provided plans for improvement and have executed those plans.

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Since the Board's decision to not approve Summit Colton campus for the start of the replacement class, I have met with the Campus President and Cooperate Director of Education who are conducting a full internal investigation of my actions. I was under the impression that I could stop requesting future starts. I understand that I should have received a written notification that I was indeed approved to stop the request from the Board and this error I regret deeply.

I hope you, and the Board understands that I have always conducted myself in a professional, honest and ethical manner when submitting any correspondence or verbal communication with the Board. I know my responsibility to the BVNPT in protecting the consumers and serving my student population to the best of my ability. Again, I submit my formal apology for causing this misunderstanding and I hope the Board will consider my record of compliance as evidence of my full intention to respect the authority of the Board.

Sincerely,

Renee Sheehan RN
Director of Nursing
Summit College

Agenda Item #14.D.1., Attachment H

Document Package Submitted by Corporate Director of Academics
dated January 30, 2014:

Bello-Jones, Teresa@DCA

From: Crystal Nasio <Crystal.Nasio@summitcollege.edu>
Sent: Thursday, January 30, 2014 2:37 PM
To: Bello-Jones, Teresa@DCA
Cc: Jay A. Murvine; Linda Murvine
Subject: Summit College, Investigation into the Lack of Requests for Replacement Classes
Attachments: Investigation of BVNPT Denial and Events, C. Nasio. Summit College.pdf
Importance: High

Ms. Bello-Jones,

First, I would like to first re-introduce myself. My name is Dr. Crystal Nasio and I am the Corporate Director of Academics. We briefly met at the last BVNPT meeting. I am writing this afternoon with the results of an investigation I conducted about the series of events that transpired which may have caused the ceasing of request for replacement class approvals through the BVNPT. I would respectfully request that this document and exhibits be reviewed by yourself and the Board or representatives therein, if necessary, in reference to the decision/rationale for the denial of the January 2014 Colton start.

I thank you in advance for your consideration and review of this document. Please let me know if you have any questions regarding the information presented.

Crystal S. Nasio, Ed.D
Corporate Director of Academics
Summit College
Corporate Office
851 S. Cooley Drive
Colton, CA 92324

Direct: 909-835-4506
Fax: 909-954-3219
crystal.nasio@summitcollege.edu

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January 28, 2014

Theresa Bello-Jones
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Ste. 205
Sacramento, CA 95833-2945

Dear Ms. Bello-Jones:

Upon hearing of the denial of our Colton replacement class request, I began an independent investigation into the issue of what may have transpired during the 2009-2010 timeframe. My concerns were focused on the series of events, or the possible lack thereof, that may have caused Summit College and Ms. Sheehan to stop requesting approval from the Board for starts. I have found some facts and series of events that I feel may be helpful to the Board in understanding the issues from a comprehensive perspective. In addition, the sharing of this information is in an attempt to establish a pattern of compliance with the BVNPT requirements and to highlight the events that occurred that lead to a misinformed and non-intentional decision to stop requesting starts from the Board.

Please review the events below and their summaries, presented in chronological order, with corresponding exhibits to provide substantial evidence to the validity of our claims.

- Preceding the Board's decision to reaccredit Summit College for the four year length, Ms. Batres (Sheehan), requested a replacement class for the start date of November 8, 2010. Ms. Sheehan, faxed a letter on September 2, 2010 to the Nursing Educator Consultant with the fax transmission indicating the faxed went through. *Please see Exhibit 1, Fax cover sheet and replacement class request to Cheryl Anderson on September 2, 2010.*
- On October 2, 2010, Summit College received by certified mail the communication from the Board granting full accreditation for the four year period. In this letter, point #2 indicated that the institution would be required to obtain Board approval prior to admission of each class. *Please see Exhibit 2, Letter from BVNPT granting full accreditation.*
- On November 20, 2010, Ms. Sheehan sent a request to Cheryl Anderson for two starts, one full-time class beginning on February 7, 2011 and one part-time class beginning March 7, 2011.
- On November 22, 2010, Ms. Anderson emailed back a response informing Ms. Sheehan of some corrections that needed to be included. *Please see Exhibit 3, Ms. Anderson's email response.*

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- On November 24, 2010, Ms. Sheehan responded to Ms. Anderson's request by email and sent the information requested. Please see Exhibit 4, Ms. Sheehan's November 24, 2010 email providing the requested documentation.

In reference to the enrollment data form created by Suellen Clayworth and emailed to Ms. Sheehan on January 17, 2014, and in light of the information provided above, we have evidence that suggests that the November 2010, February 2011 and March 2011 starts was received by Ms. Cheryl Anderson. Please see Exhibit 5, Ms. Clayworth's Enrollment Data Sheet and email.

During this timeline, it is important to note some background information that will provide the context for the next series of events. During the 2009-2010 timeframe, a former Campus Director and at that time Corporate Officer, Mr. Brian Chilstrom, was working closely to assist that board with some legislative efforts. As a result of his frequent interaction with the Board, it was the accepted practice for Mr. Chilstrom to hand deliver nursing board correspondence, prepared by Ms. Sheehan and routed through Mr. Joe Vickary, Campus Director, directly to Board members or nursing educator consultants. Please see Exhibit 6, Email correspondence confirming Mr. Chilstrom meeting personally with Board employees. As a result of the accepted practice, Ms. Sheehan routed her request for starts to Mr. Joe Vickary who then in turn sent it onto Mr. Chilstrom for hand delivery to the Board.

The following emails and correspondence are internal to Summit College regarding the needs associated with the LVN program at the time.

- On May 17, 2011 Ms. Sheehan sent an email to Mr. Vickary, the Campus Director, confirming that Mr. Chilstrom was currently working with the Board on ceasing the requirement to request approvals for replacement classes.
- Mr. Vickary responded right away by asking Mr. Chilstrom if there was any progress in this process and advice on how to proceed? Please see Exhibit 7, Email correspondence time stamped May 17, 2011.
- Ms. Sheehan and Mr. Vickary received no response at that point from Mr. Chilstrom regarding this issue.
- Mr. Vickary contacted Mr. Chilstrom on May 27, 2011 to ask if Mr. Chilstrom was going to be visiting the BVNPT office so that he could hand deliver the Ped Sims Lab request for approval to the BVNPT. Mr. Chilstrom indicated that he would be going to the BVNPT on Wednesday, June 1 2011. Mr. Vickary then sent his assistant with the request for Sims Lab approval. Please see Exhibit 8, Email correspondence on May 27, 2011 between Mr. Vickary and Mr. Chilstrom.
- In addition, on May 27, 2011, Mr. Chilstrom asked for the class start request that Renee completed so that he can take it to BVNPT. Please see Exhibit 9, Request for replacement classes with start dates, August 22, 2011 (Full-time), August 22, 2011 (Part-time) and November 7, 2011 (Full-time). Mr. Vickary indicated in the email that he would take the request for a replacement items to Mr. Chilstrom prior to his departure. In addition, Ms. Sheehan received correspondence back from Pam Hinckley on June 15, 2011 approving the

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Sims Lab which was one of the items that Mr. Chilstrom took to the BVNPT. This indicates that Mr. Chilstrom was present in Sacramento and took the items to the BVNPT office. See Exhibit 10, Letter of approval for Sims lab.

- Upon his return on June 5, 2011, Mr. Chilstrom notified both Ms. Sheehan and Mr. Vickary, verbally, that future class starts do not require prior board approval.

At this point, Ms. Sheehan stopped requesting starts. Although, this verbal conversation and approval cannot be documented, Ms. Sheehan did not act maliciously and did not intentionally ignore the Board's directive. The error Ms. Sheehan had committed was not insisting that the official correspondence regarding this decision be documented. Admittedly, Ms. Sheehan regrets the decision to trust that everything was approved when, in fact, it was not.

- On January 15, 2014 Ms. Clayworth called Ms. Sheehan to question her regarding the non-compliance with the requirement to request replacement classes. She indicated that Summit College had been out of compliance for sometime and needed to immediately request the start from the Board.
- On January 16, 2014 Ms. Sheehan immediately responded to Ms. Clayworth's request and sent in the required documentation. Please see Exhibit 11, Ms. Sheehan's email to Ms. Clayworth with a request for replacement class.
- On January 17, 2014 Summit College prospective LVN students for the January start began their Orientation course, which was submitted and approved by the Board during our provisional accreditation period. This 32 hour course is separate from the LVN curriculum and does not imply that the students are starting the program. In fact, these students understood that they were candidates for the program pending Board approval.
- In addition, on January 17, 2014 Ms. Clayworth emailed Ms. Sheehan to inform her that the request for the start had been postponed due to other commitments and the start for January 21st would not be approved at that time but would be reviewing the items the following week.
- On January 23, 2014 Ms. Sheehan had not received correspondence from Ms. Clayworth regarding the Colton or Ansheim students, and sent a follow up email inquiring of the status regarding our request to officially start the class. Please see Exhibit 12, Email correspondence from January 17, 2014- January 23, 2014 from Ms. Sheehan and Ms. Clayworth.
- On January 24, 2014 Ms. Clayworth, understanding that we had students anticipating to start their program, called to inform Ms. Sheehan of the Executive Officer's denial of the Colton request for a replacement class.
- As a result of this conversation, on January 27, 2014 the students were informed of the delay in their anticipated start. We shared with the students the intention to request a start ASAP and most of them responded by having continued faith in their possible enrollment in the future.

