

Agenda Item #14.A.8.

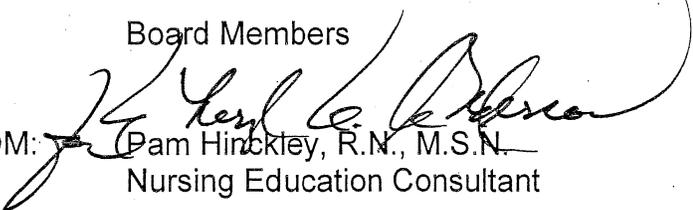


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DATE: August 28, 2014

TO: Board Members

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

SUBJECT: Premiere Career College, Vocational Nursing Program – Reconsideration of Provisional Approval Based on Report of Unannounced Survey Visit; Consideration of Request to Admit Students. (Director: Zenaida Plata, Irwindale, Los Angeles County, Private)

On February 28, 2014, the Board placed the Premiere Career College Vocational Nursing Program on provisional approval for the two (2) year period from February 28, 2014, through February 28, 2016. The Board directed that the program must obtain approval by the full Board prior to the admission of additional students. This action was taken due to the program's noncompliance with California Code of Regulations Section 2530 (l).

On May 16, 2014, the Board rendered the following decisions relevant to program requests:

- Denied the program's request for approval to admit a day class of 30 students commencing on May 19, 2014, graduating July 24, 2015, to **replace** students that graduated on March 14, 2014;
- Denied the program's request for approval to admit an evening class of 30 students commencing on June 9, 2014, graduating August 24, 2015, to **replace** students that graduated on March 14, 2014;
- Approved the program's admission of 20 students commencing on June 9, 2014; graduating August 24, 2014, to **replace** students that graduated on March 14, 2014, provided that the program has no more than ten (10) students per instructor during clinical experience;
- Denied the program's request for approval to admit a day class of 30 students commencing on September 1, 2014; graduating November 16, 2015, to **replace** students scheduled to graduate August 29, 2014; **and**,
- Approved the program's admission of 20 students commencing September 1, 2014, graduating November 16, 2015, to **replace** students scheduled to graduate

- Approved the program's admission of 20 students commencing September 1, 2014, graduating November 16, 2015, to **replace** students scheduled to graduate August 29, 2014, provided that the program has no more than ten (10) students per instructor during clinical experience.

On June 9 and 10, 2014, an unannounced onsite survey was completed by Board representatives to determine compliance with Board and regulatory requirements.

The program requests approval to admit the following five (5) classes

- A class of 30 evening students on December 8, 2014; that will graduate February 26, 2016 to **replace** students that graduated on June 6, 2014.
- A class of 30 evening students on March 16, 2015; that will graduate May 20, 2016 to **replace** students that are scheduled to graduate on December 5, 2014.
- A class of 30 day students on June 8, 2015; that will graduate August 12, 2016.
- A class of 30 day students on August 31, 2015; that will graduate November 4, 2016 to **replace** students that are scheduled to graduate on August 24, 2015.
- A class of 30 evening students on November 9, 2015; that will graduate January 27, 2017 to **replace** students that are scheduled to graduate on November 6, 2015.

History of Prior Board Actions

(See Attachment A. History of Prior Board Action)

Enrollment

The program is required to obtain Board approval prior to the admission of each class. The pattern of admissions for current classes is seen in the enrollment table below.

The following table represents **current** student enrollment based on the current and proposed class start dates. The table indicates a **maximum enrollment of 150** students for the period **June 2012 through November 2015**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
6/12 Day		30	23	23
9/12 Eve		30	30	23 + 30 = 53
12/12 Eve		30	30	53 + 30 = 83
4/13 Eve		30	28	83 + 28 = 111
6/13 Day		15	14	111 + 14 = 125
	8/13 (6/12 Day Class)		-23	125 - 23 = 102
9/13		15	14	102 + 14 = 116

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
	11/13 (9/12 Eve Class)		-30	116 – 30 = 72
	11/13 (12/12 Eve Class)		-30	72 – 30 = 58
	3/14 (4/13 Eve Class)		-28	58 – 28 = 30
	6/14 (6/13 Day Class)		-15	30 – 15 = 15
6/14 Day	8/15	20	20	15 + 20 = 35
	8/14 (9/13 Class)		-14	35 – 14 = 19
9/14 Eve Projected	11/15	20		19 + 20 = 39
	12/14 (9/13 Eve Class)		-14	39 – 14 = 25
12/14 Day Proposed	2/16	30		25 + 30 = 70
3/15 Eve Proposed	5/16	30		70 + 30 = 100
6/15 Proposed	8/16	30		100 + 30 = 130
	8/15 (6/14 Day Class)		-20	130 – 20 = 110
8/15 Day Proposed	11/16	30		110 + 30 = 140
	11/15 (9/14 Eve Class)		-20	140 – 20 = 120
11/15 Eve Proposed	1/17	30		120 + 30 = 150

Licensing Examination Statistics

The following statistics, furnished by 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 January 2008 to June 2014, specify the pass percentage rates for graduates of the Premiere Career College 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 Average Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR §2530(I)]	Variance from State Average Annual Pass Rate
Jan - Mar 2008	30	24	88%	76%	79%	76%	+3
Apr - Jun 2008	12	9	75%	75%	77%	75%	+2

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Average Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR §2530(I)]	Variance from State Average Annual Pass Rate
July - Sep 2008	10	5	50%	70%	74%	74%	0
Oct - Dec 2008	18	5	28%	73%	63%	73%	-10
Jan - Mar 2009	12	6	50%	70%	48%	72%	-24
Apr - Jun 2009	25	17	68%	71%	51%	70%	-19
July - Sep 2009	9	6	67%	74%	53%	72%	-19
Oct - Dec 2009	13	9	69%	76%	64%	73%	-9
Jan - Mar 2010	18	15	83%	75%	73%	74%	-1
Apr - Jun 2010	16	7	44%	74%	66%	75%	-9
Jul - Sep 2010	14	11	79%	74%	72%	75%	-3
Oct - Dec 2010	15	7	47%	74%	70%	75%	-5
Jan - Mar 2011	29	26	90%	80%	74%	77%	-3
Apr - Jun 2011	22	11	50%	77%	56%	74%	-18
Jul - Sep 2011	14	11	79%	74%	72%	75%	-3
Oct - Dec 2011	15	7	47%	74%	70%	75%	-5
Jan - Mar 2012	22	11	50%	74%	46%	72%	-26
Apr - Jun 2012	13	4	31%	72%	52%	77%	-25
Jul - Sep 2012	22	11	50%	74%	46%	74%	-28
Oct - Dec 2012	21	14	67%	70%	51%	74%	-23
Jan - Mar 2013	20	8	40%	75%	49%	73%	-24
Apr - Jun 2013	20	17	85%	78%	60%	73%	-13
Jul - Sep 2013	38	19	50%	75%	59%	75%	-16
Oct - Dec 2013	17	10	59%	76%	56%	76%	-20
Jan - Mar 2014	36	26	72%	74%	64%	76%	-12
Apr - Jun 2014	5	3	60%	66%	60%	73%	-13

*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, section 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** (April – June 2014), the program’s average annual pass rate is **60%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® Licensure Examination for the first time during the same period is 73%. The average annual pass rate for the Premiere Career College Vocational Nursing Program is **13** percentage points **below** 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 number of Board-approved faculty totals 34, including the director. The director has 70% administrative and 30% teaching responsibilities. Nine (9) of the faculty are “additional faculty” and eight (8) teach theory only. Of the total faculty, 21 instructors are approved to teach clinical.

Based on a maximum enrollment of 150 students, 10 instructors are needed. Therefore, the number of current faculty is adequate for the current and proposed enrollment.

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

“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 sufficient clinical facilities to afford the number type and variety of patients that will provide clinical experience consistent with competency-based objectives and theory.

Other Considerations

On February 28, 2014, the Board placed Premiere Career College Vocational Nursing Program on provisional approval for a two (2) year period from February 28, 2014, through February 28, 2016. (See Attachment B) This action was taken due to the program’s noncompliance with California Code of Regulations Section 2530 (I). During the Board meeting, the new director presented information relative to her plan to address the program’s deficiencies. The Board directed the submission of the proposed plan in writing.

On March 12, 2014, the director submitted her plan to increase program’s licensure pass rates. That plan included revision of the program’s admission criteria and procedures for the assessment and evaluation of students.

On May 16, 2014, the Board approved the program’s admission of 20 students commencing June 9, 2014; graduating August 24, 2014, to **replace** students that graduated on March 14, 2014, provided that the program has no more than ten (10) students per instructor during clinical experience; **and** approved the program’s admission of 20 students commencing September 1, 2014, graduating November 16, 2015, to **replace** students scheduled to graduate August 29, 2014, provided that the program has no more than ten (10) students per instructor during clinical experience.

On May 29, 2014, the Director notified the NEC of her impending vacation from June 2, 2014 through August 29, 2014. Since the director had recently been approved on December 20, 2013, the NEC queried the director about who would be in charge to handle

the class that was approved to begin on June 9, 2014. The director identified the Assistant Director, Marcelino DeGuzman. Mr. DeGuzman was approved by the Board as ADON on May 15, 2014, three (3) weeks before the director was to leave on vacation and four (4) weeks prior to commencement of the new class. The director wrote:

"I assure you that I have taken the necessary actions for the continuity of the program. I have properly endorsed all activities related to the incoming class of June 9, 2014. The faculty is equipped and prepared to perform all activities to make sure that the program's plan to comply with all board requirements, specifically with regards to our pass rates will continue. The Board- Approved ADON (as of May 15, 2014) Dr. Marcelino De Guzman is more than able, capable and willing to handle the program in my absence." (See Attachment C).

Program Survey Visit

On June 9 and 10, 2014, an unannounced onsite survey was completed by Board representatives to determine compliance with Board and regulatory requirements. During the two-day visit, the consultants assessed the program's resources including faculty, clinical facilities, library, staff and support services, physical space, skills laboratory and equipment to achieve the program's objectives. In addition, the NEC's reviewed records for newly graduated and currently-enrolled students, and facilitated discussions with program representatives.

In the director's absence, the NEC's met with the assistant director and other program staff

The following violations were identified (see Attachment D):

Section 2526(a) (12) of the Vocational Nursing Rules and Regulations states:

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
... (12) Admission criteria...

Violation #1: Based upon review of school files the school failed to follow its Board approved Admission Criteria for past and currently enrolled students.

Plan to Correct #1: This violation is **corrected**. All applicant files for the scheduled September 2014 class have been reviewed and it has been determined that these applicants meet the Board approved admission policy. A careful review of all potential applicants will be performed prior to admission into the Vocational Nursing program in order to prevent any future violations.

Section 2526(a) (13) of the Vocational Nursing Rules and Regulations states:

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
... (13) Screening and selection criteria...

Violation #2: The program's screening and selection criteria were submitted and approved by the Board, however, based upon review of school files the program failed to follow the Board approved policy. In so doing, the program admitted students that did not meet the established screening and selection criteria. As such, these students were at increased risk of failure.

Plan to Correct #2: This violation is **corrected**. The assistant director assured the Board that "Strict implementation of the Board approved Screening and Selection" will be done for all future applicants.

Section 2527(b) of the Vocational Nursing Rules and Regulations states:

"A school shall report to the Board within ten days of the termination of a faculty member."

Violation #3: The program failed to notify the Board of the termination of 24 faculty members within the ten (10) days as required by existing regulations.

Plan to Correct #3: This violation is **corrected**. A revised faculty list has been submitted to the Board. The program advised the Board that they will follow the Board Rules and Regulations in reporting terminated faculty in the future.

Section 2530(d) of the Vocational Nursing Rules and Regulations states:

"Each teacher assistant shall work under the direction of an approved instructor. No more than one teacher assistant may be assigned to each instructor. Each teacher assistant shall assist the instructor in skills lab and clinical teaching only. The instructor to whom the teacher assistant is assigned shall be available to provide direction to the teacher assistant as needed."

Violation #4: During a review of documents and classroom observation, Board representatives identified that the program is utilizing, and previously utilized, a teacher assistant to independently teach theory classes.

Plan to Correct #4: This violation is **corrected**. The assistant director assured the Board that the program will utilize teacher assistants consistent with the specified regulation.

Section 2533 (e) of the Vocational Nursing Rules and Regulations states:

"The following related courses may be taught by additional faculty. Additional faculty are persons who have qualifications to teach in a community college or a state university in California or hold a baccalaureate

degree in the field related to the curriculum taught, or meet the requirement for a vocational credential.”

Courses	Maximum Hours of Instruction by Other Professionals Accepted by the Board
Anatomy and Physiology	54
Psychology	54
Pharmacology	54
Nutrition	54
Normal Growth and Development	54

Violation #5: Based upon a review of documents and files, it was identified two (2) additional faculty were assigned as clinical instructors in Board approved clinical facilities.

Plan to Correct #5: This violation is **corrected**. The assistant director assured the Board the program will not assign additional faculty to content areas outside of their Board approved designation.

Section 2530 (g) of the Vocational Nursing Rules and Regulations states:

“Each school shall have on file proof that each enrolled student has completed a general education course of study through the 12th grade or evidence of completion of the equivalent thereof ...”.

Violation #6: An analysis of program files evidenced that four (4) students did not have proof of High School Education. These students were admitted without completion of a general education course of study through the 12th grade or evidence of completion of the equivalent.

Plan to Correct #6: This violation is **corrected**. The program submitted proof of high school completion for the four (4) students in which this documentation was missing at the time of the unannounced program survey visit.

Section 2530 (i) of the Vocational Nursing Rules and Regulations states:

“The school shall evaluate student performance to determine the need for remediation or removal from the program”.

Violation #7: Although the program had a remediation policy in place, program documents substantiate that several students were allowed to fail exams multiple times and continue in the program. Remediation plans were found to be minimal and the school failed to follow through to ensure resolution to the remediation was performed.

Plan to Correct #7: The violation is **corrected**. The assistant director has submitted revised forms to be utilized with the remediation policy. The revised forms include follow up of identified problems.

Additionally, the program is in the process of revising their grading policy.

On June 17, 2014, a Notice of Violations, was sent by certified and regular mail to the ADON. Submission of a plan to correct all violations was due to the Board by July 11, 2014. Additionally, the assistant director was notified that the program would be placed on the September 2014 Board agenda. The assistant director was required to complete the forms related to class admissions and submit to the NEC by June 23, 2014. On July 2, 2014, the forms were received.

On July 9, 2014, the assistant director's plan to prevent future violations was received. All violations were corrected (see Attachment E).

Summary

On June 9 and 10, 2014, an unannounced school site visit was completed by Board representatives. During the site visit, seven (7) violations were identified. All identified violations have been corrected. One (1) violation cited at the time of the unannounced site visit was the result of a misunderstanding of reported hours of the program. The program director has been asked to submit curriculum revision forms to address the discrepancy.

Recommendations:

1. Approve Premiere Career College's request to admit a class of 30 evening students on December 8, 2014; that will graduate February 26, 2016 to **replace** students that graduated on June 6, 2014.
2. Deny the program's request to admit a class of 30 evening students on March 16, 2015; that will graduate May 20, 2016 to **replace** students that are scheduled to graduate on December 5, 2014.
3. Deny the program's request to admit a class of 30 day students on June 8, 2015; that will graduate August 12, 2016.
4. Deny the program's request to admit a class of 30 day students on August 31, 2015; that will graduate November 4, 2016 to **replace** students that are scheduled to graduate on August 24, 2015.
5. Deny the program's request to admit a class of 30 evening students on November 9, 2015; that will graduate January 27, 2017 to **replace** students that are scheduled to graduate on November 6, 2015.
6. Continue the program's terms of provisional approval as designated on February 28, 2014.
7. The program shall continue to obtain approval of the full Board prior to the admission of additional students.