With the evidence considered above, the lack of requests was unintentional and the result of internal miscommunication. I believe that the timeline and evidence above suggests that Ms. Sheehan complied with the

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Board's request for the starts dating from November 2010 until November 2011. She received acknowledgement of approval to cease requesting replacement classes, although verbal, from the Summit College representative who had frequent face to face communication with the Board and felt that his communication was representative of the Board's decision.

In addition, the continued compliance by the program and diligent cooperation by Ms. Sheehan in all other requirements required of the board, including but not limited to those defined by Section 2530(K): (1) sufficient program resources as specified in section 2530(a); (2) adequacy of clinical experience as specified in section 2534; (3) licensure examination pass rates as specified in section 2530 (I)" warrant consideration. It is also my hope that the Board will consider the students in this matter as well. We are pleased that the prospective students have remained committed to pursuing their education with Summit College and they are hopeful for a future start date soon.

Lastly, I would like to request a reconsideration of the denial of the January 2014 start prior to the February 28, 2014 Board meeting as this matter has shown to be a misunderstanding, miscommunication and absolutely unintentional. Respectfully, I know that the Board has the best interest of the consumers, students and administrative patrons at heart and will make a decision that is both concerned with regulation and can consider the intention and context of the actions described above. I thank you in advance for your consideration.

Sincerely,

Crystal Nasio, Ed.D
Corporate Director of Academics
Summit College

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Exhibit 1:

Fax cover sheet and replacement class request to Cheryl
Anderson on September 2, 2010

*** TX REPORT ***

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DESTINATION TEL # 19162637866
DESTINATION ID
ST. TIME 09/02 15:28
TIME USE 08'04
PAGES SENT 30
RESULT OK



**SUMMIT CAREER
COLLEGE**

FAX COVER SHEET

Desk of: Tameka Campbell Phone # 909-954-3235
Regarding: Replacement Class Request

Date: September 2, 2010

To: Cheryl Anderson, RN - BVNPT Rep.

Company: Board of Vocational Nursing and Psychiatric Technicians

From: Renee Batres, RN, MSN, ED Phone #
LVN Department Director of Nursing 909-954-3208
Summit Career College - Colton

To Fax #: 916-263-7866 From Fax #: 909-514-1219

Comments:

Please see the attached Replacement class request for 11-8-2010

Please review for approval.

Thanks.



SUMMIT CAREER
COLLEGE

FAX COVER SHEET

Desk of: Tameka Campbell Phone # 909-954-3235

Regarding: Replacement Class Request

Date: September 2, 2010

To: Cheryl Anderson, RN - BVNPT Rep.

Company: Board of Vocational Nursing and Psychiatric Technicians

From: Renee Batres, RN, MSN, ED Phone #
LVN Department Director of Nursing 909-954-3208
Summit Career College - Colton

To Fax #: 916-263-7866 From Fax #: 909-514-1219

Comments:

Please see the attached Replacement class request for 11-8-2010

Please review for approval.

Thanks.

Main Campus: 851 S. Cooky Drive, Colton, CA 92324 • (909) 432-8950 • (888) 416-3156
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**SUMMIT CAREER
COLLEGE**

September 2, 2010

Cheryl Anderson, M.S., RN
Nursing Educator Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks, Drive, Suite 205
Sacramento, California 95833

SUBJECT: Request for Replacement Class

Dear Ms. Anderson:

In accordance with the Board of Vocational Nursing & Psychiatric Technicians, Summit Career College- Colton campus has been required to submit the following documents for approval of our Replacement class start: November 8, 2010 graduating November 4, 2011.

- 1) Enrollment Data- Attachment A
- 2) School Faculty- Attachment A
- 3) Clinical Facilities- Attachment B
- 4) Maternity and Pediatric Tracking Form-Full Time and Part Time

Should any further information be needed, please do not hesitate to contact me at (909) 954-3208

Sincerely,

Renee Batres RN, MSN, MBA

Director of Nursing
851 S. Cooley Drive
Colton, Ca. 92324
P(909) 954-3208
F(909) 514-1219
Renee.Batres@summitcollege.com

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Exhibit 2:

Letter from BVNPT granting full accreditation

OCT 08 2010



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 95833-2945
Phone (916) 263-7900 Fax (916) 263-7886 | Web www.ovnrf.ca.gov



CERTIFIED MAIL

October 2, 2010

Dyan Renee Batres, B.S. R.N., Director
Vocational Nursing Program
Summit Career College, Colton
851 South Colley Drive
Colton, CA 92324

Subject: Board Meeting Follow - Up

Dear Ms. Batres:

The Board of Vocational Nursing and Psychiatric Technicians (Board) considered the consultant's report relative to *Summit Career College, Colton, Vocational Nursing Program - Reconsideration of Provisional Accreditation*, at its September 16, 2010 meeting.

The following decisions were rendered by the Board.

1. Approve full accreditation of Summit Career College, Colton, Vocational Nursing Program for the four-year period from September 16, 2010, through September 15, 2014, and issue a certificate accordingly.
2. Continue to require the program to obtain Board approval prior to the admission of each class.

A copy of your program's Certificate of Accreditation is enclosed.

Please contact the Board should further clarification be needed.

Sincerely,

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

Enclosure

Not Signed

Exhibit 3:

Ms. Anderson's email response

Cheryl's Response TO Renee's initial Request

From: Cheryl Anderson [mailto:Cheryl.Anderson@dca.ca.gov]
Sent: Monday, November 22, 2010 6:27 PM
To: Renee Batres
Subject: Request to Admit Students

Renee,

Please provide the following information relative to your request to admit students by Wednesday, November 24, 2010.

1. Enrollment data for all currently enrolled and proposed classes. The following information is required per class.
 - a. Actual Date of Admission.
 - b. Number of Students Admitted.
 - c. Number of Students Graduated.
 - d. Date of Graduation.

2. For the proposed class.
 - a. Date of class commencement.
 - b. Date of anticipated graduation.
 - c. Number of students to be admitted.
 - d. Number of alternates to be admitted.
 - e. Date of admission and graduation of the class replaced.

Cheryl C. Anderson
CHERYL C. ANDERSON, M.S., R.N.
Supervising Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Sacramento, CA 95833
Phone: (916) 263-7843
Fax: (916) 263-7866
Email: Cheryl.Anderson@dca.ca.gov

Exhibit 4:

Ms. Sheehan's November 24, 2010 email providing the
requested documentation

Rene's compliance to provide additional information

Joe Vickary

From: Renee Batres
Sent: Wednesday, November 24, 2010 2:50 PM
To: Cheryl Anderson
Cc: Joe Vickary
Subject: RE: Request to Admit Students
Attachments: Proposed Full Time - Part Time replacement classes.docx; Enrollment Data Table 11.24.10.doc; Maternal Peds Clinical tracking form.pdf; Faculty-Faculty 2010.xls

November 24, 2010

Cheryl Anderson, M.S., RN
Nursing Educator Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, California 95833

SUBJECT: Request for Replacement Class

Dear Ms. Anderson:

In accordance with the Board of Vocational Nursing & Psychiatric Technicians, Summit Career College-Colton campus has been required to submit the following documents for approval of our Replacement class Full Time start: Feb. 7, 2011 : graduating Feb. 6, 2012 and Part Time Start March 7, 2011 : graduating on October 14, 2012.

- 1) Proposed Full Time, Part Time replacement classes BVNPT requested information
- 2) Enrollment Data- Attachment A
- 3) School Faculty- Attachment A
- 4) Clinical Facilities- Attachment B
- 5) Maternity and Pediatric Tracking Form-Full Time and Part Time

Should any further information be needed, please do not hesitate to contact me at (909) 954-3208

Sincerely,

Renee Batres RN MSN/Ed

Director of Nursing
851 S. Cooley Drive
Colton, Ca. 92324
P(909) 954-3208
F(909) 514-1219
Renee.Batres@summitcollege.com

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

School Name: Summit Career College: Colton Campus

*Last approved
class
opened by EO 7/2/10*

ENROLLMENT DATA			
CLASS DATES		#Students Admitted at time of class start	#Students who are still in the class
Date class started or will start	Date class will Complete		
FT 10/13/2010	5/20/2012	96 - 9 alt	96
FT 11/8/2010	11/4/2011	96 + 9 alt	96 + 9 alt
PT 5/17/2010	13/22/2011	96	65
PT 5/10/2010	5/6/2011	96	65
FT 3/1/2010	2/26/2011	94	55
FT 12/21/2009	7/31/2011	55	32
PT 7/27/2009	3/6/2011	96	50
FT 8/9/2010	8/5/2011	96	84
FT 11/9/2009	11/5/2010	96	0
PT 3/2/2009	10/10/2010	69	0
FT 8/10/2009	8/6/2010	96	0
PT 10/13/2008	5/20/2010	74	0
FT 5/11/2009	5/7/2010	96	0

} Completed

Signature: _____ Date: _____

Exhibit 5:

Ms. Clayworth's Enrollment Data Sheet and email

Crystal Nasio

From: Renee Sheehan
Sent: Monday, January 27, 2014 1:25 PM
To: Crystal Nasio
Subject: FW: Class enrollment
Attachments: ENROLLMENT DATA.docx

Renee Sheehan RN MSN/Ed.

Director of Nursing
Vocational Nursing
Nursing Assistant Programs
Summit Career College
851 South Cooley Drive
Colton Ca. 92324
Ph: 909-954-3308
Fx: 909-514-1219
Renee.Sheehan@summitcollege.edu
www.summitcollege.edu

From: Clayworth, Suellen@DCA [mailto:Suellen.Clayworth@dca.ca.gov]
Sent: Friday, January 17, 2014 12:43 PM
To: Renee Sheehan
Subject: Class enrollment

OK, I have attached the enrollment table that I created from the enrollment data you sent to me. Do the student numbers in the two highlighted classes need to be changed based on the information you just gave me? If so, please give me the correct numbers for each class.

Suellen

Suellen Clayworth, M.N., R.N.
Nursing Education Consultant, Retired Annuitant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capital Oaks Drive, Suite 205
Sacramento, CA 95833
Phone: 916-263-7826
Fax: 916-263-7866
Email: suellen.clayworth@dca.ca.gov

Please note: I work only 20 hours per week and my hours per day and days per week vary. I will not always be readily available to you. If you leave me a message I will get back to you as soon as possible.

From: Renee Sheehan [mailto:Renee.Sheehan@summitcollege.edu]
Sent: Friday, January 17, 2014 12:32 PM
To: Clayworth, Suellen@DCA

Cc: Joe Vickary; Crystal Nasio
Subject:

Mrs. Clayworth,

In response to your question regarding the 6/12/2013 cohort admittance of 1 student:

The College originally started a part time term 1 class on 1/7/2013 with 57 students, at term end 10 students did not successfully pass. Based on an individuals eligibility the College allows students a "repeat free" attempt. As the College had not planned on a replacement class until 10/28/2013, it was decided that in the best interest of the students to run the class with the 10 repeaters on 6/3/2013. In addition there was (1) individual who was awarded a scholarship through a local community support group. The College in turn allowed the scholarship student opportunity to join this class. Currently 2 new enrolled in the 6/13/2013 cohort exists and the class has 18 students. I hope this adequately answers the question and my apologies for the delay as I attempted to locate the scholarship documentation. Please note the attached exhibit.

Thank you

Renee Sheehan RN MSN/Ed.

Director of Nursing
Vocational Nursing
Nursing Assistant Programs
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851 South Cooley Drive
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Ph: 909-954-3208
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Renee.Sheehan@summitcollege.edu
www.summitcollege.edu

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ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
11/10 FT (Unapproved)		85	62	62
2/11 FT (Unapproved)		86	58	62 + 58 = 120
3/11 PT (Unapproved)		80	44	120 + 44 = 164
5/11 FT (Unapproved)		80	62	164 + 62 = 226
8/11 FT (Unapproved)		84	58	226 + 58 = 284
9/11 PT (Unapproved)		95	48	284 + 48 = 332
	11/11 (11/10 FT Class)		-62	332 - 62 = 270
12/11 FT (Unapproved)		77	55	270 + 55 = 325
	2/12 (2/11 FT Class)		-58	325 - 58 = 267
3/12 PT (Unapproved)		87	32	267 + 32 = 299
4/12 FT (Unapproved)		84	44	299 + 44 = 343
	5/12 (5/11 FT Class)		-62	343 - 62 = 281
7/12 FT (Unapproved)		89	53	281 + 53 = 334
	8/12 (8/11 FT Class)		-58	334 - 58 = 276
8/12 PT (Unapproved)		94	75	276 + 75 = 351
10/12 FT (Unapproved)		85	31	351 + 31 = 382
	11/12 (3/11 PT Class)		-44	382 - 44 = 338
	12/12 (12/11 FT Class)		-55	338 - 55 = 283
1/13 FT (Unapproved)		33	17	283 + 17 = 300
1/13 PT (Unapproved)		57	47	300 + 47 = 347
	4/13 (9/11 PT Class)		-48	347 - 48 = 299
	4/13 (4/12 FT Class)		-44	299 - 44 = 255
5/13 FT (Unapproved)		39	27	255 + 27 = 282
6/13 PT (Unapproved)		1	1	282 + 1 = 283

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
	7/13 (7/12 FT Class)		-53	283 - 53 = 230
9/13 FT (Unapproved)		51	46	230 + 46 = 276
	10/13 (3/12 PT Class)		-32	276 - 32 = 244
	10/13 (10/12 FT Class)		-31	244 - 31 = 213
10/13 PT (Unapproved)		50	49	213 + 49 = 262
	1/14 (1/13 FT Class)		-17	262 - 17 = 245
1/14 FT		60 (Proposed)		245 + 60 = 305
	3/14 (6/12 PT Class)		-75	305 - 75 = 230
	5/14 (5/13 FT Class)		-27	230 - 27 = 203
	8/14 (1/13 PT Class)		-47	203 - 47 = 156
	9/14 (8/13 FT Class)		-46	156 - 46 = 110
	1/15 (6/13 PT Class)		-1	110 - 1 = 109
	1/15 (1/14 FT Class)		-60	109 - 60 = 49
	6/15 (10/13 PT Class)		-49	49 - 49 = 0

Exhibit 6:

Email correspondence confirming Mr. Chilstrom meeting
personally with Board employees

Crystal Nasio

From: ** Brian Chilstrom
Sent: Friday, May 27, 2011 3:33 PM
To: Jay A. Murvine
Subject: JAY Please read and advise

Importance: High

Good Afternoon Jay,

1) The below email is the response from Laura Brown about visiting her on Wednesday June 1st 2011. If you would like me to confirm with her please let me know ASAP.

A) She has agreed to "act" / "intercede" on our behalf concerning the CNA program rejection issues to secure approval and I want to give her all our documents relating to the rejections.

3) I would also like to schedule a short meeting at the capitol with Senator McLeod's Legislative Director to drop off hog rings, hog wire pliers, gardening tape & miracle grow sticks

*Removed, inappropriate language
COW 1/29/14*

4) Also, meet briefly with Cheryl Anderson at the BVNPT to hand carry the PED Lab information response for approval. Laura Brown called this afternoon to confirm our meeting time & date (she is holding the time open on her calendar until she hears back from me).

Thanks,

Brian.

Brian J. Chilstrom

Brian J. Chilstrom
Executive Director of Institutional Affairs
And Compliance
Summit College
1481 South Cooley Drive, Suite 270
Colton, California 92324
Office: 909.498.5302
Fax: 909.954.3286
Brian.Chilstrom@SummitCollege.edu



SUMMIT CAREER
COLLEGE

From: Laura Brown [mailto:laurabrown@surewest.net]
Sent: Thursday, May 26, 2011 12:44 PM
To: Brian Chilstrom
Subject: RE: BRN Conf Call Tomorrow

- Sandy Comstock, Associate Dean for the Nursing Program at Mira Costa Community College spoke. See said she was not prepared to speak, but brought up the issue of transferability of credits since her program is not allowed to "accept non-regional accreditation". She used the term "non-accredited" a lot.

Exhibit 7:

Email correspondence time stamped May 17, 2011

Joe Vickary

From: Joe Vickary
Sent: Tuesday, May 17, 2011 11:54 AM
To: Brian Chilstrom
Cc: Linda Murvine
Subject: FW: Requesting Starts

Brian, any change in our procedure or approach as usual for now?

Joe Vickary
Campus Director
Summit Career College
851 S. Cooley Drive
Colton, CA 92324
909-954-3208



From: Renee Batres
Sent: Tuesday, May 17, 2011 10:34 AM
To: Joe Vickary
Subject: Requesting Starts

Joe

Good morning,

You told me that Brian was working on getting the needed class request stopped. Do we know if that happened? I need to request some future classes.

Renee Batres RN MSN/Ed.
Director of Nursing
Summit Career College
851 South Cooley Drive
Colton Ca. 92324
909-954-3208

Exhibit 8:

Email correspondence on May 27, 2011 between Mr. Vickary
and Mr. Chilstrom

Joe Vickary

From: Joe Vickary
Sent: Friday, May 27, 2011 4:07 PM
To: Brian Chilstrom
Subject: RE: syms lab

Yes, I'll bring over Tuesday.