Rationale: As specified above, Board representatives completed an onsite survey of the program on June 9 and 10, 2014. Seven (7) violations were identified. The program was issued a letter of violations and required to submit a plan to correct the violations by July 11, 2014. On July 9, 2014, the assistant director submitted a plan to correct the violations. A review of the submitted plan indicated correction of all violations.

However, serious concern is identified relative to the administration of the program. As noted previously, a new director was approved by the Board on December 20, 2013. At the time of the site visit, the director was on vacation from June 2, 2014 through August 29, 2014. During the director's absence, a new class was scheduled to begin on June 9, 2014. A newly approved assistant director employed with the program for approximately three (3) weeks was left in charge. It is concerning to the Board, that the new director left on vacation, when a new class was scheduled to begin, and when the program had been placed on provisional approval at the February 2014 Board meeting due to low licensure pass rates.

The program was granted a class of 20 students which commenced on June 9, 2014. Approving a class of 30 students to begin in December 2014, will give the program a total of 50 students. Given the program's recent change in approval status, the absence of the director, and the admission of the June class, approval of the proposed evening class commencement on December 8, 2014 is recommended. However, denial of the remaining four (4) classes is recommended until the program's administration is stabilized and improvement is demonstrated in licensure pass rates.

Attachment A: History of Prior Board Actions.

Attachment B: Notice Change in Approval Status Dated March 20, 2014.

Attachment C: Program Electronic Communication Dated May 28, 2014.

Attachment D: Board Correspondence – Notice of Violations Sated June 17, 2014.

Attachment E: Program Communication - Plan to Correct Violations Dated July 7, 2014; Received July 9, 2014.

Agenda Item #14.A.8., Attachment A

PREMIERE CAREER COLLEGE VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- On February 20, 2004, the Board approved Premiere Career College's request to begin a vocational nursing program with an initial class of 30 students on March 8, 2004, only, and approved the program's curriculum to include 1568 hours, including 586 theory, and 982 clinical hours.

Commencement of the initial class was delayed to June 2004.

- On January 4, 2005, the theory hours of instruction were approved to be reduced by 6 hours. Based on this reduction, the program's curriculum is approved to include 1562 hours, including 580 theory, and 982 clinical hours.
- On February 4, 2005, the Board approved initial full accreditation for the Premiere Career College Vocational Nursing Program for the period February 4, 2005, through February 3, 2009, and issued a certificate accordingly; **and** approved the program's request to **replace** students graduating May 20, 2005, with 30 students on June 6, 2005, only.
- On September 16, 2005, the Executive Officer approved the program's request to admit an additional full-time class of 30 students on November 21, 2005, only.
- On May 12, 2006, the Executive Officer approved the program's request to admit a class of 30 students on June 5, 2006, only, to **replace** students graduating on May 19, 2006.
- On October 3, 2006, the Executive Officer approved the program's request to admit a class of 30 students on November 20, 2006, only, to **replace** students graduating on November 3, 2006.

The Executive Officer also approved the program's request for ongoing admissions to **replace** graduating classes, only, with the stipulations that no additional classes are added to the program's current pattern of admissions without prior Board approval, and that the director documents that adequate resources are available to support each admitted class of students.

- On July 2, 2008, the Executive Officer approved the program's request to admit 30 students to a class commencing November 10, 2008, with an anticipated graduation date of October 23, 2009; and approved ongoing admissions to **replace** graduating classes only be approved with the following stipulations:

- a. No additional classes are added to the program's current pattern of admissions without prior approval. The program's current pattern of admissions includes admission of three full-time classes of 30 students per year.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On September 20, 2010, the Executive Officer approved Premiere Career College Vocational Nursing Program's request to admit 30 students four (4) times per year to **replace** graduating students only, with the following stipulations:
 - a. No additional classes are added to the program's current pattern of admissions without prior approval. The program's current pattern of admissions includes admission of four (4) full - time classes of 30 students per year to **replace** graduating students only.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
 - On February 4, 2013, the director was notified the program had four (4) quarters of low licensure pass rates. The director was required to submit a plan to improve the programs licensure pass rates by March 5, 2013.
 - On March 2, 2013, the director submitted her plan to improve licensure pass rates.
 - On May 7, 2013, the director was notified the program had five (5) quarters of low licensure pass rates. The director was required to submit a plan to improve the programs licensure pass rates by May 31, 2013.
 - On May 3, 2013, the Executive Officer continued full approval for the Premiere Career College Vocational Nursing Program for the period February 4, 2013, through February 3, 2017, and issued a certificate accordingly; **and, revoked** the programs ongoing admission pattern; **and**, required the program to obtain Board approval prior to the admission of additional students.
 - On May 20, 2013 the Executive Officer denied Premiere Career College's request to admit a class of 30 students on June 24, 2013; graduating June 6, 2014. This class would have **replaced** students that will graduate on June 7, 2013; and, approved the program's admission of a class of 15 students on June 24, 2013, only; graduating June 6, 2014. This class will **replace** students that will graduate on June 7, 2013; **and**, required the program to submit a written report **by June 12, 2013**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. 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; **and,**

Required the program to obtain Board approval prior to the admission of additional students.

- On June 17, 2013, the director submitted the comprehensive analysis required above. The analysis was inadequate as presented. The director was given guidance on how to complete the analysis. A new due date of September 13, 2013 was given.
- On July 29, 2013, the director was notified the program has six (6) quarters of low licensure pass rates. The director is required to submit proof that the plan identified above is being implemented by August 16, 2013.
- On August 27, 2013, the Board received the program's documentation verifying the plan to improve graduates licensure pass rates had been implemented.
- On September 17, 2013, the Board received the program's revised comprehensive analysis.
- On September 19, 2013, the Board approved Premiere Career College Vocational Nursing Program's request to admit a class of 15 students on September 23, 2013, only; graduating November 21, 2014. This class **replaces** students that graduated on August 30, 2013; and, required the program to obtain Board approval prior to the admission of additional students.
- On October 30, 2013, the director was notified the program has seven (7) quarters of low licensure pass rates. The director is required to submit an evaluation of her plan to bring up the program's licensure pass rates by November 15, 2013.
- On November 13, 2013, the director re-submitted the comprehensive analysis.
- On December 6, 2013, the Executive Officer considered the program's request for approval to admit a class of 15 students on January 6, 2014. The request was denied and the program was required to obtain Board approval prior to the admission of additional students. Additionally, the Executive Officer directed that the program be

placed on the Board's February 2014 agenda for consideration of placement on provisional approval.

- On December 10, 2013, Board representatives, SNEC and assigned NEC, conducted a teleconference with program representatives relative to their request. Participating program representatives included Fe Aragon, President, Owner; Enrique Aragon, Vice President; Rowena Gabriel, Director of Student Services; and Jennifer Ty DeGuzman, Program Director.
- On December 11, 2013, the Board received correspondence from the owner, Fe Aragon, advising that the program director, Jennifer Ty De Guzman, was no longer employed at the school.
- **On December 20, 2013, the Board approved a new director.**
- On February 28, 2014, the Board placed Premiere Career College on provisional approval for a two (2) year period from February 28, 2014, through February 28, 2016 and issue a notice to the program identifying specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations; **and**, required the program to admit no additional classes without prior approval by the full Board; **and**, required the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate; **and**, required the program to submit a follow-up report in nine (9) months but no later than **November 1, 2014** and **21** months but no later than **November 1, 2015**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement; **and**,

Required the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2525; **and**, required the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval; and, advised the program that failure to take any of these corrective actions may cause the full Board to revoke the program's approval; **and**, place the program on the **February 2016** Board agenda for reconsideration of provisional approval.

- On March 12, 2014, the director submitted her plan to improve licensure pass rates.
- On March 20, 2014, the Board forwarded to the Director the Notice of Change of Approval Status.
- On March 27, 2014 the Board received the Director's Acknowledgement of Change in Approval Status.
- On May 16, 2014, the Board denied Premiere Career College Vocational Nursing Program's request to admit a day class of 30 students commencing on May 19, 2014, graduating July 24, 2015, to **replace** students that graduated on March 14, 2014; **and**, denied the program's request to admit an evening class of 30 students commencing on June 9, 2014' graduating August 24, 2015, to **replace** students that graduated on March 14, 2014; **and**, approved the program's admission of 20 students commencing on June 9, 2014; graduating August 24, 2014, to **replace** students that graduated on March 14, 2014, provided that the program has no more than ten (10) students per instructor during clinical experience; **and**, denied the program a day class of 30 students commencing on September 1, 2014; graduating November 16, 2015, to **replace** students scheduled to graduate August 29, 2014; and, approved the program's admission of 20 students commencing September 1, 2014, graduating November 16, 2015, to **replace** students scheduled to graduate August 29, 2014, provided that the program has no more than ten (10) students per instructor during clinical experience; and, continued to require the program to obtain approval of the full Board prior to the admission of additional students.
- On June 9 – 10, Board representatives conducted an unannounced onsite survey of the program. Eight (8) violations of the California Code of Regulations were identified.
- On June 17, 2014, a Notice of Violations was sent to the assistant director. A plan of correction is due to the Board by July 11, 2014; **and**, the assistant director was notified that the program would be placed on the September 2014 Board agenda. The assistant director was required to complete the forms related to class admissions and submit to the NEC by June 23, 2014.
- On July 9, 2014, the assistant director submitted a plan to correct violations identified in the notice sent on June 17, 2014.

Agenda Item #14.A.8., Attachment B

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



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

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

Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov



CERTIFIED MAIL

March 20, 2014
Zenaida Plata
Director, Vocational Nursing Program
Premiere Career College
12901 Ramona Boulevard
Irwindale, CA 91706

Subject: Notice of Change in Approval Status

Dear Ms. Plata:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on February 28, 2014, the Premiere Career College Vocational Nursing Program has been placed on provisional approval for the two – year period from February 28, 2014 through February 28, 2016. The purpose of this letter is to explain the areas of non-compliance found and the corrections required of your program to avoid losing accreditation completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **Friday, March 28, 2014**.

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

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

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

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

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

Notice of Change in Approval Status

March 20, 2014

Page 2 of 4

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

The program pass rates of the Premiere Career College Vocational Nursing Program for the past 24 quarters are set forth in the following table.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2008	76%	79%	+3
Apr – Jun 2008	75%	77%	+2
Jul – Sep 2008	74%	74%	0
Oct – Dec 2008	73%	63%	-10
Jan – Mar 2009	72%	48%	-24
Apr – Jun 2009	70%	51%	-19
Jul – Sep 2009	72%	53%	-19
Oct – Dec 2009	73%	64%	-9
Jan – Mar 2010	74%	73%	-1
Apr – Jun 2010	75%	66%	-9
Jul – Sep 2010	75%	72%	-3
Oct – Dec 2010	76%	70%	-6
Jan – Mar 2011	77%	74%	-3
Apr – Jun 2011	76%	56%	-20
Jul – Sep 2011	76%	72%	-4
Oct – Dec 2011	75%	70%	-5
Jan – Mar 2012	74%	46%	-28
Apr – Jun 2012	74%	52%	-22
Jul – Sep 2012	74%	46%	-28
Oct – Dec 2012	74%	51%	-23
Jan – Mar 2013	73%	49%	-24
Apr – Jun 2013	73%	60%	-13
Jul – Sep 2013	74%	59%	-15
Oct – Dec 2013	76%	56%	-20

This data substantiates the program’s history of non-compliance with Section 2530(I) of the Vocational Nursing Rules and Regulations for 12 of 24 Quarters.

REQUIRED CORRECTION(S)

1. Premiere Career College, Vocational Nursing Program shall bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
2. The program shall obtain approval of the full Board prior to the admission of additional students.

3. The program shall submit a follow-up report in 9 months, but no later than **November 1, 2014** and 21 months, but no later than **November 1, 2015**. 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.
4. The program shall comply with all approval standards in article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code section 2880, and article 5 of the Board's regulations, commencing at California Code of Regulations, title 16, section 2526.
5. The program shall demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
6. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

In the event additional violations of the approval standards are identified, such violations may result in further corrective action or revocation of provisional approval.

FUTURE BOARD ACTION

Your program will be placed on the **May 2014** Board Meeting agenda, at which point the Board will consider your request to admit additional students. Additionally, your program will be placed on the **February 2016** Board Meeting agenda, at which point the Board may revoke or extend the program's approval.

If you have additional information that you wish considered beyond the required corrections

listed on page 2 and 3, you must submit this documentation by the fifteenth day of the second month prior to that Board meeting.

OTHER IMPORTANT INFORMATION

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

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

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

A copy of title 16, California Code of Regulations, section 2526.1, regarding provisional approval is attached for your reference. A complete copy of the Board's laws and regulations can be found on the Board's web site at www.bvnpt.ca.gov.

Should you have questions, please do not hesitate to contact the Board.

Sincerely,



TERESA BELLO-JONES, J.D., M.S.N., R.N.
Executive Officer

Enclosures

cc: Board Members

TBJ: ph

California Code of Regulations
Title 16
Section 2526.1

2526.1. Provisional Approval.

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



Acknowledgement of Change in Approval Status

I, _____, director of _____
(Director's Name) (Name of Program)

hereby acknowledge that this program's status has been changed from full approval to provisional approval. I understand that in accordance with Section 2526.1 (f) of the Vocational Nursing Rules and Regulations and Section 2581.1 (f) of the Psychiatric Technician Rules and Regulations, the Board will consider any advertisement of full approval while on provisional approval as "material misrepresentation of fact". "Material misrepresentation of fact" may lead to revocation of the program's approval. Further, I understand the program's provisional approval status will be reflected on the Board's internet website.

Please complete and return this form to the Board by **[DATE: 7 days from date of Provisional Approval letter]**.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of Director)

(Date)



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND 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



CERTIFICATE OF PROVISIONAL APPROVAL

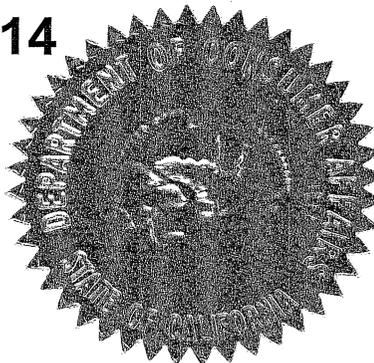
for

Premiere Career College Vocational Nursing Program

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

Effective: February 28, 2014


Todd D'Braunstein, P.T.
President



Expires: February 28, 2016


Teresa Bello-Jones
Executive Officer

From: Zenaida Plata [mailto:zplata@premierecollege.edu]

Sent: Wednesday, May 28, 2014 5:31 PM

To: Hinckley, Pam@DCA

Subject: Z. Plata's LOA

Dear Ms. Pam

Firstly , I wish to inform you that I will be on Leave of Absence from my job as Director of the Nursing Program of Premiere Career College effective June 2, 2014 up to August 29, 2014.

Secondly, can Dr. Marcelino De Guzman, the ADON take over as acting DON in my absence? If yes, please address all your communication to him via:

mdeguzman@premierecollege.edu.

Thirdly, I would like to inquire about the status of Ms. Cirlyn Nadal's application for ADON which I sent your office last March 13, 2014.

Thank you for your kind attention on the above-mentioned matters.

Sincerely,

Zenaida Plata, RN, BSN

DON- Premiere Career College



CERTIFIED MAIL

June 17, 2014

Marcelino DeGuzman, Assistant Director
Vocational Nursing Program
Premiere Career College
12901 Ramona Boulevard
Irwindale, CA 91706

Subject: Vocational Nursing Program Notice of Violation

Dear Marcelino DeGuzman:

On June 9 and 10, 2014, the Board of Vocational Nursing and Psychiatric Technicians (Board) made an unannounced site visit to Premiere Career College. Based on the site visit and review of submitted documents, the following violations were identified:

Section 2526(12) of the Vocational Nursing Rules and Regulations states:

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
...(12) Admission criteria...

Violation #1: Based upon review of documents the school failed to follow its Board approved Admission Policy.

Section 2526(12) of the Vocational Nursing Rules and Regulations states:

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
... (13) Screening and selection criteria...

Violation #2: The program submitted and was approved by the Board a Screening and Selection policy, however, based upon review of documents the program failed to follow the approved policy. In so doing, students were admitted that did not meet the established criteria to enter the program. As such, these students were at increased risk of failure.

Section 2527(b) of the Vocational Nursing Rules and Regulations states:

“A school shall report to the Board within ten days of the termination of a faculty member.”

Violation #3: The program failed to notify the Board of the termination of 24 faculty members within the ten (10) days as required by existing regulations.

Section 2530(d) of the Vocational Nursing Rules and Regulations states:

“Each teacher assistant shall work under the direction of an approved instructor. No more than one teacher assistant may be assigned to each instructor. Each teacher assistant shall assist the instructor in skills lab and clinical teaching only. The instructor to whom the teacher assistant is assigned shall be available to provide direction to the teacher assistant as needed.”

Violation #4: During a review of documents and classroom visit it was identified that the school is utilizing a teacher assistant to independently teach theory classes.

Section 2533 (e) of the Vocational Nursing Rules and Regulations states:

“The following related courses may be taught by additional faculty. Additional faculty are persons who have qualifications to teach in a community college or a state university in California or hold a baccalaureate degree in the field related to the curriculum taught, or meet the requirement for a vocational credential.”

Courses	Maximum Hours of Instruction by Other Professionals Accepted by the Board
Anatomy and Physiology	54
Psychology	54
Pharmacology	54
Nutrition	54
Normal Growth and Development	54

Violation #5: Based upon a review of documents and files, it was identified the two (2) additional faculty were assigned as clinical instructors in clinical facilities.

Section 2533 (f) of the Vocational Nursing Rules and Regulations states:

“All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in Section 2526, shall be approved by the Board prior to implementation...”

Violation #6: On February 20, 2004, the Board approved the program's curriculum to include 1568 hours, including 586 theory and 982 clinical. A review of documents identified that the program is utilizing a curriculum which consists of 1802 total program hours. The program failed to submit the new curriculum for Board approval prior to implementation.

Section 2530 (g) of the Vocational Nursing Rules and Regulations states:

“Each school shall have on file proof that each enrolled student has completed a general education course of study through the 12th grade or evidence of completion of the equivalent thereof ...”.

Violation #7: Based upon a review of student files, four (4) students did not have proof of High School Education. These students were admitted without completion of a general education course of study through the 12th grade or evidence of completion of the equivalent.

Section 2530 (i) of the Vocational Nursing Rules and Regulations states:

“The school shall evaluate student performance to determine the need for remediation or removal from the program”.

Violation #8: Although the program had a remediation policy in place, program documents substantiate several students were allowed to fail exams multiple times and continue in the program. Additionally, remediation plans were minimal and the school failed to follow through to ensure resolution to the remediation was performed.

Be advised that the continuation of such a violation jeopardizes your program's approval. Please submit the following by the date listed below:

1. A plan and timeline for correction of each violation listed above.
2. Submit the revised curriculum for review.
3. Send proof of High School or High School equivalency for the 4 students whose files did not have it.

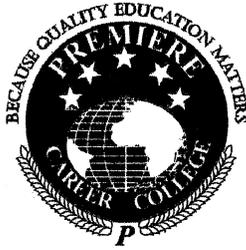
The Board requests the above information no later than **Friday, July 11, 2014.**

Should further information be needed, please feel free to contact me at (916) 263-7840.

Sincerely,

A handwritten signature in cursive script that reads "Teresa Bello Jones". The signature is written in black ink and is positioned above the typed name.

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



Agenda Item #14.A.8., Attachment E

Premiere Career College

12901 Ramona Boulevard • Irwindale • California • 91706

T 626.814.2080 • F 626.814.3242

www.premierecollege.edu

July 7, 2014

Ms. Teresa Bello Jones, J.D., M.S.N., R.N.
Executive Officer
Board of Vocational Nursing & Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945

BVNPT Received *EDU*
on *7/9/14* with *J.*

Subject: Premiere Career College's Vocational Nursing Program
Responses / Corrective Action to Notice of Violation

Dear Ms. Bello Jones:

Thank you for your letter advising us of the findings that were identified during our June 9-10 unannounced site visit of our Vocational Nursing program.

Enclosed please find the following responses and documents listed in the letter which we are required to submit on or before July 11, 2014 :

1. Plan and timeline for correction of the eight (8) violations that were listed in the letter including the supporting documents as attachments.
2. Revised curriculum for your review.
3. Proof of High School or High School equivalency for the four (4) students identified during the visit. These documents are included as part of the response to Violation # 7 and are identified as Attachment 7-A.

Again, please accept our sincerest gratitude for your kind attention and consideration. We hope and pray that with your assistance and invaluable guidance, we can move forward to continuously improving our program.

Very respectfully yours,

PREMIERE CAREER COLLEGE


Marcelino de Guzman, M.D., R.N., B.S.N., M.A.N.
Assistant Director of Vocational Nursing Program

PREMIERE CAREER COLLEGE
VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION
		NARRATIVE	PLAN OF CORRECTION	
#1: Based upon review of documents the school failed to follow its Board approved Admission Policy	<p>Section 2526 (12) "The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include: ...(12) Admission Policy</p>	<p>Attachment 1-A - Copy of the Board-approved Admission Policy.</p> <p>Policy provided is both for admission into the Prerequisite course and eventually into the Vocational Nursing Program</p> <p>Attachment 1-B - is a table with the list of students (represented by their Student ID's) admitted into the June 9, 2014 class and the criteria used for their admission into the PREREQUISITE course.</p> <p>Attachment 1-C - Copies of documents evidencing High School Graduation or G.E.D.</p>	<p>Corrective Actions Taken:</p> <p>1) For the June 9, 2014 Prerequisite class, The Director of Career Services and the DON/ADON in collaboration with the Director of Admissions reviewed the admission process , the required admission criteria and the results of the admission tests (C-NET).</p> <p>Result: Careful review showed that all students admitted into the Prerequisite course satisfied the board approved Admission policy.</p> <p>Corrective action to be taken:</p> <p>2) On August 29, 2014, the scheduled date of completion of the Prerequisite course, the DON/ ADON, the Director of Career Services, and the instructor will review and carefully deliberate, using the board-approved admission policy, on which students will be allowed to continue on to the Vocational Nursing Program.</p> <p>Result: To follow.</p> <p>Corrective Actions Taken:</p> <p>3) Effective immediately the DON/ADON with the cooperation of the Directors of Career Services and Admissions will ensure/insure that strict adherence to the Board-approved Admission Policy is instituted and followed.</p>	<p>Review started June 9, 2014 and was completed on June 13, 2014.</p> <p>Review to be conducted on August 29, 2014.</p> <p>Immediately and forward.</p>

ADMISSION REQUIREMENTS AND PROCEDURES:

Requirements for admission at Premiere Career College are based upon the applicant's career goals, their motivation to succeed, and their ability to benefit from the professional or occupational training they have chosen.

To be considered for the Prerequisite course applicants must:

- (1) be 17 years of age by the time he/she finishes the VN program and be eligible to take the NCLEX-PN exam ®
- (2) be a high school graduate or its recognized equivalent;
- (3) pass the pre-nursing assessment tests (C-NET)
- (4) satisfy a one-on-one Career Planning Interview
- (5) pass an interview with school staff

*Done
see
Revise attach.
80%*

To be considered for the Vocational Nursing Program, applicants must:

- (1) pass the prerequisite course
- (2) pass the CPR class offered by the college.
- (3) pass a health examination by a physician with required immunizations filled out and signed and on permanent file in the nursing office;
- (4) successfully complete criminal background check.
- (5) attend an orientation to the VN program then sign a form stating willingness to abide by the school's policies and rules.

Premiere Career College offers equal opportunity without distinction or discrimination because of age, race, color, religion, national origin, sex, disability, or Vietnam ERA veteran status in any of its academic programs or activities.

ADMISSION POLICY

Applicants to Vocational Nursing program must:

pass the pre-requisite Pre-Nursing Module (Introduction to Vocational Nursing); to be considered for the Introduction to Vocational Nursing Module applicants must:

- a) be 17 years of age or not subject to compulsory school attendance in California;
 - b) have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or has the recognized equivalent of a high school diploma, such as a general educational development (GED certificate) or has completed homeschooling at the secondary level;
 - c) pass the Entrance Assessment Test; Premiere Career College requires that applicants must score at or above 80%.
 - d) satisfy a one-on-one career planning interview;
- 2) Class size is determined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The highest academic ranking students, who meet all required admission criteria will be considered for entry to the program.
 - 3) complete and submit a health examination filled out and signed by a physician no later than the last day of the first month of Module I—Vocational Nursing class, which must include the following:
 - a) evidence of required immunization and blood titers (see Student Services for a current list of requirements)
 - b) negative PPD or chest X-ray report (taken within six months before the start date of the vocational Nursing proper program)
 - 4) submit a photocopy of a current American Heart Association Basic Life Support for Healthcare Providers (AHABLS) Card, or pass an AHABLS course offered by the College. It is the student's responsibility to recertify prior to the expiration of the card and remain certified for the duration of the Vocational Nursing program;
 - 5) turn in a complete and clear criminal background check from CertifiedBackground.com no later than the last day of the first month of Module I;
 - 6) attend the required orientation for the Vocational Nursing program given after a successful completion of Introduction to Vocational Nursing Module.
 - (A) Premiere Career College may admit alternate students in each new class to replace students who may drop out.
 - (B) The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.
 - (C) Prior to admission, alternate students will be informed in writing of their alternate status and that they may be dropped from the program.
 - (D) Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.
 - (E) Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that particular class.

Addendum to Attachment 1 - A

Alternate Student status in the Vocational Nursing Program may lead to any of the following:

- 1) transfer to another course of study;
- 2) repeat of the Introduction to Vocational Nursing Module and reapplication for the Vocational Nursing program;
- 3) withdrawal from the College.
- 4) alternate students, in good standing, may be officially admitted to the program if an accepted student drops out.

VOCATIONAL NURSING PROGRAM

The entrance test given to prospective vocational nursing students is a Pre-Nursing Assessment Test–PN.

The test consists of 100 questions that are designed to measure skills needed for success in an educational program for practical or vocational nurses.

The test consists of 100 items and requires two hours to complete. The three major areas of the test are:

Reading Comprehension/Reasoning Ability

The content and reading level of exam passages are similar to the applied-science passages found in PN textbooks. Topics of the passages include nutrition, infection, safety, child abuse, exercise, etc.

Numerical Ability consisting of:

basic operations with whole numbers (add, subtract, multiply, divide), fractions, percents, decimals (basic operations plus conversions of fractions to decimals & vice versa), and applying skills in actual situations (ratio and proportion, non-algebraic formulas and conversions)

Language Ability

The questions involve common terms that are used frequently in nursing practice such as vocabulary, spelling, and usage (sentence correction).

Applicants will be provided with pencils and scrap paper. Use of rulers and calculators are permitted during the exam.

Applicants should allow four (4) hours from the time that they are required to report to the exam location until the time that the exam is likely to finish.

A trained examination manager or proctor designated by the Director of Vocational Nursing administers the test.

Attachment 1-C

Copies of documents evidencing High School
Graduation or G.E.D

NEC removed all student
transcripts for student
privacy.

PREMIERE CAREER COLLEGE

VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION								
		NARRATIVE	PLAN OF CORRECTION									
<p># 2: The program submitted and was approved by the Board a Screening and Selection Policy, however, based upon review of documents, the program failed to follow the approved policy. In so doing, students were admitted that did not meet the established criteria to enter the program. As such, these students were at increased risk of failure.</p>	<p>Section 2526 (12) "The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include: ... (13) Screening and selection criteria</p>	<p>Attachment 2-A - Copy of the Board-approved Screening and Selection Criteria.</p>	<p>Corrective Actions Taken: The file of student (ID: <u>14496</u>) cited by the Board during its unannounced visit (June 9 – 10, 2014) was carefully reviewed and analyzed by the ADON and the instructors involved. It was found that she was admitted into the PREREQUISITE course with C-NET percentile score as follows:</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">Percentile</td> </tr> <tr> <td>Reading Ability</td> <td style="text-align: right;">32</td> </tr> <tr> <td>Numerical Ability</td> <td style="text-align: right;">47</td> </tr> <tr> <td>Language Ability</td> <td style="text-align: right;">22</td> </tr> </table> <p>Unfortunately, she also failed the Prerequisite course, hence, student (ID: <u>14496</u>) was <u>NOT</u> Admitted into the Vocational Nursing program.</p> <p>The Director of Admissions was strongly admonished so that repeat of the oversight on evaluation of C-NET scores will <u>NOT</u> be repeated.</p> <p>Result: Strict implementation of Board-approved Screening and Selection Criteria. The DON/ADON is tasked to oversee the implementation to ensure compliance with regulatory and accreditation standards.</p>		Percentile	Reading Ability	32	Numerical Ability	47	Language Ability	22	<p>Immediately and forward.</p>
	Percentile											
Reading Ability	32											
Numerical Ability	47											
Language Ability	22											

Attachment 2-A

PREMIERE CAREER COLLEGE VOCATIONAL NURSING PROGRAM

SCREENING AND SELECTION

Students who satisfy the admission requirements and are allowed to take the introductory module (pre-requisites) must meet the following criteria in order to advance to the nursing proper modules:

- A. Pass the following pre-requisite subjects that comprise the introductory module:
 - 1.) Medical Terminology
 - 2.) Anatomy and Physiology
- B. Follow attendance policy. Any absence, tardy or "early leave" will affect their attendance.
- C. Be among the top students (Class size determined by the Board) at the completion of the prerequisite course, with a final grade of C (80%) or better.

Final grade is calculated based on the following:

Assignment/Assessments	Percentage
Formative Assessment	
Attendance	5%
Participation (Class Participation/ Homework/ Workbook/ Attitude)	10%
Average of Exams(Quizzes)	40%
Summative Assessment	
Final Exam	45%
TOTAL	100%

Final Grade=30% Medical Terminology Grade +70% Anatomy and Physiology Grade

Class size is determined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The highest academic ranking students, who meet all required admission criteria will be considered for entry to the program.

Attachment 2-A

PREMIERE CAREER COLLEGE VOCATIONAL NURSING PROGRAM

In case more than the Board approved students' quality and/or there is a tie the final selection will be done on the following bases:

- 1.) Passing a final interview with the Director of the Director of Vocational Nursing and the Director of Education and Executive Director, aimed at determining the student's critical thinking ability = **90%**
- 2.) Prior related work experience (documented) = **5%**
- 3.) Nursing-related educational background (documented) = **5%**

Vocational Nursing Alternate Status:

- A. Premiere Career College may admit alternate students in each new class to replace students who may drop out.
- B. The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.
- C. Prior to admission, alternate students will be informed in writing of their alternate status and that they may be dropped from the program.
- D. Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.
- E. Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that particular class.