Joe Vickary
Campus Manager
Summit Career College
851 S. Cooley Drive
Colton, CA 92324
709.954.5511



From: Brian Chilstrom
Sent: Friday, May 27, 2011 1:18 PM
To: Joe Vickary
Subject: RE: syms lab

Good Afternoon Joe,
Do you also have the class start request completed that René was preparing for the BVNPT ?
Thanks,
Brian

Brian J. Chilstrom

Brian J. Chilstrom
Executive Director of Institutional Affairs
And Compliance
Summit College
1461 South Cooley Drive, Suite 270
Colton, California 92324
Office: 909.498.5302
Fax: 909.954.3286
Brian.Chilstrom@SummitCollege.edu



From: Joe Vickary
Sent: Friday, May 27, 2011 12:13 PM
To: Brian Chilstrom
Subject: RE: syms lab

Exhibit 9:

Request for Replacement Classes with start dates, August 22,
2011 (Full-time), August 22, 2011 (Part-time) and November 7,
2011 (Full-time)



SUMMIT CAREER COLLEGE

May 27, 2011

Cheryl Anderson, M.S., RN
Nursing Educator Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, California 95833

SUBJECT: Request for Replacement Class

Dear Ms. Anderson:

In accordance with the Board of Vocational Nursing & Psychiatric Technicians, Summit Career College-Colton campus has been required to submit the following documents for approval of our **Replacement** classes for:

Full Time start: August 22, 2011 graduating August 3, 2012

Full Time start: November 7, 2011 graduating November 2, 2012

Part Time Start August 22, 2011 graduating March 31, 2013.

- 1) Enrollment Data- Attachment A
- 2) School Faculty- Attachment A
- 3) Clinical Facilities- Attachment B
- 4) Maternity and Pediatric Tracking Form-Full Time and Part Time

Should any further information be needed, please do not hesitate to contact me at (909) 954-3208

Sincerely,

Renee Batres RN MSN/Ed
Director of Nursing
851 S. Cooley Drive
Colton, Ca. 92324
P(909) 954-3208
F(909) 514-1219
Renee.Batres@summitcollege.com

Main Campus: 851 S. Cooley Drive, Colton, CA. 92324 • (909) 432-8950 • (888) 416-3456
Anaheim Branch: 1380 South Anaheim Blvd. Anaheim, CA. 92805 • (714) 635-6232 • (877) 786-6485

The Answer to Vocational Training
www.SummitCollege.com

Exhibit 10:

Letter of approval for Sims lab



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 253-7800 Fax (916) 253-7856 Web www.bvnpt.ca.gov



June 15, 2011

Renee Batres
Vocational Nursing Program Director
Summit Career College
851 South Cooley Drive
Colton, CA 92324

Dear Renee,

The Board has received your request to incorporate simulation labs for Maternity and Pediatrics, in addition to an assigned clinical rotation, due to limited clinical site availability for these topics. Your clinical rotation for Maternity and Pediatrics is approved as follows:

Maternity

Simulation Lab	32 hours
<u>Clinical</u>	<u>112 hours</u>
	144 Total Hours

Pediatrics

Simulation Lab	24 hours
<u>Clinical</u>	<u>72 hours</u>
	96 Total Hours

Sincerely,

Pam Hinckley
Nursing Education Consultant

Exhibit 11:

Ms. Sheehan's Email to Ms. Clayworth with a request for
replacement class



SUMMIT CAREER
COLLEGE

January 15, 2014

Suellen Clayworth, M.N., R.N.
Nursing Education Consultant, Retired Annuitant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833

SUBJECT: Colton Campus Request for Replacement Class

Dear Ms. Clayworth:

In accordance with the Board of Vocational Nursing & Psychiatric Technicians, Summit College-Colton campus was requested to submit the following documents for approval of our Replacement class.

1. Enrollment Data- Attachment A
2. Faculty/Student Clinical Assignments
3. Maternity and Pediatric Tracking Form-Full Time and Part Time

For the proposed class: Date of class commencement is January 27, 2014, date of anticipated graduation January 23, 2015. The is request to admit 60 students with 6 alternates. The class that we are requesting to replace began on January 17, 2013 and graduated January 7, 2014.

Should any further information be needed, please do not hesitate to contact me at (909) 954-3208

Sincerely,

Renee Sheehan RN MSN/Ed
Director of Nursing
1360 S. Anaheim Blvd.
P(909) 954-3208
F(909) 514-1219
Renee.Sheehan@summitcollege.ed

Main Campus: 881 S. Cooley Drive, Colton, CA 92324 • (909) 422-8950 • (888) 416-3456
Anaheim Branch: 1360 South Anaheim Blvd. Anaheim, CA. 92805 • (714) 635-6232 • (877) 786-6485
The Answer to Vocational Training
www.summitcollege.com

Exhibit 12:

Email Correspondence from January 17, 2014- January 23, 2014
from Ms. Sheehan and Ms. Clayworth

Crystal Nasio

From: Renee Sheehan
Sent: Thursday, January 23, 2014 5:38 PM
To: 'Clayworth, Suellen@DCA'
Cc: Joe Vickary; Crystal Nasio; Dino Guadamuz
Subject: Replacement Class Request

Good evening Ms. Clayworth,

Based on our last correspondence I am hopeful a favorable decision has been made on the replacement classes for the Anaheim and Colton Campus. As discussed we are attempting to begin the sessions on Monday January 27, 2014. Therefore my hope is to communicate to all prospective students by tomorrow on the status of this decision. I truly appreciate the Boards understanding. If any further information is required I will promptly respond.

Sincerely,

Renee Sheehan R.N. MSN/Ed.
Director of Nursing
Vocational Nursing
Nursing Assistant Programs
Summit Career College
851 South Cooley Drive
Colton Ca. 92324
Ph: 909-954-3208
Ex: 909-514-1219
Renee.Sheehan@summitcollege.edu
www.summitcollege.edu

From: Clayworth, Suellen@DCA [mailto:Suellen.Clayworth@dca.ca.gov]
Sent: Friday, January 17, 2014 2:00 PM
To: Renee Sheehan
Subject: RE: ENROLLMENT DATA.docx

Renee, I just talked with Cheryl and we will not be able to get your Anaheim request reviewed until next week, so you will not be able to start your requested class on January 21, 2014. We should be able to get the request reviewed sometime next week so that, if approved, the class could start the following week. Due to other commitments there just was not time to get the report to Executive Officer review in time for the January 21st start.

Suellen

Suellen Clayworth, M.N., R.N.
Nursing Education Consultant, Retired Annuitant
Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833

Phone: 916-263-7826

Fax: 916-263-7866

Email: suellen.clayworth@dca.ca.gov

Please note: I work only 20 hours per week and my hours per day and days per week vary. I will not always be readily available to you. If you leave me a message I will get back to you as soon as possible.

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Agenda Item #13.D.1., Attachment I



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR ERNEST G. BROWN JR.
Board of Vocational Nursing and 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



CERTIFIED MAIL

March 4, 2014

Renee Sheehan, Director
Vocational Nursing Program
Summit Career College, Colton
851 South Cooley Drive
Colton CA. 92324

*Subject: Vocational Nursing Program
Status: Notice of Warning*

Dear Ms. Sheehan:

At the Board Meeting of the Board of Vocational Nursing and Psychiatric Technicians held on February 28, 2014, your program was presented to the Board due to violation of Section 2530(k) of the California Code of Regulations which states:

"The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to:

- (1) Sufficient program resources as specified in section 2530(a).
- (2) Adequacy of clinical experience as specified in section 2534.
- (3) Licensure examination pass rates as specified in section 2530 (l)."

Your violation consisted of admitting 18 classes without prior Board approval resulting in the admission of a total of 1,257 students to unapproved classes. The Board is hereby serving notice that if, in the future, the program repeats the violation of admitting classes without prior Board approval, the Board may place the Summit Career College, Colton, Vocational Nursing Program on provisional approval.

Sincerely,

Teresa Bello Jones, J.D., M.S.N., R.N.
Executive Officer

TBJ:sc



Public Comment

February 25, 2014

To: BVNPT Board Members

Teresa Bello-Jones, Executive Officer

Cheryl Anderson, Supervising Nursing Consultant

Much has been reported to the Board during Public meetings by a few LVN Program representatives that their schools are being penalized by their accrediting agencies because the BVNPT staff cannot process students graduate "Authorizations to Test" and License applications applications in a reasonable time frame.

The most vocal Program Representative is the CEO of Summit Career College. The CEO reported to the BVNPT Board members at the September 2013 and other meetings that his accrediting agency has sanction his college because of not being able to place LVN graduates at his college in Jobs due to the 9 -12 month BVNPT application processing delays.

The CEO also reported to the board at the September 2013 meeting that this is the "FIRST time in his college's history" "we have suffered any sanctions by any agency" and that his college had a "96% Job placement rate" prior to the BVNPT created problem. (I listen again to the WEBCAST to be certain)

I thought his statement was a little exaggerated or misleading. Several persons in the audience seemed to remember several years ago the program was placed on Provisional status and said there were NO delays program applications at their schools.

I reviewed the prior year's agenda and matter of factually speaking it was on Provisional in March 2008. Public documents reveal Summit College was also placed on "Institutional Show Cause" by the colleges accrediting agency in December of 2007 for low State Exam Pass Rates and low Job Placement Rates. Currently its LVN Colton Program is on "Programmatic Show Cause", due to low Job Placement Rates. The accrediting agency ordered the Anaheim LVN program to close for the same reasons.

Interestingly, this same CEO at the November 2013 Board meeting invited several program DON's out to lunch and attempted to convince them (including my own program DON) to register complaints with the Department of Consumer Affairs and write letters to BVNPT board members about the supposed 9 – 12 month BVNPT application processing delays of his colleges graduates that is "causing" everyone problems with their accrediting agencies. My college has no complaints as to the processing times and we send anywhere from 25 - 30 applications per quarter. My DON reports that many others at the lunch sponsored by the CEO didn't have any complaints about processing times.