PREMIERE CAREER COLLEGE
VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION
		NARRATIVE	PLAN OF CORRECTION	
#3: The Program failed to notify the Board of the termination of 24 faculty members within the ten (10) days as required by existing regulations	Section 2527 (b) "A school shall report to the Board within ten days of the termination of a faculty member."	<p>Attachment 3-A - List of faculty submitted during the June 9 – 10, 2014 unannounced visit.</p> <p>Attachment 3-B - List of Currently Active members of the Faculty</p> <p>Attachment 3-C - List of Inactive/Terminated members of the Faculty as of June 30, 2014.</p> <p>Attachment 3-D - Memorandum to Accounting/ Human Resource Department dated June 11, 2014.</p>	<p>Corrective Actions Taken: The list of Faculty (Attachment 3-A) presented to the Board during the visit consists of all approved members of the faculty as of that date (June 9 – 10, 2014).</p> <p>Due to the reduction in the number of students per class and the frequency of classes, several of the faculty members on the list are <u>inactive</u> or without any assignments.</p> <p>The DON/ADON reviewed and subsequently updated the status of the current members of the faculty.</p> <p>Result: Part-time, inactive members of the faculty were notified of unavailability of class assignments and were removed from the list (Attachment 3-C List of Inactive/Terminated members of the Faculty as of June 30, 2014)</p> <p>The DON/ADON also informed the Human Resource Department of the College to strictly comply with Section 2527(b) of the Vocational Nursing Rules and Regulations (Attachment 3-D Memorandum to Accounting/Human Resource Department)</p>	<p>Review started on June 10, 2014 and completed on June 30, 2014.</p> <p>Strict implementation of rules/regulations immediately and forward.</p>

Board of Vocational Nursing & Psychiatric Technicians ANNUAL REPORT - SCHOOL FACULTY Vocational Nursing Program																							
School Name	Faculty Name	Type of License			Degree				Tchg. Cred. / Equiv.		Position Code					"FT; PT; Substitute"			"Teaches Theory and or Clinical"			"Board Approval Date"	"Employee Termination Date (If Applicable)"
		RN	VN	PT	A	B	M	D	C	E	D	AD	I	TA	AF	FT	PT	S	(T)	(C)	Both		
Premiere Career College	Adoracion Robeniol	X			X								X			X			X		1/24/08		
	Enrique Aragon						X	X						X	X			X			05/03/04		
	Hany Boghdadi	X					X							X		X		X			10/26/09		
	Bella Calderon	X				X		X				X				X				X	05/01/08		
	Rowena Gabriel					X								X		X		X			10/19/04		
	Dolores Gamboa	X				X						X				X				X	03/16/04		
	Bleisha Lising	X				X						X				X		X			05/05/09		
	Henry Heng	X					X					X				X			X		01/31/13		
	Rebecca Manansala	X				X		X				X				X			X		03/21/06		
	Cirlyn Nadal	X					X	X				X				X		X			10/27/08		
	Emmanuela Opara	X				X						X			X			X			10/17/09		
	Jubeth Pascua	X				X		X				X				X		X			09/29/08		
	Zenaida Plata	X				X						X			X					X	07/05/06		
	Martha Salvador	X				X						X				X				X	02/19/09		
	Josephine Ulgado	X					X					X				X				X	07/31/09		
	Gregorio Uy	X					X	X				X				X		X			07/10/08		
	Laredo Velasco						X							X		X		X			11/27/07		
	Gerardo Vitug	X				X		X				X				X			X		11/10/09		
	Nanette Leonardo	X				X						X				X		X			11/03/08		
	Fe Margo Rivera	X				X						X			X					X	07/28/08		
	Helen Boldy	X				X						X			X					X	03/16/10		
	Gloria Middleton	X					X	X				X			X					X	03/30/10		
	Leo P. Loreto	X				X						X			X					X	03/30/10		
	Tram Le	X				X						X				X				X	02/11/10		
	Gladys Adlao	X				X			X			X			X					X	01/19/10		
	Jennifer Ty De Guzman	X					X	X				X				X				X	11/19/09		
	Lei Ann Grethel Go Ngo		X						X					X		X		X			05/27/10		
	Melissa Calderon					X			X					X		X		X			07/30/10		
	Judy Klintong		X									X				X				X	08/03/10		
	Rosefe Soriano	X										X			X				X		08/12/10		
	Emmanuel Sabater	X				X			X					X		X				X	08/12/10		
	Julie Phillips	X				X			X					X		X				x	08/25/10		

[ATTACHMENT 3 –A LIST OF FACULTY SUBMITTED TO THE BOARD]

June 9, 2014

Monique Santamaria	X				X				X					X	X				X	09/16/10
Merly Lagunilla		X			X				X					X	X				X	10/06/10
Fevelyn Dela Cruz	X					X			X					X				X		10/07/10
Hilda Aquino	X					X			X										X	10/19/10
Margaret Santandra	X				X				X	X				X						10/19/10
Kim Carol S. Velasco						X			X					X		X		X		11/24/10
Winona Puha	X				X				X					X		X		X		12/09/10
Teresita Jamiro	X				X		X		X					X					X	02/25/11
Susana Sanchez	X				X		X		X					X					X	03/15/11
Wen Chieh Hu	X					X	X		X					X					X	05/24/11
Joan Nicole T. Boiser		X							X					X						05/31/11
Sharol Alcala	X				X		X		X					X					X	07/11/11
Ramon S. Geluz						X	X							X			X	X		07/18/11
Myra Dionisio - Aguilera	X			X					X					X				X		07/30/10
Kathleen Suyat	X				X				X					X				X		03/27/12
Sweet Jean Pacrim	X				X				X					X				X		02/16/12
Pedro Morante		X			X				X					X				X		11/15/12
Dennis Raymond Melby		X		X					X					X				X		11/15/12
Richard Alba	X			X			X							X				X		1/7/2014
Marcelino De Guzman	X					X	X		X					X					X	5/15/2014

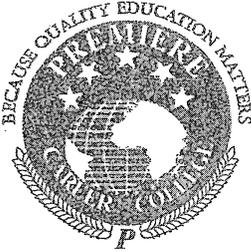
Board of Vocational Nursing & Psychiatric Technicians ANNUAL REPORT - SCHOOL FACULTY Vocational Nursing Program																							
School Name	Faculty Name	Type of License			Degree				Tchg. Cred. / Equiv.		Position Code					"FT; PT; Substitute"			"Teaches Theory and or Clinical"			"Board Approval Date"	"Employee Termination Date (If Applicable)"
		RN	VN	PT	A	B	M	D	C	E	D	AD	I	TA	AF	FT	PT	S	(T)	(C)	Both		
Premiere Career College	✓ Adoracion Robeniol	X			X										X		X		X			08/17/07	
	✓ Enrique Aragon							X	X						X	X			X			05/03/04	
	✓ Bella Calderon	X				X			X				X					X			X	05/01/08	
	✓ Rowena Gabriel					X								X				X		X		10/19/04	
	✓ Bleisha Lising	X				X							X					X		X		05/05/09	
	✓ Rebecca Manansala	X				X			X				X					X		X		03/21/06	
	✓ Cirlyn Nadal	X					X		X				X					X		X		10/27/08	
	✓ Jubeth Pascua	X				X			X				X					X		X		09/29/08	
	✓ Zenaida Plata	X				X							X			X					X	07/05/06	
	✓ Laredo Velasco							X						X				X		X		11/27/07	
	✓ Nanette Leonardo	X				X							X					X		X		11/03/08	
	✓ Rosefe Soriano	X											X				X			X		08/12/10	
	✓ Kim Carol S. Velasco							X		X					X			X		X		11/24/10	
	✓ Richard Alba	X				X			X				X					X		X		1/7/2014	
	✓ Marcelino De Guzman	X						X	X				X					X			X	5/15/2014	
	✓ Aimee Reyes		X						X				X					X			X	6/20/2014	
	✓ Adoracion Robeniol				X				X				X					X		X		8/13/14	

Board of Vocational Nursing & Psychiatric Technicians ANNUAL REPORT - SCHOOL FACULTY Vocational Nursing Program																							
School Name	Faculty Name	Type of License			Degree				Tchg. Cred. / Equiv.		Position Code					"FT; PT; Substitute"			"Teaches Theory and or Clinical"			"Board Approval Date"	"Employee Termination Date (If Applicable)"
		RN	VN	PT	A	B	M	D	C	E	D	AD	I	TA	AF	FT	PT	S	(T)	(C)	Both		
PREMIERE CAREER	Hany Boghdadi	X					X								X		X		X			10/26/09	6/30/2014
	Dolores Gamboa	X				X						X					X			X		03/16/04	6/30/2014
	Henry Heng	X					X					X					X			X		01/31/13	6/30/2014
	Emmanuela Opara	X				X						X				X				X		10/17/09	6/30/2014
	Martha Salvador	X				X						X					X				X	02/19/09	6/30/2014
	Josephine Ulgado	X					X					X					X				X	07/31/09	6/30/2014
	Gregorio Uy	X					X		X			X					X		X			07/10/08	6/30/2014
	Gerardo Vitug	X					X		X			X					X			X		11/10/09	6/30/2014
	Fe Margo Rivera	X					X					X				X					X	07/28/08	6/30/2014
	Helen Boldy	X				X						X				X					X	03/16/10	6/30/2014
	Gloria Middleton	X					X		X			X				X					X	03/30/10	6/30/2014
	Leo P. Loreto	X				X						X				X					X	03/30/10	6/30/2014
	Tram Le	X				X						X					X				X	02/11/10	6/30/2014
	Gladys Adlao	X				X			X			X				X					X	01/19/10	6/30/2014
	Jennifer Ty De Guzman	X					X		X			X					X				X	11/19/09	12/2013 (reported)
	Lei Ann Grethel Go Ngo		X						X						X		X		X			05/27/10	6/30/2014
	Melissa Calderon					X			X						X		X		X			07/30/10	6/30/2014
	Judy Klinton		X									X					X				X	08/03/10	6/30/2014
	Emmanuel Sabater	X				X			X						X		X				X	08/12/10	6/30/2014
	Julie Phillips	X				X			X						X		X				x	08/25/10	6/30/2014
	Monique Santamaria	X				X			X						X		X				X	09/16/10	6/30/2014
	Merly Lagunilla		X			X			X						X	X					X	10/06/10	6/30/2014
	Fevelyn Dela Cruz	X					X		X			X				X				X		10/07/10	6/30/2014
	Hilda Aquino	X					X		X			X									X	10/19/10	6/30/2014
	Margaret Santandra	X				X			X		X					X						10/19/10	6/30/2014
	Winona Puha	X				X			X						X		X		X			12/09/10	6/30/2014
	Teresita Jamiro	X				X			X			X				X					X	02/25/11	6/30/2014
	Susana Sanchez	X				X			X			X				X					X	03/15/11	6/30/2014
	Wen Chieh Hu	X					X	X				X				X					X	05/24/11	6/30/2014
	Joan Nicole T. Boiser		X						X							X						05/31/11	6/30/2014
	Sharol Alcalá	X				X			X			X					X				X	07/11/11	6/30/2014
	Ramon S. Geluz						X	X							X			X	X			07/18/11	6/30/2014

[ATTACHMENT 3-C LIST OF INACTIVE /TERMINATED MEMBERS OF THE FACULTY]

June 30, 2014

	Myra Dionisio - Aguilera	X			X					X			X			X			X			07/30/10	6/30/2014
	Kathleen Suyat	X			X					X			X			X			X			03/27/12	6/30/2014
	Sweet Jean Pacrim	X			X					X			X			X				X		02/16/12	6/30/2014
Board of Vocational Nursing & Psychiatric Technicians ANNUAL REPORT - SCHOOL FACULTY Vocational Nursing Program																							
School Name	Faculty Name	Type of License			Degree				Tchg. Cred. / Equiv.		Position Code				"FT; PT; Substitute"			"Teaches Theory and or Clinical"			"Board Approval Date"	"Employee Termination Date (If Applicable)"	
		RN	VN	PT	A	B	M	D	C	E	D	AD	I	TA	AF	FT	PT	S	(T)	(C)			Both
	Pedro Morante		X			X				X			X			X			X			11/15/12	6/30/2014
	Dennis Raymond Melby		X		X					X			X			X			X			11/15/12	6/30/2014



PREMIERE CAREER COLLEGE

12901 RAMONA BOULEVARD • IRWINDALE • CALIFORNIA • 91706
TEL. 626.814.2080 • FAX. 626.814.3242
WWW.PREMIERECOLLEGE.EDU

INTEROFFICE MEMORANDUM

TO: ACCOUNTING DEPARTMENT/ HUMAN RESOURCE DEPARTMENT
FROM: MARCELINO DE GUZMAN, ADON *MDG*
SUBJECT: EMPLOYMENT STATUS OF V.N. FACULTY MEMBERS
DATE: JUNE 11, 2014
CC: DR. FE LUDOVICO-ARAGON, EXECUTIVE DIRECTOR/ PRESIDENT *F. Aragon*

Effective immediately, with each occurrence, the College must submit a report to the Board of Vocational Nursing and Psychiatric Technicians informing them of a Vocational Nursing faculty's change of status within ten (10) days of voluntary or involuntary termination of employment. This is for strict compliance with the Vocational Nursing Rules and Regulations Section 2527 (b) which states, "A school shall report to the Board within ten days of the termination of a faculty member".

Thank you for your immediate attention and cooperation.

Acknowledgement of Receipt:

Human Resource Department: *[Signature]*

Date: 6/11/2014

Accounting Department: *[Signature]*

Date: 6/11/14

PREMIERE CAREER COLLEGE
VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION
		NARRATIVE	PLAN OF CORRECTION	
#4: During a review of documents and classroom visit it was identified that the school is utilizing a teacher assistant to independently teach theory classes	<p>Section 2530 (d) “Each teacher assistant shall work under the direction of an approved instructor. No more than one teacher assistant may be assigned to each instructor. Each teacher assistant shall assist the instructor in skills lab and clinical teaching only. The instructor to whom the teacher assistant is assigned shall be available to provide direction to the teacher assistant as needed.”</p>	<p>On June 9, 2014, the Board, during its unannounced visit observed a teacher assistant (TA) helping a class while the students were reviewing and completing their assignments.</p> <p>This was really the ADON’s class, who was called out to attend to the Board.</p> <p>For further clarification, please see Attachment 4-A - Current class schedules with assigned instructors.</p>	<p>Corrective Actions Taken: The ADON carefully reviewed assignments/ teaching responsibilities of the Teacher assistant (TA). Currently, there is only one working full-time. The ADON will ensure that the TA will only work under the direction of an approved instructor in teaching skills lab and clinicals only.</p> <p>Result: TA only to work under one qualified instructor at all times and only to work by helping in skills lab. and clinicals.</p>	Immediately and forward.

VN 30 SCHEDULE**February 24, 2014 – July 11, 2014 (Module 3)**

	AM	PM
MONDAY 2/24/2014 – 5/30/2014 Ms. Plata 6/2/2014 – 6/16/2014 Dr. De Guzman	LEADERSHIP (10:00 AM-12:00 PM) Ms. Aimee Reyes FINALS: July 07 Start : June 23, 2014	
TUESDAY 2/24/2014 – 5/30/2014 Mr. Peter Morante	Med-Surg II (8:00 AM-4:30 PM) Dr. De Guzman FINALS : JULY 08 Start : June 2, 2014	
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		KINDRED (7:00AM-7:00PM) Ms Bella Calderon May 03- July 06
SUNDAY		KINDRED (7:00AM-7:00PM) Ms Bella Calderon May 03- July 06

1. ATI Practice Assessment: Med-Surg II May 05, 2014
 ATI Proctored Exam: Med-Surg II June 17, 2014
 ATI Proctored Exam II : Med-Surg II June 24, 2014

2. ATI Practice Assessment: Leadership May 06, 2014
 ATI Proctored Exam: Leadership May 20, 2014
 ATI Proctored Exam II : Leadership June 16, 2014

MODULE 3 DELIBERATION: JULY 09, 2014 at 3:00 pm

VN 31 SCHEDULE**May 26, 2014 – October 12, 2014 (Module 3)**

	AM	PM
MONDAY		Med-Surg II (5:00PM-10:00PM) MS Cirlyn FINALS : OCT. 06
TUESDAY		Leadership (5:00PM-7:00PM) Ms. Aimee FINALS: OCT 07 Med-Surg II (8:00PM-10:00PM) Ms Cirlyn
WEDNESDAY		LAC_USC (3:00PM-11:00PM) Mrs Manansala
THURSDAY		LAC_USC (3:00PM-11:00PM) Mrs Manansala
FRIDAY		LAC_USC (3:00PM-11:00PM) Mrs Manansala
SATURDAY		Norwalk (7:00AM-07:30PM) Mrs Estolano Kindred (7:00AM-07:30PM) Mrs. Calderon
SUNDAY		Norwalk (7:00AM-07:30PM) Mrs Estolano Kindred (7:00AM-07:30PM) Mrs. Calderon

1. ATI Practice Assessment: **Med-Surg II**
ATI Proctored Exam I
ATI Proctored Exam II

July 28, 2014
September 1, 2014
September 8, 2014

2. ATI Practice Assessment: **Leadership**
ATI Proctored Exam I
ATI Proctored Exam II

August 05, 2014
September 09, 2014
September 16, 2014

MODULE 3 DELIBERATION: October 13, 2014 3:00 PM

PREMIERE CAREER COLLEGE
 VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION
		NARRATIVE	PLAN OF CORRECTION	
#5: Based upon review of documents and files, it was identified that two (2) additional faculty were assigned as clinical instructors in clinical facilities	Section 2533 (e) "The following related courses may be taught by additional faculty. Additional faculty are persons who have qualifications to teach in a community college or a state university in California or hold a baccalaureate degree in the field related to the curriculum taught, or meet the requirement for a vocational credential"	ADON immediately reviewed the approval of all the members of the faculty still considered as employed whether they are currently teaching or not. Consistent with the findings of the Board, two instructors, although currently not teaching, were approved as "ADDITIONAL FACULTY". However, both were academically and experientially (per VN rules and regulations) qualified to be "INSTRUCTORS".	Corrective Actions Taken: The members of the faculty approved as "ADDITIONAL FACULTY" but who are qualified to be "INSTRUCTORS" teaching both theory and clinical will be contacted and requested to submit a new application to the Board. Result: Only individuals with correct designations per Board approval are currently teaching classes Attachment 5-A Faculty Approval Application for Ms. Adoracion Robeniol	June 30, 2014

Attachment 5-A

Faculty Approval Application for

Ms. Adoracion Robeniol

PREMIERE CAREER COLLEGE
VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION
		NARRATIVE	PLAN OF CORRECTION	
<p>#6: On February 20, 2004, the Board approved the program's curriculum to include 1568 hours, including 586 Theory and 982 Clinical. A review of documents identified that the program is utilizing a curriculum which consists of 1802 total program hours. The program failed to submit the new curriculum for Board approval prior to implementation</p>	<p>Section 2533 (f) "All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in Section 2526, shall be approved by the Board prior to implementation"</p>	<p>On February 5, 2004, an e-mail from the Board was sent to our DON notifying us that our request to begin a Vocational Nursing class was reviewed and approved effective February 2, 2004 by the Executive Officer. It also said that the Executive officer's actions will be acted on in aggregate as a consent calendar item by the full Board on February 20, 2004.</p> <p>The summary of actions taken by the Executive Officer on February 2, 2004 was as follows:</p> <p>"23. Premiere Career College – Request to begin a Vocational Nursing Program (Director: Connie Boquiren, Irwindale, Los Angeles)</p> <p><i>The director of Premiere Career College submitted a request to begin a vocational nursing program with an initial class of 30 students plus five alternates on March 8, 2004. The projected graduation date is March 18, 2005.</i></p> <p><i>The Executive Officer approved Premiere Career College to begin vocational nursing program with an initial class of 30 students plus 5 alternates on March 8, 2004, only, and approved the program curriculum for 1568 hours, including 586 hours theory, and 982 hours clinical."</i></p> <p>(Attachment 6-A - February 2, 2004 Approval to begin Program)</p>	<p>Corrective Actions To Be Taken:</p> <ol style="list-style-type: none"> DON/ ADON to obtain a more definite and clearer disposition of the Prerequisite class as part of the Screening and Selection Criteria for admission into the Vocational Nursing Program. <p>Result: To follow</p> <ol style="list-style-type: none"> Strict compliance to all Vocational Nursing Rules and Regulations. 	<p>Immediately.</p> <p>Immediately and Forward.</p>

Attachment 6-A

February 2, 2004 Approval to begin Program

Dr. Fe Ludovico-Aragon

From: Conchita Boquiren [connieboquiren@hotmail.com]
Sent: Thursday, February 05, 2004 6:48 PM
To: doctorfe@premtol.com
Subject: FW: February Board Requests
Attachments: Feb04BdMtg-Nov03&Feb04EOActionsAS.doc

>From: "Connie Boquiren" <dvn@premierecollege.edu>

>To: <connieboquiren@hotmail.com>

>Subject: FW: February Board Requests

>Date: Thu, 5 Feb 2004 16:23:03 -0800

>

>

>

>-----Original Message-----

>From: [Suellen Clayworth@dca.ca.gov](mailto:Suellen.Clayworth@dca.ca.gov)

>[<mailto:Suellen.Clayworth@dca.ca.gov>]

>Sent: Thursday, February 05, 2004 3:03 PM

>To: dvn@premierecollege.edu

>Subject: February Board Requests

>

>

>The Board of Vocational Nursing and Psychiatric Technicians confirms
>that your respective request(s) for action at the February 2004 Board
>Meeting were reviewed by the Executive Officer on February 2, 2004, and approved.
>The Executive Officer's actions will be acted on in aggregate as a
>consent calendar item by the full Board at its February 20, 2004,
>meeting in Ontario.

>

>Attached is a summary of actions taken by the Executive Officer on
>February 2, 2004. Please make a copy of the summary for your files as
>this constitutes confirmation of Board approval.

>

>

> (See attached file: Feb04BdMtg-Nov03&Feb04EOActionsAS.doc)

>

>Those of you whose programs received initial or continued accreditation
>will be receiving your hard copy Certificates of Accreditation via
>postal service.

>

>If you have questions, please contact your assigned Nursing Education
>Consultant

>

Let the advanced features & services of MSN Internet Software maximize your online time.
<http://click.atdmt.com/AVE/go/onm00200363ave/direct/01/>

The Executive Officer approved the West Hills Community College Psychiatric Technician Program's request to admit a class of 45 students commencing January 5, 2004, only, to replace students graduating on December 19, 2003.

Effective February 2, 2004:

The Executive Officer considered requests from vocational nursing and psychiatric technician programs and took the following actions:

B. 1. American Career College, Los Angeles, Vocational Nursing Program – Request to Admit Students (Director: Judy Sellers, Los Angeles)

The director of the American Career College, Los Angeles, Vocational Nursing Program requested Board approval to admit a class of 45 students in the part-time program March 1, 2004, to replace students who graduate on March 28, 2004. The part-time program instructional plan was originally approved for 72 weeks. The program director revised the instructional plan to 80 weeks, and transitioned the program to weekends, mirroring the proposed part-time weekend program developed for American Career College, Orange County, Vocational Nursing Program. The rationale for this change was to enable students to retain their weekday jobs and attend school part-time on weekends.

The Executive Officer approved the admission of 45 students into the American Career College, Los Angeles, Vocational Nursing weekend part-time program commencing March 1, 2004, only, to replace students who graduate March 28, 2004.

2. American Career College, Orange County, Vocational Nursing Program – Request to Admit Students; and, Request to Start Part-time Weekend Program (Director: Asma Khan, Anaheim, Orange County)

In November 2003, the former program director of the American Career College, Orange County, Vocational Nursing Program requested Board approval for admission of a class of 50 students commencing April 5, 2004, in the existing full-time program, that will graduate March 29, 2005. The proposed class will replace students who will graduate on March 30, 2004.

21. Preferred College of Nursing, Carson – Request to Begin a Vocational Nursing Program (Director: Grace Chacon, Los Angeles County)

Preferred College of Nursing, Carson, submitted a request to begin a vocational nursing program with an initial class of 30 students on April 26, 2004. The projected graduation date is November 15, 2005.

The Executive Officer approved the Preferred College of Nursing, Carson, to begin a vocational nursing program with an initial class of 30 students on April 26, 2004, only, and approved the curriculum for 1550 hours, including 590 theory and 960 clinical hours.

22. Preferred College of Nursing, Panorama City, Vocational Nursing Program – Request to Start a Part-Time Program (Director: Fran Elliot, Panorama City, Los Angeles County)

Preferred College of Nursing, Panorama City, Vocational Nursing Program submitted a request to begin a part-time vocational nursing program with 20 students beginning March 26, 2004. Theory classes will be held Wednesday and Friday evenings. Clinical experience will be taught Sunday and Monday during the daytime hours. The projected graduation date is October 1, 2005.

The Executive Officer approved the school's request to begin a part-time program of 20 students on March 26, 2004, only.

23. Premiere Career College – Request to Begin a Vocational Nursing Program (Director: Connie Boquiren, Irwindale, Los Angeles)

The director of Premiere Career College submitted a request to begin a vocational nursing program with an initial class of 30 students plus five alternates on March 8, 2004. The projected graduation date is March 18, 2005.

The Executive Officer approved Premiere Career College to begin a vocational nursing program with an initial class of 30 students plus 5 alternates on March 8, 2004, only, and approved the program curriculum for 1568 hours, including 586 hours theory, and 982 hours clinical.

<p>#6: Continuation</p>		<p>From the inception of the program it already consisted of four (4) modules originally consisting of :</p> <p>Module 1: Fundamentals of Nursing Mental Health Nursing I Pharmacology I</p> <p>Module 2: Medical-Surgical Nursing I Mental Health Nursing II Pharmacology II</p> <p>Module 3: Medical-Surgical Nursing II Growth and Development Leadership in Nursing</p> <p>Module 4: Maternity Nursing Pediatric Nursing</p> <p>As part of the Screening and Selection Criteria a 12-week (240 hours) PREREQUISITE Class is required for admission into the Vocational Nursing Program. This class consists of subjects including:</p> <ol style="list-style-type: none"> 1. Fundamentals of Mathematics 2. Critical Thinking/ Study Techniques 3. English Grammar and Composition 4. Career Development <p>On November 16, 2004, the Board inspected the program. On January 12, 2005, the Executive Officer approved the initial full accreditation of Premiere's Vocational Nursing Program for the period from February 4, 2005 through February 3, 2009 and was acted upon by the full Board in its February 2005 meeting. (Attachment 6-B Executive Officer's Decisions Related to February 2005 Board Requests)</p>		
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Attachment 6-B

Executive Officer's Decisions Related to
February 2005 Board Requests

Dr. Fe Ludovico-Aragon

From: Connie Boquiren [dvn@premierecollege.edu]
Sent: Wednesday, January 19, 2005 12:20 PM
To: Fe Ludovico-Aragon (Executive Director)
Subject: FW: Executive Officer's Decisions Related to February 2005 Board Requests
Attachments: Summary of January Actions to Email to Directors.01-13-05.doc

-----Original Message-----

From: [Suellen Clayworth@dca.ca.gov](mailto:Suellen_Clayworth@dca.ca.gov) [[mailto:Suellen Clayworth@dca.ca.gov](mailto:Suellen_Clayworth@dca.ca.gov)]

Sent: Thursday, January 13, 2005 4:24 PM

To: amhssusan@aol.com; judy@americancareer.com; asma@americancareer.com;
cooperconsulting@socal.rr.com; info@avcareeracademy.com; ccccollege@sbcglobal.net;
cneipalmsprings@aol.com; blcward@aol.com; adel.blanco@casalomacollege.com;
cusdvea@pacbell.net; bramer@concordecareercolleges.com; atc4nursing@aol.com;
kcrobarger@concordecareercolleges.com; jhiggins@cypress.cc.ca.us; buckner@inreach.com;
vn@mgci.com; ddenham@hartnell.edu; bobbieann.murphy@mi-vs.com; arenelpo@value.net;
6088GPT@msn.com; dvn@premierecollege.edu; lindasm@sjvc.edu;
miranda.dawalibi@summitcollege.com; sybil.damon@summitcollege.com;
margaritav@unitekcollege.com; jpells@westerncollege.com; maying48@hotmail.com;
coasthealthecuc@aol.com; larisa@medacademy.org
Cc: [Ann Shuman@dca.ca.gov](mailto:Ann_Shuman@dca.ca.gov); [Dori Childress@dca.ca.gov](mailto:Dori_Childress@dca.ca.gov); [Deborah deBechevet@dca.ca.gov](mailto:Deborah_deBechevet@dca.ca.gov);
[Carolyn Schneider@dca.ca.gov](mailto:Carolyn_Schneider@dca.ca.gov)
Subject: Executive Officer's Decisions Related to February 2005 Board Requests

The Board of Vocational Nursing and Psychiatric Technicians confirms that your respective request(s) for action in February 2005 were reviewed by the Executive Officer. Attached is a summary of actions taken by the Executive Officer on January 12, 2005. Please make a copy of the summary for your files as this constitutes confirmation of Board approval.

(See attached file: Summary of January Actions to Email to Directors.01-13-05.doc)

Those of you whose programs received initial or continued accreditation will be receiving your hard copy "Certificates of Accreditation" via postal service.

Please be aware that Board Meetings are always open to the public and you are welcome to attend at any time; however, because your request was approved by the Executive Officer prior to the meeting, it is not necessary for you to be present at the February 2005 Board Meeting.

As you know, the Board Meeting schedules have been altered due to the state budget crisis. For those of you who plan to attend the meeting, a review of the new single-day Board Meeting time table follows:

8:00 AM	Briefing for Students re Disciplinary Process
9:00 AM	Reinstatement Hearings (number of licensees

varies,
therefore length of process varies)

Space is limited for student attendance. Please inform your students that they may have to rotate in and out of the hearings to allow all students the opportunity of observing the proceedings.

To Follow Closed Board Session and Lunch
To Follow Regular Board Meeting

If you have questions, please contact your assigned Nursing Education Consultant

**BOARD OF VOCATIONAL NURSING
AND PSYCHIATRIC TECHNICIANS**

2535 CAPITOL OAKS DRIVE, SUITE 205
SACRAMENTO, CALIFORNIA 95833-2945
TELEPHONE (916) 263-7800; FAX (916) 263-7859
INTERNET ADDRESS: <http://www.bvnpt.ca.gov>



DATE: January 12, 2005

TO: Program Directors

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

**SUBJECT: Report on Executive Officer's Decisions for Vocational Nursing and
Psychiatric Technician Programs**

The following is a summary of actions taken by the Board's Executive Officer for vocational nursing and psychiatric technician programs on January 12, 2005.