This is the same college who shared the NCLEX tutoring program with all the other schools which we found very valuable.

One of the major catches of the program is that the school pays for all testing, application & licensing fees as well as test preparation, if the graduate ONLY takes the test when the program diagnoses' that the graduate has a better than 85% chance of passing the test the first time. This is how a program can control and be certain that its pass rates remain within the BVNPT regulations.

But a program needs to be careful that If the program holds too many graduates back from taking the test, a chain-reaction delay is caused and the program gets behind in having enough eligible licensed graduates to place in jobs vs the actual graduation rate. This scenario is what I suspect is the real source of the CEO's LVN program getting in trouble with the accrediting agency.

I think that the BVNPT Board should ask speakers who are complaining during the meeting of delayed application & licensing processing times, information that documents and supports the allegation.

For instance - I was told by the Summit Colleges speaker during a very valuable presentation at the BVNPT Directors meeting a couple of years ago that to successfully track & manage a NCLEX preparation program and help a student pass the exam, the program must maintain a document (spread sheet) which details the students' progress in understanding the NCLEX study material & predictability / readiness to pass the exam. The "spreadsheet maintenance" should also include the name of the student; date student entered the LVN program, all final grades, in all subjects in the program,

grades the student achieved during the NCLEX license review courses, graduation date, ATT application date, when the ATT was received at the college, Pearson Vue Test center appointment date and finally hopefully, the date the student passed and license Issue date.

If a Program representative is alleging as fact, the BVNPT has a delay of 9- 12 months in processing test and licensing applications to cause this much trouble; wouldn't it be a reasonable assumption that the program tracks and maintains this or similar information to prove the delay allegation? How else would application processing times be derived? (My program maintains an extensive tracking system)

I have never heard any Board member ask a Program representative for any of this type of information at a meeting.

I reviewed agenda item #13.D.1. Summit College (Enclosed) - I discovered in the agenda item attachments interesting information for instance-

Page 2 of BVNPT Enrollment Table provides information on the Colton Campus Enrollment & Completion (enclosed)

2011 - Program enrolled total of 502 students, but only 325 completed

2012 - Program enrolled total of 429 students, but only 235 completed

2013 - Program enrolled total of 231 students, but only 187 current students remain. (1/13 FT cohort admitted 33 students. Only 17 finished)

Statistics demonstrate a problem with qualifications of student or Institution staff — maybe the programs approved enrollment level is too large for them to effectively manage

I am not sure how the BVNPT is blamed for the following Job placement problems:

Program Accrediting Commission Letter dated 12-21-12 (Enclosed)

2012- Total of 174 students Eligible for Placement * only 33 graduates placed

- A) According to 2012 Licensure Examination Data (enclosed)
241 students pass the NCLEX EXAM

Program Accrediting Commission Letter dated 12-23-13 (Enclosed)

2013- Total of 294 students Eligible for Placement * only 158 graduates placed

- A) According to 2013 Licensure Examination Data (enclosed)
214 students pass the NCLEX EXAM

I would suggest some type of coordinated and cooperative interaction with the college's accreditation agency to sort out what the real story is with the Job Placement and Show Cause Notices that this school seems to be getting into.

The BVNPT staff has always been available to my DON. We consider the BVNPT a partner in our student's education and my schools success. We also think the BVNPT is one of the better run state bureaus, who always go out of their way to be helpful, especially Cheryl Anderson, Teresa Jones and Mark Ito.

Speaking in public about this issue is not something I think would be helpful. I don't like to see programs blame everything and everyone else for problems, but themselves.

Your review and attention of this information may assist you.

Agenda Item #13.D.1., Attachment B



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING
1722 M. Street, N.W., Washington, D.C. 20036
Telephone: (202) 638-7118 Fax: (202) 638-6128
http://www.acceet.org

December 23, 2013

VIA EMAIL

(Gaylene.Jones@summitcollege.edu)

Ms. Gaylene Jones
Corporate Executive Assistant
Summit College
1461 S Cooley Dr., Suite 270
Colton, CA 92324

Updated and Modified from December 13, 2013 Notification

*Re: Reconstructions Granted (3 years):
Faculty Institutional Show Cause;
June PSC - LFN (Colton);
Course Enrollment - LFN (Archie);
PAAC- Legal Administrative Assistant (in teach-out);
Enrollment Limitations - LFN (LJ@Colton);
Final Program Approval - Waiting
Interim Report Reviewed;
Additional Interim Report Required;
ACCEET ID#9885*

Dear Ms. Jones:

At its December 7, 2013 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCEET) voted to continue the accreditation of Summit College, located in Colton, California for a period of three (3) years from the original expiration date of the institution's previous grant, until April 15, 2016.

This grant of accreditation includes the following sites and programs:

Main Campus: Summit College
1461 S Cooley Dr., Suite 270
Colton, CA 92324
(909) 954-3270
(Gaylene.Jones@summitcollege.edu)

Programs Offered at the Main Campus:

Accounting Assistant

44 Quarter Credit Hours
(132 Clock Hours)

Business Information Assistant	44 Quarter Credit Hours (580 Clock Hours)
Certified Nurse Assistant	14 Quarter Credit Hours (220 Clock Hours)
Dental Assistant	53 Quarter Credit Hours (800 Clock Hours)
Electronic Health Records	57 Quarter Credit Hours (860 Clock Hours)
Licensed Vocational Nurse	95 Quarter Credit Hours (1525 Clock Hours)
Medical Assistant – Administrative and Clinical	43 Quarter Credit Hours (600 Clock Hours)
Medical Billing and Coding	53 Quarter Credit Hours (800 Clock Hours)
Optical Dispensing Technician	66 Quarter Credit Hours (960 Clock Hours)
Surgical Technician	63 Quarter Credit Hours (980 Clock Hours)
Welding	43 Quarter Credit Hours (740 Clock Hours)
Stand-alone Courses:	
Cardiopulmonary Resuscitation	(8 Clock Hours)
Coronal Polishing Certificate	(16 Clock Hours)
IV Therapy/Blood Withdrawal	(36 Clock Hours)

Branch Campus: Summit College
 1360 South Anaheim Blvd.
 Anaheim CA 92801

Programs Offered at the Branch Campus:

Certified Nurse Assistant	14 Quarter Credit Hours (220 Clock Hours)
Electronic Health Records	57 Quarter Credit Hours (860 Clock Hours)
Medical Assistant – Administrative and Clinical	43 Quarter Credit Hours (600 Clock Hours)
Medical Billing and Coding	53 Quarter Credit Hours (800 Clock Hours)
Surgical Technician	63 Quarter Credit Hours (980 Clock Hours)
Stand-alone Courses:	
Cardiopulmonary Resuscitation	(8 Clock Hours)
Coronal Polishing Certificate	(16 Clock Hours)
IV Therapy/Blood Withdrawal	(36 Clock Hours)

Licensed Vocational Nurse

95 Quarter Credit Hours
(1586 Clock Hours)

Auxiliary Classroom: Summit College
965 South Mt. Vernon
Colton, CA 92324

Programs Offered at the Auxiliary Classroom:

Welding

42 Quarter Credit Hours
(740 Clock Hours)

Type of Institution/Organization: Vocational/Title IV

It is noted for the record that the Commission originally considered the institution's application for reaccreditation at its April 2013 meeting at which time, after reviewing the on-site visit team reports (visits conducted February 11-14, 2013), and the institution's responses to those reports, received March 26 and 27, 2013, the Commission voted to continue the Institutional Show issued in December 2012, resulting from below benchmark placement rates from the 2012 annual report, limit enrollments in the Licensed Vocational Nursing Programs at both Colton and Anaheim and deferred further consideration until the August 2013 Commission meeting. At the August 2013 meeting the Commission voted to continue the Institutional Show Cause directive and the enrollment limitations, as well as defer further consideration of reaccreditation until the December 2013 meeting and directed the institution to submit an interim report to include the following two items: 1) A policy and procedure for its admissions staff that ensures LVN candidates are well informed of the delays consistent with the characterizations as precisely represented to ACCET in the previous interim report. It was to provide signed notifications for all new enrollments from September 1 through October 25, 2013 that they were aware of the licensure lag times and the effect it will have on their employment; 2) A narrative report and updated Documents 28.1s - Completion and Placement Statistics, for the calendar year 2012 and the period January 1 to June 30, 2013, for the full-time/day LVN (Colton and Anaheim campuses), part-time/evening LVN (Colton and Anaheim campuses), Medical Assistant - Administrative & Clerical (Colton campus), Legal Administrative Assistant (Colton campus), and Medical Billing/Coding (Colton and Anaheim campuses) programs, together with full supporting documentation for all placements and where referenced to completed copies of the attached On-site Sampling Verification: Completion, Placement, and Academic Data form. The supporting documentation was to include an updated sortable MS Excel spreadsheet listing all 2012 and 2013 LVN graduates by name, their dates of graduation, and, as applicable, their dates of licensure test, dates of licensure receipt, placement status, and dates of final placement verification. Further, the narrative report was to include current enrollment figures for all programs at all campuses, with specific reference to the LVN programs; a narrative response with supporting documentation that addressed the decrease in NCELV pass rates for 2013 LVN graduates enrolled at the Anaheim campus; and a detailed narrative update on the measures taken by the institution demonstrating systematic and effective implementation in practice over time of procedures that ensure the timely and efficient processing for graduates of the LVN program in registering for licensure.

At the December 2013 meeting, upon its review of the institution's interim report and subsequent updates, received October 25, and November 22, 2013, the Commission voted to grant reaccreditation for three years and vacate the Institutional Show Cause directive. The Commission also voted to grant final approval for the institution's new Welding program after reviewing the institution's on-site visit team report (program visit conducted October 8th, 2013), and the institution's responses to that report, received November 1, 2013.

* However, the Commission voted to issue a Programmatic Show Cause for the Licensed Vocational Nursing program at the Cotton campus as the 2012 placement rates are still below benchmark for the part-time program (39.29% (34 eligible / 33 placed) and full-time program (60% (210 eligible / 125 placed), and voted to continue the enrollment limitations at the Cotton campus increasing new enrollment to 120 between the time of receipt of this letter and the April 2014 Commission meeting. The Commission further voted to maintain program approvals in place for currently enrolled students, but withdraw program approval for Licensed Vocational Nursing program at the Anaheim branch campus. In subsequent action, the Commission's Executive Committee voted to maintain program approval but to cease new enrollments in that program until future review at the April 2014 Commission meeting. Therefore, the institution may not enroll any new students in the LVN program at Anaheim except those with a signed enrollment agreement executed on or prior to December 13, 2013. The Commission noted that this program has been on programmatic show cause and contributed to its Institutional Show Cause since July of 2012, when it was placed on Programmatic Show Cause because of low placement rates demonstrated in the institution's annual report for 2011 data. This program has been on a show cause status for more than 12 months and the most recent rates provided by the institution demonstrate continued low placement rates for 2012 and 2013 for both the full-time and part-time programs:

2012 Anaheim LVN (FT)	Placement = 39.47% (76 eligible / 30 placed)
2013 Anaheim LVN (FT)	Placement = 13.16% (38 eligible / 5 placed)
2012 Anaheim LVN (PT)	Placement = 32.07% (53 eligible / 17 placed)
2013 Anaheim LVN (PT)	Placement = 4.88% (41 eligible / 2 placed)

The Commission noted that California licensure delays are a contributing factor in the institution's placement rates and recognizes that of those 2012 Anaheim graduates who took and passed the NCLEX exam and received their license, 81% are working as licensed vocational nurses (38 received license, 3 graduates waived placement assistance, 45 are placed). However, the Commission identified 151 graduates from the Anaheim campus (full-time and part-time combined), noting that 62 students have not taken the NLEX test, and that 37 graduates took the test, but did not pass. Further, 33 graduates from 2012 are still not scheduled to take the test. Noting that the majority of students from the 2012 cohort do not have a vocational nursing license (59% - 151 graduates/89 without a license), and that the placement rates for this program at this campus have been in show cause range since reporting of 2011 outcomes, the Commission voted to remove approval for this program. It is noted that the Executive Committee reviewed additional information and supporting documentation, received on December 19, 2013, that indicated while thirty-three graduates were not scheduled to test, all had submitted applications to test, per Summit's graduation process.

The Commission also voted to withdraw program approval for the Legal Administrative Assistant program for which the institution indicated that it had ceased enrolling and is in the process of teaching-out.

The Accrediting Commission recognizes the institution for its efforts toward meeting the Standards for Accreditation reflected in the on-site evaluation team reports, and for the progress demonstrated by corrective actions presented in the institution's responses and subsequent interim reports. The Commission, therefore, expresses its confidence that the institution will continue to review, monitor, and revise its operations in order to ensure the high quality of education and training toward which we all strive.

Toward that end, the Commission directed the institution to submit an interim report to include the following six specific items:

- 1) A detailed narrative update on the measures taken by the institution demonstrating systematic and effective implementation in practice over time of procedures that ensure the timely and efficient processing for graduates of the LVN program at both campuses in registering for licensure.
- 2) Updated Documents 28.1s – Completion and Placement Statistics, for the calendar year 2012 and the period January 1 to October 31, 2013, for the full-time/day and part-time/evening LVN programs (Colton and Anaheim campuses), Medical Billing and Coding (Colton and Anaheim campuses), Legal Administrative Assistant and the Medical Assistant – Administrative and Clinical program (Colton Campus) together with full supporting documentation for all placements and waivers referenced to completed copies of the attached On-site Sampling Verification Completion, Placement and Academic Data form for each Scheduled to Graduate (column 3) cohort on the respective 28.1s since the previous interim report submission. The supporting documentation is to include an updated variable MS Excel spreadsheet listing all 2012 and 2013 (January – October) LVN graduates by name, their dates of graduation, and, as applicable, their dates of licensure test, dates of licensure receipt, placement status, and dates of final placement verification. With further explanation for each student who passed the NCLEX but is listed as MA in either license received and/or placement status.
- 3) Update on current enrollment figures for all programs at all campuses, with specific reference to the LVN programs.
- 4) A narrative update relative to the status of the institution's Medical Billing and Coding program. The institution indicated in its follow-up response that student were no longer enrolling in this program. The narrative must explain if enrollment has been suspended temporarily, or if this program is being taught-out.
- 5) Additional information relative to the support given to students who fail the NCLEX exam.
- 6) The institution must also provide a teach-out plan for the Legal Administrative Assistant program at the Colton campus (currently in teach-out) following the guidelines of ACCET Document 32 – Teach-out/Closure Policy.

Summit College
December 23, 2013
Page 6 of 6

A copy of this report, including the attached interim report cover sheet, must be emailed to interimreports@accet.org no later than February 28, 2014.

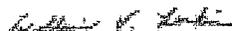
As a reminder, please be advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at www.accet.org.

Please be reminded that a one-day Quality Assurance Visit will be conducted sometime during the institution's current grant of accreditation, in accordance with longstanding Commission policy. The team's review will include an assessment of any areas cited as weaknesses during the last reaccreditation visit in order to validate that corrective actions have been systematically and effectively implemented to ensure a positive impact on the institution's operations.

The appropriate federal and state education officials will be notified of the Commission's decision to continue the institution's accreditation by copy of this letter. The institution is advised to visit the ACCET website at www.accet.org for timely updates and for downloading the most current information, policy documents, and forms. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Your continued commitment in support of the institution's accredited status is appreciated. ACCET accreditation represents a Partnership for Quality® that is unique and important, and we trust that your ongoing accomplishments will continue to reflect a determined regard for and commitment to these values.

Sincerely,



William V. Larkin, Ed.D.
Executive Director

WVL/mo

Attachments: Certificates of Accreditation
Interim Report Cover Sheet
Verification Form
On-site Sampling Verification: Completion, Placement, and Acarbanic Data form

c: Ms. Kay Gilcher, Director, Accreditation Division, USDE (kay.gilcher@ed.gov)
Ms. Martina Fernandez-Rosario, USDE San Francisco/Seattle Area Case Director
(martina.fernandez-rosario@ed.gov)
Mr. Ron Bennett, Director, School Eligibility Service Group, USDE (ron.bennett@ed.gov)
Ms. Joanne Wenzel, Deputy Bureau Chief, California EPPE (joanne_wenzel@edca.ca.gov)
ACCET Commission Executive Committee: T. Loveman, R. Helfer, D. Vice, D. Wilson



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING
1722 N. Street, N.W., Washington, D.C. 20036
Telephone : 202-955-1113 Fax: 202-955-1118
<http://www.accet.org>

December 21, 2012

VIA E-MAIL
(jay.murvine@summitcollege.edu)
(gaylene.jones@summitcollege.edu)

Mr. Jay Murvine, CEO
Summit College
851 South Cooley Drive
Colton, CA 92324

*Re: Interim Report Reviewed;
Institutional Show Cause Issued;
Enrollment Limitations –
LVN (Colton), LVN (Anaheim);
Final Program Approval –
Optical Dispensing Technician (Colton);
Additional Interim Report Required;
ACCET ID #0865*

Dear Mr. Murvine:

At its December 2012 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) reviewed the institution's interim report submitted in response to the August 23, 2012 Commission action letter which originated with a review of its 2011 completion and placement data resulting in the issuance of administrative Programmatic Show Causes (letter dated July 9, 2012) due to below-benchmark placement rates and the response from the institution received July 23, 2012.

That action continued the Programmatic Show Cause status and directed the institution to submit an interim report to include the following two items: 1) updated Document 28.1s – Completion and Placement Statistics, for calendar year 2011 and year-to-date January – July, 2012 for the following below-benchmark programs: full-time LVN (Colton and Anaheim campuses), part-time LVN (Colton and Anaheim campuses), Business Information Assistant (Colton campus), Dental Assistant (Colton campus), Medical Assistant-Administrative and Clerical (Colton and Anaheim campuses), and Medical Billing/Coding (Colton and Anaheim campuses), together with full supporting documentation for all placements and waivers referenced to the Onsite Sampling Verification: Completion, Placement, and Academic Data form, as well as job descriptions for the following graduates: A. Weatherington, J. White, D. Anderson, A. Diaz, P. Cesena, G. Gonzalez, and D. Crow-Sebae; and 2) a complete list of 2011 and 2012 (January – July, 2012) LVN graduates whose license applications had been accepted by the state, clearly identifying those who had received their license, organized by location, with student name, graduation date, NCLEX test date, license date, and placement date, as applicable.