Effective January 12, 2005:

The Executive Officer considered requests from vocational nursing and psychiatric technician programs and took the following actions:

1. **Allied Medical & Health Services, Inc. (AMHS School) Vocational Nursing Program - Report of Initial Accreditation Survey Visit; Request to Admit Students; and Request to Increase Class Size.** (Director: Susan Rivera, Glendale, Los Angeles County)

Allied Medical & Health Services, Inc. Vocational Nursing Program was inspected on November 15, 2004. The initial class that started November 16, 2003, will graduate March 5, 2005. The full-time program was reviewed to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Additionally, the program director requested Board approval to admit a class of 36 students commencing January 15, 2005. The admission would result in an increase of 12 students per class (24 to 36 students).

The Executive Officer approved initial full accreditation for the Allied Health & Medical Services, Inc. Vocational Nursing Program for the four-year period February 4, 2005, through February 3, 2009, and issued a certificate accordingly; and approved the program's request to admit 36 students on January 2005, only.

The Executive Officer approved the North West College Vocational Nursing Program's request to increase frequency of admissions by starting a third full-time class of 30 students commencing on March 15, 2005, only, graduating on May 10, 2006.

25. **Premiere Career College Vocational Nursing Program – Report of Initial Accreditation Survey Visit; and Request to Admit Students** (Director: Connie Boquiren – Irwindale, Los Angeles County)

Premiere Career College Vocational Nursing Program was inspected on November 16, 2004. The initial class that started June 7, 2004, will graduate May 20, 2005. The full-time program was reviewed to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Additionally, the program director requested Board approval to replace the class graduating on May 20, 2005, with 30 students commencing June 6, 2005.

The Executive Officer approved initial full accreditation for the Premiere Career College Vocational Nursing Program for the period February 4, 2005, through February 3, 2009, and issued a certificate accordingly; and approved the program's request to replace students graduating May 20, 2005, with 30 students on June 6, 2005, only.

26. **San Joaquin Valley College Vocational Nursing Program – Report of Program Records Survey for Continued Accreditation** (Director: Linda Smith – Visalia, Tulare County)

A Program Records Survey was completed by the San Joaquin Valley College Vocational Nursing Program in November 2004. The program was reviewed to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations.

The Executive Officer approved continued full accreditation for the San Joaquin Valley College Vocational Nursing Program for the period February 4, 2005, through February 3, 2009, and issued a certificate accordingly.

27. **Summit Career College, Anaheim, Vocational Nursing Program – Request to Increase Frequency of Admissions** (Director: Miranda Dawalibi, Organge)

The director requests to admit 72 students to a second part-time class starting March 7, 2005. Additionally, the director requests to admit 72 students to a second full-time class starting May 2, 2005.

The Executive Officer approved Summit Career College, Anaheim, Vocational Nursing Program's request to admit 72 students to a second full-time class starting May 2, 2005, with a projected graduation date of May 8, 2006, contingent upon Board approval of two additional clinical instructors by February 15, 2005; and approved the program's request

PREMIERE CAREER COLLEGE
 VOCATIONAL NURSING PROGRAM

<p>#6: Continuation</p>		<p>On November 30, 2004, as part of the response to the accreditation inspection done on November 16, 2004, the DON submitted a request for approval of changes, revisions, and additions to the program's curriculum, policies and procedures.</p> <p>The first item included the Plan of correction for the prerequisite student selection process. So, from the start, the Board is aware of the fact that that the 12-week – 240 hours prerequisite course, is required for admission into the VN program. (Attachment 6-C November 30, 2004 letter by DON to Board).</p> <p>On January 4, 2005, The Board approved the requested revisions and changes to the program consisting of:</p> <ol style="list-style-type: none"> 1) curricular revisions: <ol style="list-style-type: none"> a) theory hours decreased from 586 – 580 b) Pharmacology to start in Module 1 c) Mental Health divided into I and II d) Growth and development to start in Module III. 2) attendance policy revision 3) Anatomy and Physiology moved to the Prerequisite class. (Attachment 6-D Board Authorization for Curriculum Revision, January 4, 2005). <p>On November 7, 2008, The Executive Officer announced through a memorandum to DON's that effective November 5, 2008, Premiere Career College's Vocational Nursing Program was granted full accreditation for the period February 4, 2009 through February 3, 2013. The memorandum further indicated that the</p>		
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Attachment 6-C

November 30, 2004 letter by DON to the Board



PREMIERE CAREER COLLEGE

12901 Ramona Boulevard
Irwindale, California 91706
(626) 814-2080 • (626) 960-9814
Fax / Message Ctr. (626) 814-3242
email: premiere@premcoll.com
website: <http://www.premcoll.com>

November 30, 2004

Ms. Sue Ellen Clayworth
Nursing Education Consultant
Board of Vocational Nursing and
Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-7855

Dear Ms. Clayworth:

Enclosed are the following changes, revisions and additions needed based on your accreditation survey :

1. Letter stating plan of correction for the prerequisite student selection process.
2. Terminal objectives stated in behavioral terms.
3. Policy on "Faculty/Student Evaluation of Clinical Agency."
4. Policy on "Evaluation Methodology for Curriculum."
5. Use of a board-approved instructor at MT. SAC skills lab. Limited use of lab for make-up.
6. Specifying retake of comprehensive exams only once.
7. Lesson plan on Pain Management does not include VN responsibility.
8. Remediation plan and students needing improvement in certain areas. Letter showing plan enclosed.
9. Letter requesting board approval to open a new class to replace graduating class.

I hope you find everything in order.

Thank you very much for your attention.

Sincerely Yours,


Conchita F. Boquien
Director, VN program

SCREENING AND SELECTION

Students who satisfy the admission requirements and are allowed to take the introductory module (pre-requisites) must meet the following criteria in order to advance to the nursing proper modules:

- A. Pass the following pre-requisite subjects that comprise the introductory module:
 - 1.) Medical Terminology
 - 2.) Anatomy and Physiology
 - 3.) Career Development
 - 4.) Fundamentals of Mathematics

- B. Follow attendance policy. Any absence, tardy or "early leave" will affect their attendance.

The final grade will be based on the following:

- 1.) Attendance -15% (an absence = 1%; tardy = 2%. Coming in 15 minutes after the designated start time or leaving 15 minutes before the designated dismissal time = 1%)
- 2.) Homework/project = 5%
- 3.) Quizzes/Unit tests = 30%
- 4.) Attitude/Commitment = 5%
- 5.) Final examinations = 45%

Only the top thirty (30) students will be chosen to continue into the nursing program. The students who rank as numbers 31, 32 and 33 on the list will be picked as alternate students.

In case more than thirty (30) students qualify and/or there is a tie, final selection will be done on the following bases:

- 1.) Passing a final interview with the Director of the Director of Vocational Nursing and the Director of Education and Executive Director , aimed at determining the student's critical thinking ability = 90%
- 2.) Prior related work experience (documented) = 5%
- 3.) Nursing-related educational background (documented) = 5%

TERMINAL OBJECTIVES

At the end of the nursing program, the student will be able to:

1. Enter the field of professional nursing as an entry level vocational nurse using acquired knowledge and understanding of the principles of care of clients throughout their life span.
2. Show preparedness to care for clients in a medical-surgical, maternity and pediatric setting under the supervision of a registered nurse and/or licensed physician by satisfactorily meeting clinical objectives set for all the modules.
3. State the importance of applying the nursing process in all aspects of client care under the supervision of the registered nurse and/or physician.
4. Demonstrate the ability to perform, within the scope of his/her nursing practice, treatments on all types of clients in acute care hospitals, extended care facilities and health clinics.
5. Demonstrate use of good and reliable judgment and decision-making skills as to the safety of clients and themselves within the boundaries of law and ethics.
6. Show ability to assume beginning leadership positions in extended care facilities and doctors' clinics.
7. Successfully pass a mock NCLEX-VN exam after finishing the program.
8. Successfully pass the NCLEX-VN examination.

FACULTY/ STUDENT EVALUATION of CLINICAL AGENCY**Purpose:**

To utilize feedback gained from students' evaluation regarding their hospital rotation as a means of improving the clinical learning environment and enhancing their learning.

Procedure:

1. Compile data in the evaluation forms completed by each student at the end of each clinical rotation.
2. Categorize and review areas according to:
 - a. Facility resources
 - b. Clinical setting
 - c. Staff
 - d. Clients
 - e. Care practices
 - f. Other members of the health team
3. Review with the faculty and facility staff areas students disagreed with.
4. Meet with students who had negative experiences and clarify their comments.
5. Stop using the clinical facility if data shows that students are not meeting their clinical objectives and the environment is not conducive to learning.

EVALUATION METHODOLOGY for CURRICULUM**Purpose:**

To ensure that the nursing curriculum is adequately preparing our graduates to meet the healthcare needs and challenges of the client and the community respectively..

Procedure:

1. Staff meetings will be held every month and concerns regarding the curriculum will be discussed.
2. The vocational nursing curriculum will be evaluated annually during an advisory group meeting to be held at school. Representatives from the various clinical facilities with which the school is affiliated will be invited and discuss with the VN faculty how well our students are meeting their facilities' expectations and clients' needs.
3. Our future graduates will be surveyed after they have been working in the healthcare field for at least 6 months. The survey will help to see how well-prepared they are to work as licensed vocational nurses.
4. Employers will also be surveyed to evaluate how well our graduates are doing and how well they are meeting their duties and responsibilities as licensed vocational nurses.
5. Data gathered from the abovementioned methods will be used to make necessary changes and/or revisions and submitted to the Board for approval.

Attachment 6-D

Board Authorization for Curriculum Revision,
January 4, 2005

Dr. Fe Ludovico-Aragon

From: Connie Boquiren [dvn@premierecollege.edu]
Sent: Wednesday, January 19, 2005 12:20 PM
To: Fe Ludovico-Aragon (Executive Director)
Subject: FW: Authorization for Curriculum Revision

-----Original Message-----

From: [Suellen Clayworth@dca.ca.gov](mailto:Suellen.Clayworth@dca.ca.gov) [mailto:[Suellen Clayworth@dca.ca.gov](mailto:Suellen.Clayworth@dca.ca.gov)]

Sent: Tuesday, January 04, 2005 2:18 PM

To: dvn@premierecollege.edu

Subject: Authorization for Curriculum Revision

Hi Connie,

Here is a copy of the authorization I wrote for your proposed curriculum revision. Please review it and make sure that I have grasped what you want to do. Also, please look at the rationale and determine if it effectively states why you are making the changes. Please let me know.

Effective: January 4, 2005

- Curriculum revised based on feedback from instructors and students during first class of students. Instructional plan was revised to reflect the changes.
- Anatomy and Physiology moved to prerequisite
- Pharmacology will start in Module I instead of Module II
- Mental Health divided into I and II
- Growth and Development will start in Module III instead of Module IV
- Theory hours decreased from 586 to 580 *
- Attendance Policy revised

Curriculum Content	Previous Hours	New
Anatomy and Physiology	50	(34)
Nutrition	40	(13)
Psychology	40	50
Growth and Development	16	40

Fundamentals of Nursing	60	80
Nursing Process	(10)	(9)
Communication	(6)	(4)
Patient Education	(7)	(5)
Pharmacology	60	60
Medical-Surgical Nursing	180	230
Communicable Disease	(7)	(11)
Gerontological Nursing	20	(9)
Rehabilitation Nursing	(4)	(3)
Maternity Nursing	48	48
Pediatric Nursing	32	32
Leadership	40	40
Supervision	(16)	(40)
Total Theory Hours	586	580

New Program Hours =
Theory hours = 580
Clinical hours = 982 (unchanged) 
Total hours = 1562

Rationale: The revisions were made to strengthen the program
by
addressing problem areas identified as the first class went through the program.

Suellen

Suellen Clayworth, MN, RN
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Sacramento, CA 95833
Phone: (916) 263-7841
Fax: (916) 263-7859
Email: Suellen.Clayworth@dca.ca.gov

Attachment 6-E

November 7, 2008 Executive Officer's Report



DATE: November 7, 2008

TO: Directors

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

SUBJECT: **Report on Executive Officer's Decisions for Vocational Nursing and Psychiatric Technician Programs**

The following is a summary of actions taken by the Executive Officer for vocational nursing and psychiatric technician programs.

Effective November 5, 2008:

5. Premiere Career College Vocational Nursing Program – Report of Program Records Survey for Continued Accreditation (Director: Conquita Boquiren, Irwindale, Los Angeles County - Private)

A Program Records Survey was completed by Premiere Career College Vocational Nursing Program in April 2008. The program was reviewed to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. No violations were noted.

Full accreditation of the Premiere Career College Vocational Nursing Program was approved for the period February 4, 2009 through February 3, 2013, and the BVNPT will issue a certificate accordingly.

PREMIERE CAREER COLLEGE
VOCATIONAL NURSING PROGRAM

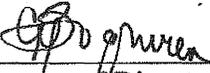
<p>#6: Continuation</p>		<p>College completed a Program Records Survey in April 2008 and review of the program determined its compliance with Article 5 of the Vocational Nursing Rules and Regulations. (Attachment 6-E November 7, 2008 Executive Officer's Report)</p> <p>Attachment 6-F Includes pages 23 and 35 of the 2008 Premiere Career College's Program Record Survey (PRS) showing that the Board records indicate that our program is approved for 580 Theory hours and 982 Clinical hours.</p> <p>In 2012, for our application for continued approval the Board required us to complete another survey. However, the pre-printed form for curriculum hours showed the old number of hours of our program NOT the revised, previously approved values. (Attachment 6-G Pages 22 and 33 of the 2012 Program Record Survey (PRS).</p> <p>On October 2, 2012 our DON spoke to the Board and presented the document evidencing approval of the curriculum revision in 2005. (Attachment 6-H May 3, 2013 Board verification of Authorization for Curriculum Revision – January 4, 2005)</p> <p>On May 6, 2013, the Board considered the Executive Officer's report and decided to continue full approval of Premiere Career College's Vocational Nursing Program for the period of February 4, 2013 through February 3,</p>		
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Attachment 6-F

Includes pages 23 and 35 of the 2008 Premiere Career College's Program Record Survey (PRS) showing that the Board records indicates that our program is **approved for 580 Theory hours and 982 Clinical hours**

<p>minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation.</p>			
<p>2532. CURRICULUM HOURS</p>			
<p>(a) The course in vocational nursing shall consist of not less than 1530 hours or 50 semester units, and may be given on either a full-time or part-time basis. One hour of instruction for purposes of computing the total hours of instruction or for calculating semester units as specified in this section shall consist of not less than 50 minutes of actual class time.</p>	<p>Agreement of hours provided by the program in the annual report most recently requested by the Board in conjunction with any subsequent Board action involving program hours and the hours that are currently approved by the Board as indicated by formal Board action documented in Board reports and authorizations.</p>	<p>★</p>	<p>A review of Board records indicates that your program is approved for <u>580</u> theory hours and <u>982</u> clinical hours. Does this data agree with your understanding of your current approved number of program hours? <u>YES</u></p> <p>If NO, please contact your assigned nursing education consultant immediately AND submit a copy of the Board correspondence which indicates approval of hours currently used by the program.</p> <p>(Please check one). The program <input type="checkbox"/> does / <input type="checkbox"/> does not use the 50 minute hour for theory and clinical classes.</p>
<p>(b) The minimum hours required shall be as follows: Theory Hours- 576, which shall include a minimum of 54 hours in pharmacology; Clinical Hours- 954.</p>	<p>Hours noted in the documentation referenced as indicators for Section 2532(a) reflect a minimum of 576 hours of theory content, including 54 hours of pharmacology and 954 hours of clinical content.</p>		<p>Prior to submission of documentation to the Board (if necessary) relative to the current number of program hours, ensure that the total hours reflect a minimum of: 576 theory hours, including 54 pharmacology hours; 954 clinical hours; 1530 total hours.</p> <p style="text-align: center;">Please see Exhibit R</p>
<p>(c) The school week shall not exceed 40 hours per week. (d) School days that consist of class attendance only or a combination</p>	<p>The program's instructional plan reflects that hours are maintained within the regulatory criteria. Also, clinical facility forms indicate clinical hours that do not exceed 12 hours per day.</p>		<p>Instructional plan (as discussed in Section 2526(a)(7)) will be reviewed to determine compliance with this regulation.</p>

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.