Upon its review of the institution's interim report, dated October 23, 2012, the Commission voted to issue an Institutional Show Cause directive based on serious issues regarding placement documentation and below-benchmark placement rates, including the following substandard completion and placement rates for the period January 1 – July 31, 2012, as noted in the institution's interim report:

<u>Program</u>	<u>Completion (net starts/completers)</u>	<u>Placement (eligible/placed)</u>
<u>Colton Campus</u>		
LVN full-time	not submitted	25.41% (122/31)
LVN part-time	not submitted	3.85% (52/2)
Dental Assistant	not submitted	62.07% (29/18)
MA – Admin/Clerical	not submitted	60.71% (56/34)
Medical Billing & Coding	not submitted	48.28% (29/14)
<u>Anaheim Campus</u>		
LVN full-time	not submitted	not submitted
LVN part-time	not submitted	2.17% (45/1)
MA – Admin/Clerical	83.33% (36/30)	61.54% (26/16)
Medical Billing & Coding	73.33% (15/11)	60.00% (10/6)

Further, the Commission reviewed the placement rates and documentation for the LVN program for 2011 and 2012 to date in combination with the significant growth rates of student enrollment in those programs at both campuses (a 52.94% increase at Colton, rising from 306 students in the LVN program alone in fiscal year 2011 to 468 students in FY 2012, and a 25.91% increase at Anaheim, rising from 193 students in the LVN program in FY 2011 to 243 students in FY 2012), and voted to limit enrollments in the LVN program for the period January 1 – April 30, 2013 to 60 new students at the Colton campus and 40 new students at the Anaheim campus.

The Commission reviewed the licensing information provided by the institution, and found that many students had lengthy periods between graduation and their testing date, although generally receiving their license within two months after testing. However, the testing and licensing information provided by the institution further indicated that a concerted effort by the institution is needed to license and place its graduates. Adjusted placement rates provided by the institution, which were calculated using only those students who had received their licenses, indicated that the institution would not meet benchmark for either of its programs at Colton even under the ideal situation where all graduates held licenses. Although the institution did not provide these adjusted placement rates for the 2012 programs at Anaheim, the calculated adjusted placement rates from the raw data submitted indicated that both programs at Anaheim would be significantly under benchmark. The institution cannot expect that, even given unlimited amounts of time, all of its graduates will take and pass the NCLEX. The delays in licensing may well be a factor hampering the institution's efforts to place students in a timely manner, but as indicated by the adjusted placement rates, these delays are not the primary barrier to reaching benchmark placement rates for these LVN programs.

Of further concern to the Commission, the placement documentation provided by the institution indicated that a large amount of the documentation for placements was either incomplete or missing, including no documentation being provided regarding the full-time LVN program for 2012 at Anaheim. Of the remaining programs, a total of 144 placements and waivers (97 from 2011 and 47 from 2012) were discounted for having incomplete or inaccurate documentation. Forty-two placements did not include verification of 30 days' employment, and thirteen more did not provide any indication that the graduate had worked for 30 days. Sixty-three placements did not include attestations for part-time, temporary, or continuing employment, and eleven more had only partial attestations that did not include all required elements. Placements were included which did not provide the graduate's job title or information regarding whether the employment was full- or part-time, and waivers were not consistently completed with all

necessary elements. Eight students listed on the On-Site Verification forms did not have any placement documentation at all. The institution included placement documentation for E. Perez (LVN p/t Colton 2011) with a note saying the student “work a few shifts and gave notice to work elsewhere,” which does not inspire any cause for confidence that the student worked for 30 days; further, placement documentation was included for B. Jimenez (MA Colton 2012) indicating that the student had been placed as an LVN, an inexplicable outcome. The Commission is seriously concerned about the lack of systematic and effective practices to ensure accurate and complete documentation for placements, as this information must definitively evidence the validity of the institution’s completion and placement statistics, already below benchmark.

Therefore, the Commission directed that an additional interim report is required, which must include the following specific items:

1. A narrative explanation relative to the inordinate amount of discounted placements noted above, to include evidence of comprehensive training of the career services department to ensure the ACCET Document 28 – Completion and Placement Policy is understood and implemented by all staff, as well as a revised policy to ensure thorough oversight of the placement tracking process.
2. A narrative plan outlining the aggressive strategies in place to both increase the number of LVN students registering for the NCLEX exam and shorten the lag time between completion of the program and sitting for the exam. This plan must also address the institution’s strategies to dramatically increase the institution’s LVN placement rates. Alternatively, the institution must provide a plan to cease enrollments in the LVN programs and provide a teach-out plan, in accordance with Document 32 – Teach-Out/Closure Policy.
3. Updated Document 28.1s – Completion and Placement Statistics, for the period January 1 to October 31, 2012, for the following programs: full-time LVN (Colton and Anaheim campuses), part-time LVN (Colton and Anaheim campuses), Business Information Assistant (Colton campus), Dental Assistant (Colton campus), Medical Assistant-Administrative and Clerical (Colton and Anaheim campuses), and Medical Billing/Coding (Colton and Anaheim campuses), together with full supporting documentation for all placements and waivers referenced to the attached On-site Sampling Verification: Completion, Placement, and Academic Data form for each Scheduled to Graduate (column 3) cohort on the respective 28.1s to be submitted with your response. The institution is reminded that the required documentation elements for verification of employment are outlined in ACCET Document 28 – Completion and Placement Policy. The institution must provide complete Document 28.1s that include both completion and placement data, as is always required when submitting Document 28.1. The institution is further reminded that the Document 28.1s and the accompanying On-Site Verification forms must include all students, not simply those who have completed the program.
4. A narrative analysis and explanation for the high percentage of waivers (5 of 6) for the 2012 part-time LVN program at the Anaheim campus relative to graduates who waived placement assistance due to a “prior conviction”, and explanations as to how B. Jimenez (MA Colton 2012) was placed as an LVN after graduating from the Medical Assisting program.

A copy of this report, **including the attached interim report cover sheet**, must be emailed to interimreports@accet.org no later than **March 1, 2013**.

The Commission also voted to grant final approval to offer the Optical Dispensing program (66 Quarter Credit Hours/960 Clock Hours) at the Colton main campus. This program, therefore, is included within the main campus' grant of accreditation. The U.S. Department of Education (USDE) and the appropriate state licensing authority will be notified of this action by copy of this correspondence. Please refer to applicable regulations, contact the respective USDE and BPPE departments, or seek conferral with appropriate sources for guidance to ensure compliance with those requirements. The Commission's action was based upon its review of the institution's application for program approval, the on-site visit team report (visit conducted October 22, 2012) and the institution's response to that report, dated November 20, 2012.

As a reminder, please be advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at www.accet.org.

Further, while under a Show Cause directive, the institution is restricted from making any substantive changes including, but not limited to, new programs, major program revisions, new branch campuses or other new sites, or relocations out of the general market area. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Your demonstrated capabilities and commitment in support of the institution's accredited status are essential to a favorable outcome in this process. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Sincerely,



ELECTRONIC SIGNATURE

Roger J. Williams
Executive Director

RJW/meay

Enclosures: Interim Report Cover Sheet
On-Site Sampling Verification: Completion, Placement, and Academic Data form

c: Ms. Kay Gilcher, Chief, Accreditation Division, USDE (aslrecordsmanager@ed.gov)
Ms. Martina Fernandez-Rosario, ACD - San Francisco/Seattle, USDE (martina.fernandez-rosario@ed.gov)
Mr. Ron Bennett, Director, School Eligibility Service Group, USDE (ron.bennett@ed.gov)
Ms. Joanne Wenzel, Deputy Bureau Chief, CA Bureau for Private Postsecondary Education (joanne_wenzel@dca.ca.gov)
USDE Accredited Schools Directory (AccreditedSchoolsList@westat.com)

ENROLLMENT DATA				
CLASS DATES		Students Admitted	Students Withdrawn or Completed	TOTAL ENROLLMENT
Start	Completed			
1/1/10 FT (Unapproved)		65	62	62
2/1/11 FT (Unapproved)		66	58	62 + 66 = 128
3/1/11 FT (Unapproved)		80	44	128 + 44 = 172
5/1/11 FT (Unapproved)		60	62	172 + 62 = 234
8/1/11 FT (Unapproved)		84	68	234 + 68 = 302
9/1/11 FT (Unapproved)		95	48	302 + 48 = 350
	11/1/11 (11/10 FT Class)		-82	350 - 82 = 268
12/1/11 FT (Unapproved)		77	55	268 + 55 = 323
	2/1/12 (2/11 FT Class)		-58	323 - 58 = 265
3/1/12 FT (Unapproved)		67	32	265 + 32 = 297
4/1/12 FT (Unapproved)		84	44	297 + 44 = 341
	5/1/12 (5/11 FT Class)		-62	341 - 62 = 279
7/1/12 FT (Unapproved)		89	53	279 + 53 = 332
	8/1/12 (8/11 FT Class)		-58	332 - 58 = 274
9/1/12 FT (Unapproved)		94	76	274 + 76 = 350
10/1/12 FT (Unapproved)		65	31	350 + 31 = 381
	11/1/12 (3/11 FT Class)		-44	381 - 44 = 337
	12/1/12 (12/11 FT Class)		-55	337 - 55 = 282
1/1/13 FT (Unapproved)		33	17	282 + 17 = 299
1/1/13 FT (Unapproved)		67	47	299 + 47 = 346
	4/1/13 (9/11 FT Class)		-48	346 - 48 = 298
	4/1/13 (4/12 FT Class)		-44	298 - 44 = 254
5/1/13 FT (Unapproved)		39	27	254 + 27 = 281
5/1/13 FT (Unapproved)		1	1	281 + 1 = 282

ENROLLMENT DATA				
CLASS DATES		No. Students Admitted	No. Students Current or Completed	Total Enrolled
Start	Completed			
	7/13 (7/12 FT Class)		-53	283 - 53 = 230
9/13 FT (Unapproved)		51	46	230 + 46 = 276
	10/13 (3/12 FT Class)		-32	276 - 32 = 244
	10/13 (10/12 FT Class)		-31	244 - 31 = 213
10/13 PT (Unapproved)		50	48	213 + 48 = 262
	1/14 (1/13 FT Class)		-17	262 - 17 = 245
1/14 FT		80 (Proposed)		245 + 80 = 305
	3/14 (3/12 FT Class)		-75	305 - 75 = 230
	5/14 (5/13 FT Class)		-27	230 - 27 = 203
	5/14 (1/13 FT Class)		-47	203 - 47 = 156
	5/14 (3/13 FT Class)		-48	156 - 48 = 108
	7/15 (6/13 FT Class)		-1	110 - 1 = 109
	7/15 (1/14 FT Class)		-80	109 - 80 = 29
	8/15 (10/13 FT Class)		-49	29 - 49 = 0



**Report 4 Rolling Quarter – Jurisdiction Program Summary of
all First-Time Candidates Licensed in All Jurisdictions**

PEARSON VUE

01 Oct 2013 to 31 Dec 2013

NCSBN Confidential

Education Program Code	Education Program	Education Program City	Graduation Date	-- Current Quarter -- 10/01/2013 – 12/31/2013				-- Total -- 01/01/2013 – 12/31/2013			
				# Delivered	# Passed	# Failed	% Passed	# Delivered	# Passed	# Failed	% Passed
04-281	CA - SUMMIT CAREER COLLEGE - ANAHEIM (04-281)	ANAHEIM	06/2013	16	14	2	87.50%	16	14	2	87.50%
			07/2012	1	0	1	0.00%	10	5	5	50.00%
			08/2013	2	2	0	100.00%	2	2	0	100.00%
			09/2012	1	0	1	0.00%	20	7	13	35.00%
			10/2011	2	0	2	0.00%	3	0	3	0.00%
			10/2012	1	0	1	0.00%	6	1	5	16.67%
			11/2011	0	0	0	0.00%	1	0	1	0.00%
			12/2011	0	0	0	0.00%	1	0	1	0.00%
			12/2013	1	1	0	100.00%	1	1	0	100.00%
Total:				34	24	10	70.59%	121	75	46	61.98%
04-216	CA - SUMMIT CAREER COLLEGE - COLTON (04-216)	COLTON	01/2008	1	1	0	100.00%	1	1	0	100.00%

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 [CCR §2530(l)]	Variance from the State Average Annual Pass Rate
Oct - Dec 2005	85	51	60%	79%	63%	81%	-18
Jan - Mar 2006	57	24	42%	80%	56%	79%	-23
Apr - Jun 2006	96	55	57%	76%	54%	79%	-25
Jul - Sept 2006	102	63	62%	79%	57%	79%	-22
Oct - Dec 2006	109	71	65%	77%	59%	78%	-19
Jan - Mar 2007	100	63	63%	77%	62%	77%	-15
Apr - Jun 2007	85	46	54%	74%	61%	77%	-16
Jul - Sept 2007	101	43	43%	76%	57%	76%	-19
Oct - Dec 2007	162	84	52%	76%	53%	76%	-23
Jan - Mar 2008	93	49	53%	75%	50%	75%	-25
Apr - Jun 2008	97	58	60%	70%	52%	74%	-22
Jul - Sept 2008	63	43	68%	74%	56%	74%	-18
Oct - Dec 2008	139	77	55%	73%	58%	73%	-15
Jan - Mar 2009	64	32	50%	70%	58%	72%	-14
Apr - Jun 2009	73	53	73%	71%	60%	70%	-10
Jul - Sept 2009	39	30	77%	74%	58%	72%	-14
Oct - Dec 2009	45	40	89%	76%	65%	73%	-8
Jan - Mar 2010	29	22	76%	74%	78%	74%	+4
Apr - Jun 2010	57	65	88%	74%	76%	75%	+1
Jul - Sept 2010	64	85	75%	75%	82%	75%	+7
Oct - Dec 2010	69	86	80%	77%	80%	76%	+4
Jan - Mar 2011	74	92	80%	80%	80%	77%	+3
Apr - Jun 2011	43	56	77%	71%	78%	76%	+2
Jul - Sept 2011	45	56	80%	74%	80%	75%	+5
Oct - Dec 2011	51	44	86%	74%	81%	75%	+6
Jan - Mar 2012	57	48	84%	77%	82%	74%	+8
Apr - Jun 2012	95	78	82%	72%	83%	74%	+9
Jul - Sep 2012	95	80	84%	74%	84%	74%	+10
Oct - Dec 2012	46	35	76%	70%	82%	74%	+8
Jan - Mar 2013	67	46	69%	75%	79%	73%	+6
Apr - Jun 2013	62	48	77%	78%	77%	73%	+4
Jul - Sep 2013	64	51	80%	75%	75%	74%	+1
Oct - Dec 2013	80	68	85%	76%	78%	76%	+2

*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.

California Code of Regulations §2530(l) states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage

School	QTRS. 1-4 2009		QTRS. 1-4 2010		QTRS. 1-4 2011		QTRS. 1-4 2012		QTR 1-4 2013	
	# Tested	% Pass	# Tested	% Pass	# Tested	% Pass	# Tested	% Pass	# Tested	% Pass
San Bernardino Adult School	3	100%	31	94%	18	100	32	94%	30	100%
San Diego City College	12	92%	17	100%	1	100%	26	96%	Closed	
San Joaquin Delta College	28	79%	27	82%	27	70%	15	73%	No Graduates Tested	
San Joaquin Valley College	45	82%	23	78%	40	80%	25	80%	44	82%
Santa Barbara Business College, Bakersfield	34	85%	45	82%	88	55%	71	58%	58	72%
Santa Barbara Business College, Palm Desert					10	90%	9	78%	9	89%
Santa Barbara Business College, Santa Maria	12	92%	13	100%	14	100%	18	94%	23	100%
Santa Barbara City College	0	NA	40	98%	30	97%	No Graduates Tested		29	100%
Santa Rosa Junior College	30	60%	23	100%	0	NA	24	100%	22	95%
Shasta Community College	23	91%	22	86%	0	NA	20	80%	20	95%
Shepherd University	55	64%	42	81%	52	69%	52	56%	40	60%
Sierra Pacific College			6	50%	12	8%	13	46%	1	0%
Simi Valley Adult School	6	100%	7	100%	5	100%	Closed		Closed	
Solano College of Nursing			19	26%	21	52%	16	31%	Closed	
Soledad Adult School/Mission Trails ROP	5	100%	1	0%	0	NA	Closed		Closed	
Southern California Medical College			6	33%	16	44%	18	56%	13	100%
Southwestern College	18	78%	1	100%	30	77%	27	56%	5	40%
St. Francis Career College, Lynwood	53	60%	64	84	56	75%	56	79%	Name changed to American Career College at St. Francis	
St. Francis Career College, San Jose	39	64%	24	63%	53	70%	Closed		Closed	
St. Jude Healthcare Education Center			3	33%	4	0%	4	50%	Closed	
Stanbridge College	123	99%	150	92%	218	89%	193	81%	210	84%
Stanton University, Anaheim	17	71%	61	44%	44	57%	30	40%	Closed	
State Center Community College District, Madera Center	23	91%	32	84%	0	NA	38	63%	16	75%
Summit Career College, Anaheim	170	58%	158	72%	136	67%	105	72%	121	62%
Summit Career College, Colton	251	66%	265	80%	255	81%	293	82%	274	78%
Tri - County ROP	3	33%	37	78%	4	50%	26	54%	3	33%
Trinity Vocational Center	30	73%	64	63%	61	67%	67	70%	45	80%
Tulare Adult School	0	NA	23	87%	5	100%	13	77%	1	100%
Twin Rivers Adult School, formerly Grant Adult Community & Vocational Education Center	21	91%	21	91%	13	92%	6	100%	6	83%
Ukiah Adult School	27	89%	0	NA	26	81%	31	94%	3	100%
United Education International (UEI) College, Chula Vista			0	NA	39	46%	52	73%	11	36%