(Signature of Director)

September 10, 2008
(Date)

Name of Program: Premiere Career College Vocational Nursing Program

Program Director: Please return the completed survey and all accompanying documentation to the Board by September 15, 2008.

Attachment 6-G

Pages 22 and 33 of the 2012 Program Record
Survey (PRS)

Approval Criteria	Indicators	Yes	No	Documentation
(1) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation.				
2532. CURRICULUM HOURS				
(a) The course in vocational nursing shall consist of not less than 1530 hours or 50 semester units, and may be given on either a full-time or part-time basis. One hour of instruction for purposes of computing the total hours of instruction or for calculating semester units as specified in this section shall consist of not less than 50 minutes of actual class time.	Agreement of hours provided by the program in the annual report most recently requested by the Board in conjunction with any subsequent Board action involving program hours and the hours that are currently approved by the Board as indicated by formal Board action documented in Board reports and authorizations.			<p>A review of Board records indicates that your program is approved for 586 theory hours and 982 clinical hours. Does this data agree with your understanding of your current approved number of program hours? NO</p> <p>If NO, please contact your assigned nursing education consultant immediately AND submit a copy of the Board correspondence which indicates approval of hours currently used by the program. (Please check one).</p> <p style="padding-left: 40px;">The program <input checked="" type="checkbox"/> does / <input type="checkbox"/> does not use the 50 minute hour for theory and clinical classes.</p> <p>2532(a) On 10/2/2012 Ms. Jennifer Ty De Guzman, Premiere Career College DON, spoke with Ms. Pam Hinckley to inform her of the currently approved theory hrs. which is 580 not 586. Copy of page 23 of 2008 PRS showing approval and BVNPT reaccreditation of program up to 2013 are attached.</p>
(b) The minimum hours required shall be as follows: Theory Hours- 576, which shall include a minimum of 54 hours in pharmacology; Clinical Hours- 954.	Hours noted in the documentation referenced as indicators for Section 2532(a) reflect a minimum of 576 hours of theory content, including 54 hours of pharmacology and 954 hours of clinical content.			<p>Prior to submission of documentation to the Board (if necessary) relative to the current number of program hours, ensure that the total hours reflect a minimum of: 576 theory hours, including 54 pharmacology hours; 954 clinical hours; 1530 total hours.</p>
(c) The school week shall not exceed 40 hours per week.	The program's instructional plan reflects that hours are maintained within the regulatory criteria. Also, clinical facility			<p>Instructional plan (as discussed in Section 2526(a)(7)) will be reviewed to determine compliance with this regulation.</p>

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



(Signature of Director)

10/9/12

(Date)

Name of Program: VOCATIONAL NURSIN PROGRAM

Program Director: Please return the completed survey and all accompanying documentation to the Board by October 19, 2012.

Attachment 6-H

May 3, 2013 Board verification of Authorization
for Curriculum Revision – January 4, 2005

Dr. Fe Ludovico-Aragon

From: Jennifer Ty-De Guzman [jennifertydeguzman@premierecollege.edu]
Sent: Friday, May 03, 2013 11:07 PM
To: Fe Aragon
Subject: Fwd: Authorization for Curriculum Revision

Jenni

Begin forwarded message:

From: "Hinckley, Pam@DCA" <Pam.Hinckley@dca.ca.gov>
Date: May 3, 2013, 2:47:55 PM PDT
To: 'Jennifer Ty-De Guzman' <jennifertydeguzman@premierecollege.edu>
Subject: RE: Authorization for Curriculum Revision

Dear Jennifer,
I spoke with Suellen and she verified the letter you sent related to the program hours.
Pam

From: Jennifer Ty-De Guzman [mailto:jennifertydeguzman@premierecollege.edu]
Sent: Friday, May 03, 2013 2:29 PM
To: Hinckley, Pam@DCA
Subject: Fwd: Authorization for Curriculum Revision

Jenni

Begin forwarded message:

From: "Dr. Fe Ludovico-Aragon" <doctorfe@premierecollege.edu>
Date: April 19, 2013, 3:30:14 PM PDT
To: "'Jennifer Ty-De Guzman'" <jennifertydeguzman@premierecollege.edu>
Cc: "'Jennifer Ty-DeGuzman'" <jennifertydeguzman@yahoo.com>
Subject: FW: Authorization for Curriculum Revision

-----Original Message-----

From: Connie Boquiren [mailto:dvn@premierecollege.edu]
Sent: Wednesday, January 19, 2005 12:20 PM
To: Fe Ludovico-Aragon (Executive Director)
Subject: FW: Authorization for Curriculum Revision

-----Original Message-----

From: Suellen Clayworth@dca.ca.gov [mailto:Suellen_Clayworth@dca.ca.gov]

Sent: Tuesday, January 04, 2005 2:18 PM
 To: dvn@premierecollege.edu
 Subject: Authorization for Curriculum Revision

Hi Connie,

Here is a copy of the authorization I wrote for your proposed curriculum revision. Please review it and make sure that I have grasped what you want to do. Also, please look at the rationale and determine if it effectively states why you are making the changes. Please let me know.

Effective: January 4, 2005

- Curriculum revised based on feedback from instructors and students during first class of students. Instructional plan was revised to reflect the changes.
- Anatomy and Physiology moved to prerequisite
- Pharmacology will start in Module I instead of Module II
- Mental Health divided into I and II
- Growth and Development will start in Module III instead of Module IV
- Theory hours decreased from 586 to 580
- Attendance Policy revised

Curriculum Content	Previous Hours	New Hours
Anatomy and Physiology	50	(34)
Nutrition	40	(13)
Psychology	40	50
Growth and Development	16	40
Fundamentals of Nursing	60	80
Nursing Process	(10)	(9)

Communication	(6)	(4)
Patient Education	(7)	(5)
Pharmacology	60	60
Medical-Surgical Nursing	180	230
Communicable Disease	(7)	(11)
Gerontological Nursing	20	(9)
Rehabilitation Nursing	(4)	(3)
Maternity Nursing	48	48
Pediatric Nursing	32	32
Leadership	40	40
Supervision	(16)	(40)
Total Theory Hours	586	580

New Program Hours =

Theory hours = 580

Clinical hours = 982 (unchanged)

Total hours = 1562

Rationale: The revisions were made to strengthen the program by addressing problem areas identified as the first class went through the program.

Suellen

Suellen Clayworth, MN, RN
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Sacramento, CA 95833
Phone: (916) 263-7841
Fax: (916) 263-7859
Email: Suellen_Clayworth@dca.ca.gov

PREMIERE CAREER COLLEGE
VOCATIONAL NURSING PROGRAM

#6: Continuation		<p>2017. (Attachment 6-I May 6, 2013 Revised Executive Officer Meeting Follow-up)</p> <p>In conclusion, the total program hours of 1802 includes the:</p> <ol style="list-style-type: none">1) Prerequisite (part of the Screening and Selection Criteria) - 240 hours2) Board Approved Vocational Nursing Program Hours:<ul style="list-style-type: none">580 – Theory hours<u>982</u> – Clinical hours1562 – Total hours.		
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Attachment 6-I

May 6, 2013 Revised Executive Officer Meeting
Follow-up



May 6, 2013

Jennifer Ty DeGuzman
Vocational Nursing Program Director
Premiere Career College
12901 Ramona Boulevard
Irwindale, CA 91706

Subject: Revised Executive Officer Meeting Follow – Up

Dear Ms. DeGuzman:

The Board of Vocational Nursing and Psychiatric Technicians Executive Officer considered the consultant's report relative to ***Premiere Career College, Vocational Nursing Program***. The following decisions were rendered:

1. Continue full approval for the Premiere Career College Vocational Nursing Program for the period February 4, 2013, through February 3, 2017, and issued a certificate accordingly
2. **Revoke** the programs ongoing admission pattern.
3. Require the program to obtain Board approval prior to the admission of additional students.

Rationale: The program currently has four (4) quarters of low licensure pass rates. The current average annual pass rate is **51%**. As such, it is **23** percentage points **below** the state average annual pass rate. Over the course of the last four (4) quarters, the pass rate has fluctuated between 46% and 52%. Based on these statistics, the removal of the program's ongoing admission of four (4) classes a year is warranted.

The program has demonstrated that it has sufficient resources for the current and proposed enrollment. Board staff will continue to monitor the program by tracking its licensure examination pass rate quarterly.

Please contact me if further clarification is needed.

Sincerely,

Pam Hinckley, R.N., M.S.N.

Pam Hinckley, RN, MSN
Nursing Education Consultant

PREMIERE CAREER COLLEGE

VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION
		NARRATIVE	PLAN OF CORRECTION	
<p>#7: Based upon the review of student files, four (4) students did not have proof of High School Education. These students were admitted without completion of a general education course of study through the 12th Grade or evidence of completion of the equivalent</p>	<p>Section 2530 (g) "Each school shall have on file proof that each enrolled student has completed a general education course of study through the 12th grade or evidence of completion of the equivalent thereof...".</p>	<p>During the June 9 – 10 2014 unannounced visit, the Board reviewed all the files of the 18 students that started the Prerequisite class on June 9, 2014. The files of four (4) were observed not to have proof of High School Education. Unfortunately, two of the four students were returning or repeat students and their high school transcripts were in their previous (old) files. The other two (new students) had their diploma/ transcripts on request and were due before the end of the week. Unofficial copies of diploma/transcript were on file but the College requires official copies.</p> <p>Attachment 7 –A Copies of proof of High School graduation of the four (4) students reviewed. Names of the students were darkened for privacy.</p>	<p>Corrective Action Taken: Review of all files of newly enrolled students to make sure copies of high school graduation or equivalent are on file on or before signing of enrollment agreement and start of class.</p> <p>Result: Full compliance to regulations.</p>	<p>Immediately and forward.</p>

PREMIERE CAREER COLLEGE
VOCATIONAL NURSING PROGRAM

VIOLATIONS	Applicable Vocational Nursing Rules and Regulations	RESPONSES		TIME LINE OF CORRECTION
		NARRATIVE	PLAN OF CORRECTION	
<p>#8: Although the program had a remediation policy in place, program documents substantiate several students were allowed to fail exams multiple times and continue in the program. Additionally, remediation plans were minimal and the school failed to follow through to ensure resolution to the remediation was performed</p>	<p>Section 2530 (i) “The school shall evaluate student performance to determine the need for remediation or removal from the program”.</p>	<p>ADON reviewed and revised remediation policy.</p>	<p>Corrective Action Taken:</p> <ol style="list-style-type: none"> 1) ADON called for a special meeting on June 19, 2014 on the revision of the remediation policy and its immediate implementation. (Attachment 8-A Minutes of June 19, 2014 Special Meeting) 2) ADON revised the tutoring/ remediation policy and procedures (Attachment 8-B Revised Policy) <p>Included as attachments are revised forms that will now be used to document implementation of the revised policy on tutoring/ remediation:</p> <ol style="list-style-type: none"> a) Attachment 8-C Revised Remediation Form b) Attachment 8-D Mandatory Tutoring Form c) Attachment 8-E Deficiency Warning Form <p>Result: Full compliance to Section 2530 (i) of the Vocational Rules and Regulations.</p>	<p>Immediately and Forward-</p>

Attachment 8-A

Minutes of June 19, 2014 Special Meeting



Minutes of Meeting

June 19, 2014

1:00 PM – 3:00 PM

Faculty in Attendance

- | | |
|----------------------------|----------------------|
| 1. Dr. Marcelino De Guzman | 5. Rebecca Manansala |
| 2. Dr. Fe Aragon | 6. Bella Calderon |
| 3. Rowena Gabriel | 7. Helen Estolano |
| 4. Richard Alba | 8. Cirlyn Nadal |

1. Dr. De Guzman started the meeting with approval of the minutes of the last meeting. Mrs. Estolano seconded the motion and everyone unanimously approved.
2. June birthdays were greeted.
3. Briefing of graduation to be held on 6/20/2014 was discussed by Mrs. Gabriel. Instructed all instructors to see Mrs. Kathy to obtain cap & gown if needed.
4. Surprise visit from the board happened on 6/9/2014. Dr. De Guzman informed the faculty of findings and proposed corrective action plans.
5. Lectures and Clinicals:
 - a. Dr. De Guzman reminded instructors to review objectives of the day and to write them on the board according to the lesson plan and instructional plan. Also, that Dr. De Guzman may come and sit in unannounced.
 - b. Clinical instructors are instructed to provide more emphasis on pharmacology. Students need to know medications used in clinical setting including classifications, side effects, adverse effects, indication, contraindication regarding medications and how to administer it properly.
 - c. Instructors are given guide on the new methods of instruction. As a pattern, classes start with Medical Terminology, a review of Anatomy & Physiology, disorders and diagnostic procedures, nursing/medical interventions and Pharmacology by systems.
6. Review of Grading System.

- a. Dr. De Guzman proposed a more simple grading system. It will be discussed on the next meeting once the initial draft is created.
 - b. Mrs. Manansala brought up the need to revise the grading method for clinical rotation. Mrs. Gabriel supported the idea especially the need to list the criteria for awards during graduation. Current grading sheet has 8 pages and a more simple way is considered necessary. Dr. De Guzman agreed and will formalize the need for instructors to write daily records on progress of students.
7. Minimum number of questions per exam is to be set to at least 100 questions but no less than 85 especially for major nursing classes so as to cover more concepts. Test questions should include best choice, multiple responses, dosage and calculations; fill in the blanks, medical terminology, case scenarios, hot spots, and matching type.
8. Instructors must review questions on exams before administration. Avoid elimination of questions after the exam. Dr. De Guzman mentioned that instructors are allowed to get questions from other resources as long as the concepts are discussed in class during lectures.
9. Use of PowerPoint on lectures are encouraged as modes of teaching. Audiovisual and other instructional aides are suggested to be used to help students better understand and remember concepts. Mrs. Estolano suggested additional references as tools to enhance lectures.
10. Computer vs paper test. Instructors may utilize both types for testing. It is suggested to use paper tests on quizzes and computer exams for finals. All exams must be reviewed afterwards to make sure all students understood the concept.
11. New forms are reviewed for approval.
 - a. Deficiency Notice – Dr. De Guzman presented the proposed revision on the Deficiency Notice. He believe that if the students know that we are monitoring them, they will make a better effort. Instructors are reminded not to use the word counseled but to use advised or reminded for deficiency forms and to be specific with the information.
 - b. Mandatory tutoring – the revised form is required for students who failed exams in either theory or clinical. Tutors will be available to help deficient students.
 - c. Remediation form – Students who are underperforming will be required to attend remediation.

12. Instructors are advised to be familiar with PrepU. Discussion on this is tabled for next meeting.

13. Clinical Instructors suggested a revised head to toe assessment form for Clinical grading be created. ADON agreed and tabled the presentation of the revised form in the next meeting.

14. Next meeting is scheduled for Friday, July 18, 2014 at 1pm to 5 pm.

The meeting was adjourned at 3:00 PM.

STAFF AND FACULTY MEETING MINUTES



**PREMIERE CAREER
COLLEGE**

Tel: (626) 814-2080 • Fax: (626) 814-3242
www.premierecollege.edu

Date of Meeting: June 19, 2014
 Presider: Dr. Marcelino De Guzman
 Recorder: Romera Gabriel

Type of Meeting (check one)
 Weekly Monthly Workshop Other

Attendees (Check all that apply)
 Faculty Administrative Staff Admissions

Topics Discussed: Graduation ceremonies scheduled 6/20/2014
Pls. see attached agenda
 - BRNPT unannounced visit
 - Remediation Policy

Follow-up:
next meeting will be on July 28, 2014 - Friday

Attendees: (list name with signatures)

<u>Rebecca Manzanah - Ymca</u>	
<u>Helen Italan - Italan</u>	
<u>Pelle V. Calderon -</u>	
<u>Richard Alon</u>	
<u>Dr DE Guzman</u>	
<u>Romera Gabriel - P.O.</u>	
<u>Michelle Chadat</u>	
<u>De Lidonna Arzon</u>	

Tutoring/Academic Remediation/ Academic Probation Policy

Students are expected to have a cumulative GPA of 80% and above during the course of the program. If a student receives any failing test grade, this will require mandatory tutoring of the failed subject material. Mandatory tutoring is to be completed within five (5) days of receiving the failing grade. Also at this time, a deficiency notice will be given to the student informing the student of their current test grade and the possibility of placement on Academic Probation if student does not improve GPA.

If any test during the module was failed, the instructor will require remediation of the subject matter. The student will be allowed five (5) days to complete the remediation plan once assigned. The student will be provided with one remedial attempt per subject. To remediate means to review an area that was not fully understood and to re-test in the effort to comprehend the subject objectives and achieve a passing score. The remediation process will start with the instructor meeting with the student in order to identify a specific problem. Remediation consists of self-study, assignments, tutorial, and testing. Remediation is mandatory, and the requirements of the plan may vary depending on the course. The instructor will provide a description of the remediation plan for the material that applies to the course. The instructor will assign the date and time of the re-test. The student will be responsible to comply with the remediation plan, expected to be fully cooperative with the instructor, and be accountable for the plan's outcome. The final recorded grade will be the highest score obtained from the re-test or original grade (whichever is greater); not to exceed the passing score of 80%.

The following will result in the failure of the remediation plan if:

- The remediation plan expectations are not met, the student will not be allowed to complete the remediation re-test, and the original grade will remain.
- The student has completed the process but does not achieve the passing score of 80%

A failed remediation plan will result in placement on Academic Probation. Two consecutive failed remediation plans will result in termination from the program.

will rework

See Revised

Tutoring/Academic Remediation/ Academic Probation Policy

Students are expected to have a GPA of 80% and above during the entire course of the program. The standard at Premiere Career College is a passing grade of 80% or higher on all tests. A test grade below 80% is a failed test score and requires mandatory tutoring of the failed subject material. Mandatory tutoring is to be completed within five (5) days of receiving the failing grade. Also at this time, a deficiency notice will be given to the student informing the student of their current test grade and the possibility of placement on Academic Probation if student does not improve GPA.

If any test during the module was failed, the instructor will require remediation of the subject matter. The student will be allowed five (5) days to complete the remediation plan once assigned. The student will be provided with one remedial attempt per failed topic/system. To remediate means to review an area that was not fully understood and to re-test in the effort to comprehend the subject objectives and achieve a passing score. The remediation process will start with the instructor meeting with the student in order to identify a specific problem. Remediation consists of self-study, assignments, tutorial, and testing. Remediation is mandatory, and the requirements of the plan may vary depending on the course. The instructor will provide a description of the remediation plan for the material that applies to the course. The instructor will assign the date and time of the re-test. The student will be responsible to comply with the remediation plan, expected to be fully cooperative with the instructor, and be accountable for the plan's outcome. The final recorded grade will be the highest score obtained from the re-test or original grade (whichever is greater); not to exceed the passing score of 80%. (Note: *Short quizzes, Final Examinations, and Specialty Tests for Modules 1-3 can not be remediated.*)

The following will result in the failure of the remediation plan if:

- The remediation plan expectations are not met, the student will not be allowed to complete the remediation re-test, and the original grade will remain.
- The student has completed the process but does not achieve the passing score of 80%

A failed remediation plan will result in placement on Academic Probation. Two consecutive failed remediation plans will result in termination from the program.

Revised
Tutoring/Academic Remediation/ Academic Probation Policy

Students are expected to have a GPA of 80% and above during the entire course of the program. The standard at Premiere Career College is a passing grade of 80% or higher on all tests. A test grade below 80% is a failed test score and requires mandatory tutoring of the failed subject material. Mandatory tutoring is to be completed within five (5) days of receiving the failing grade. Also at this time, a deficiency notice will be given to the student informing the student of their current test grade and the possibility of placement on Academic Probation if student does not improve GPA.

If any test during the module was failed, the instructor will require remediation of the subject matter. The student will be allowed five (5) days to complete the remediation plan once assigned. The student will be provided with one remedial attempt per failed topic/system. To remediate means to review an area that was not fully understood and to re-test in the effort to comprehend the subject objectives and achieve a passing score. The remediation process will start with the instructor meeting with the student in order to identify a specific problem. Remediation consists of self-study, assignments, tutorial, and testing. Remediation is mandatory, and the requirements of the plan may vary depending on the course. The instructor will provide a description of the remediation plan for the material that applies to the course. The instructor will assign the date and time of the re-test. The student will be responsible to comply with the remediation plan, expected to be fully cooperative with the instructor, and be accountable for the plan's outcome. The final recorded grade will be the highest score obtained from the re-test or original grade (whichever is greater); not to exceed the passing score of 80%. No make-up test for short quizzes. Final examinations and specialty test can only be taken once with no remediation.

The following will result in the failure of the remediation plan if:

- The remediation plan expectations are not met, the student will not be allowed to complete the remediation re-test, and the original grade will remain.
- The student has completed the process but does not achieve the passing score of 80%

A failed remediation plan will result in placement on Academic Probation. Two consecutive failed remediation plans will result in termination from the program.

Student(s) will fail the module for non-compliance with our remediation and grading policies. They will be subject to our readmission policy and will be required to repeat the entire module with all existing policies applied.

Remediation Form



Student Name: _____ VN #: _____ Module: _____

Instructor's Name: _____

Remediation Process:

- * The student has failed _____, test number _____ with a grade of _____
- * As per Premiere Career College's Student Handbook, the student has 5 calendar days to complete the remediation plan once assigned.
- * If the remediation process is not completed, the original module grade will stand and be factored into the overall term GPA. The student will not be allowed to remediate the system again.
- * The final recorded grade will be the highest score obtained from the retest or original grade whichever is greater not to exceed the passing score of 80%.
- * The remediation plan must be complete and signed off prior to taking the remediation exam.

Testing Times:

Take the remediation test by: _____, Required tutoring hours: _____ (Max 2-4 Hours)

Instructor will schedule date and time of the remediation exam

Date and Time: _____

Plan, Objectives, Schedule – At School

List the objective(s) that the student is failing.

- * Review system with remediator/tutor, noting weaknesses and strengths
- * Bring all home assignments for the system to the remediator

Plan, Objective, Schedule – At Home

- * Answer all of the questions at the end of the chapters: _____
 - * Module 1, 2, 3, 4 answer 100 NCLEX questions pertaining to the system; _____
- Must pass the NCLEX at or above 80% (Saunders NCLEX-PN-7th Ed.), Prep-U/ATI

Plan Start Date: _____

Plan End Date: _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Remediation Completed: Pass: Fail:

New Grade: _____

Comments:

Name of tutor grading test: _____

Remediator Signature: _____

DON INIT: _____

Grade Change Completed	
-------------------------------	--



Mandatory Tutoring Form

Date: _____ VN#: _____ Module: _____

Student's Name: _____

Instructor: _____

Hours Required: _____ (4 Hours Max)

Specific Area of Needs: Theory Clinical

Tutoring Plan must be completed within **5 Calendar** Days once assigned

Start Date: _____ End Date: _____

There will be no changes to the assigned end date

Tutor Comment:

Student Comment:

Student's Signature: _____

Date: _____

Tutor's Signature: _____

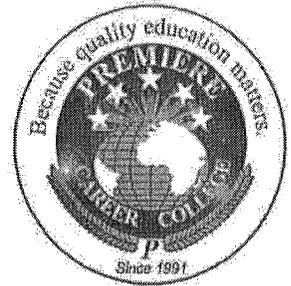
Date: _____

DON INIT: _____

Attachment 8-E

PREMIERE CAREER COLLEGE

12901 Ramona Blvd. Irwindale, CA 91706 | Tel.: (626) 814-2080 Fax: (626) 814-3242



Deficiency Notice Warning

Date: _____
VN#: _____ Module: _____

_____ is not doing satisfactory work in the Vocational Nursing Program for the following reason(s) checked below:

- Unprofessional appearance
Unprofessional conduct
Low test grades
Neglects homework
Has not made up missed work
Is not working to capacity

- Has NOT completed tutoring
Unsatisfactory clinical work
Frequent tardiness
Frequent absences
No notice of absence of tardy
Other:

Comments:

Multiple horizontal lines for writing comments.

Unless satisfactory improvement(s) is made, termination from the program could result

Student's Signature

Date

Instructor's Signature

Date

Director of Nursing's Signature

Date

GRADUATION POLICY

Premiere Career College

REQUIREMENTS FOR VOCATIONAL NURSING GRADUATION

To be eligible for graduation, a student must:

1. Complete the Prerequisite course (240 hours, 12 weeks) with an average of 80% or higher and successfully comply with the admission process to the VN Program.
2. Complete all the courses covered in Module 1 through Module 4 meeting the required hours as mandated by the Board of Vocational Nursing and Psychiatric Technician (BVNPT): 580 theory hours and 982 clinical hours (including Fundamental Skills Lab) for a total of 1562 hours.
3. Complete a 3 day mandatory comprehensive test taking skills class before taking the first attempt of the simulated NCLEX-VN exit predictor examination. (Only two attempts will be allowed.)
4. Pass the first simulated NCLEX-VN exit examination utilizing the HESI comprehensive predictor examination. The passing score is 800 or higher. If the student obtains this, he/she will be considered a graduate of the Vocational Nursing Program. A score below 800 is a failing score, and the student may be offered a second attempt.

OR

Pass the second attempt. This second attempt will only be given after successfully completing a 12 day mandatory Comprehensive Review Program. By passing the second attempt with a score of 800 or higher, the student will be considered a graduate of the VN Program.

A student who does not pass the first and second or declines the second attempt can still take the NCLEX-VN licensure examination as an equivalency applicant under METHOD 3 (please refer to the BVNPT website for more information;

http://www.bvnpt.ca.gov/general_information/formspublictions.shtml) and will not be considered a graduate of Premiere Career College.

A diploma is awarded to students who fulfill all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial documentations have been met and that all academic projects have been completed (e.g., externship). A diploma certifies that the student has maintained the required academic average and has demonstrated proficiency in all the courses (didactic, clinical/practical) taken.

Generally, students who exceed the maximum timeframe of completion in any program or are not able to meet graduation requirements will not receive a diploma, but instead, a certificate attesting to the completion of the program hours under Method 3.

EVALUATION METHODS AND GRADING

Satisfactory progress is 80% GPA from module 1 to module 4. Grade below 80% is a fail module and maybe offered re-entry if requirements are met. This is required to progress to the next module with no other existing deficiency.

A student's Grade Point Average (GPA) is calculated by:

1. Multiplying credits for each course by grade points associated with the grade earned;
2. Totaling the grade points earned for all courses, and;
3. Dividing total grade points earned by the total number of quality credits.

The College uses a 4.0 scale in assigning grade points.

Final grade in each module is calculated based on the following criteria:

Grading System – VN	Points	Percentage	Passing Points
Formative Evaluation			
2, Unit Test/Quizzes/Homework	700	70%	560
Summative Evaluation			
2, Final Theory	100	10%	80
2, Final Pharmacology	60	6%	48
Presentation	40	4%	32
Specialty Test (HESI)	100	10%	80
TOTAL	1000	100%	800
Passing is 800 points in total or above equivalent to 80% GPA			

Simulated NCLEX-VN exit examination is mandatory for all students who completed satisfactory progress in all the modules to be eligible for graduation. (See Graduation Requirements).

*NEC
Asked ADDON
to revise grading
criteria.*

PROPOSED GRADING SYSTEM

MOD1

TOTAL POSSIBLE POINTS: 1000

New Attachment: Grading Form

SYSTEM	THEORY 60	PHARM 20	QUIZ 5	HW 15	OTHER	FINAL GRADE
FUN1						
FUN2						
FUN3						
FUN4						
FUN5						
SURG/GERO/LGDD/HOSPICE						
HH/LTC/REHAB						
PRESENTATION (40 PTS)						
PHARM FINAL (60 PTS)						
THEORY FINAL (100 PTS)						
HESI (100 PTS)						
TOTAL POINTS						TOTAL POINTS/1000

Passing is 800 and above

PROPOSED GRADING SYSTEM

MOD2

TOTAL POSSIBLE POINTS: 1000

New Attachment: Grading Form

SYSTEM	THEORY 60	PHARM 20	QUIZ 5	HW 15	OTHER	FINAL GRADE
INTEG						
MS						
GI						
BLOOD						
CARDIO						
RESP						
GU						
PRESENTATION (40 PTS)						
PHARM FINAL (60 PTS)						
THEORY FINAL (100 PTS)						
HESI (100 PTS)						
TOTAL POINTS						TOTAL POINTS/1000

Passing is 800 and above

PROPOSED GRADING SYSTEM

MOD3

TOTAL POSSIBLE POINTS: 1000

New Attachment: Grading Form

SYSTEM	THEORY 60	PHARM 20	QUIZ 5	HW 15	OTHER	FINAL GRADE
ENDO						
SENSORY						
NEURO						
MENTAL						
IMMUNO						
HIV						
CANCER						
PRESENTATION (40 PTS)						
PHARM FINAL (60 PTS)						
THEORY FINAL (100 PTS)						
HESI (100 PTS)						
TOTAL POINTS						TOTAL POINTS/1000

Passing is 800 and above

PROPOSED GRADING SYSTEM

MOD4

TOTAL POSSIBLE POINTS: 1000

New Attachment: Grading Form

SYSTEM	THEORY 60	PHARM 20	QUIZ 5	HW 15	OTHER	FINAL GRADE
REPRO(FEMALE)						
REPRO (MALE)						
MAT1						
MAT2						
PED1						
PED2						
LEADERSHIP						
PRESENTATION (40 PTS)						
PHARM FINAL (60 PTS)						
THEORY FINAL (100 PTS)						
HESI (100 PTS)						
TOTAL POINTS						TOTAL POINTS/1000

Passing is 800 and above

PROPOSED GRADING SYSTEM

MOD4

TOTAL POSSIBLE POINTS: 1000

New Attachment: Grading Form

SYSTEM	THEORY 60	PHARM 20	QUIZ 5	HW 15	OTHER	FINAL GRADE
REPRO(FEMALE)						
REPRO (MALE)						
MAT1						
MAT2						
PED1						
PED2						
LEADERSHIP						
PRESENTATION (40 PTS)						
PHARM FINAL (60 PTS)						
THEORY FINAL (100 PTS)						
HESI (100 PTS)						
TOTAL POINTS						TOTAL POINTS/1000