

Agenda Item #6.C.1.



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



COVER SHEET

SUBJECT: Hacienda La Puente Adult Education Psychiatric Technician Program – Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students (Director: Sharon Anderson, La Puente, Los Angeles County, Adult School)

Recommendations:

1. Place the Hacienda La Puente Adult School Psychiatric Technician Program on provisional approval for the two – year period from August 21, 2015 through August 31, 2017, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2581.1 (e) of the California Code of Regulations. (See Attachment I)
2. Rescind approval of the program's ongoing pattern of admissions effective immediately.
3. Approve admission of one (1) class of twelve (12) students to begin August 24, 2015, graduating August 18, 2016, only.
4. Require the program to admit no additional classes without prior approval by the full Board.
5. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
6. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 15, 2015**.
7. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
8. Require the program to submit a report to the Board in nine (9) months, but no later than **May 1, 2016**, and twenty – one (21) months, but no later than **May 1, 2017**. 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.
9. Require the program to comply with all approval standards in Article 4 of the Psychiatric Technicians Law commencing at Business and Professions Code Section 4530, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2580.
 10. Require 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.
 11. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
 12. Place the program on the **August 2017** Board agenda for reconsideration of provisional approval.

Rationale:

For the past **nine (9)** quarters, the program's average annual pass rates have been greater than 10 percentage points **below** the state average annual pass rate of first – time candidates from approved psychiatric technician programs. While the most recent quarter indicates some improvement, the program's average annual pass rates on the CAPTLE remains **greater than 10 percentage points below** the state average annual pass rate.

The program's failure to comply with regulatory requirements relative to pass rates on the licensure examination supports the recommendation to place the program on provisional approval. Board staff will continue to monitor the program's efforts to improve licensing examination pass rates.

The program has been in the process of developing and implementing an improvement plan, including new admission, selection, and screening criteria; higher minimum passing scores; and more online

support for students. In addition, the program proposes a smaller class size. This supports the recommendation to approve admission of the requested class.

Agenda Item #6.C.1.



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



DATE: August 5, 2015
TO: Board Members
FROM: 
Donna G. Johnson, RNP, MS, MA
Nursing Education Consultant

SUBJECT: Hacienda La Puente Adult Education Psychiatric Technician Program – Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students (Director: Sharon Anderson, La Puente, Los Angeles County, Adult School)

Hacienda La Puente Adult Education Psychiatric Technician Program is presented to the Board for consideration of placement on provisional approval.

In accordance with Section 2581.1(c) of the Psychiatric Technician Rules and 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 2581...”

Section 2585(l) of the Psychiatric Technician Rules and 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 psychiatric technician schools for the same period.”

In addition, the program has requested approval to admit twelve (12) students beginning August 24, 2015 and graduating August 18, 2016, to **replace** the class scheduled to graduate on August 12, 2015.

History of Prior Board Actions

(See Attachment A)

Enrollment

The full-time program is 48 weeks in length. The program is currently approved to admit 30 students two (2) times each year. The admission pattern for current classes is seen in the enrollment table below.

The following table represents **current and proposed** student enrollment based on current and proposed class starts and completions. The table indicates a **maximum enrollment of 55 students** during the period **March 2010 through August 2016**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
3/10		30	25	25
9/10		30	26	25 + 26 = 51
	2/11 (3/10 Class)		-25	51 - 25 = 26
3/11		30	25	26 + 25 = 51
	8/11 (9/10 Class)		-26	51 - 26 = 25
9/11		30	28	25 + 28 = 53
	2/12 (3/11 Class)		-25	53 - 25 = 28
3/12		30	27	28 + 27 = 55
	8/12 (9/11 Class)		-28	55 - 28 = 27
8/12		30	28	27 + 28 = 55
	2/13 (3/12 Class)		-27	55 - 27 = 28
2/13		30	25	28 + 25 = 53
	8/13 (8/12 Class)		-28	53 - 28 = 25
8/13		30	26	25 + 26 = 51
	2/14 (2/13 Class)		-25	51 - 25 = 26
2/14		30	23	26 + 23 = 49
	8/14 (8/13 Class)		-26	49 - 26 = 23
8/14	8/15	30	23	23 + 23 = 46
	2/15 (2/14 Class)		23	46 - 23 = 23
2/15	2/16	14	11	23 + 11 = 34
	8/15 (8/14 Class)		-24	34 - 24 = 10
8/15 Proposed	8/16	12		10 + 12 = 22

Licensing Examination Statistics

The following statistics furnished by Psychological Services, LLC (PSI), for the period April 2012 through June 2015, specify the pass percentage statistics for graduates of the Hacienda La Puente Adult Education Psychiatric Technician Program on the California Psychiatric Technician Licensure Examination (CAPTLE) and the variances from state average annual pass rates.

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics				Annual Statistics*			
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR § 2585 (l)]	Variance From State Average Annual Pass Rate
Apr - Jun 2012	20	16	80%	80%	80%	79%	+1
Jul - Sep 2012	5	4	80%	84%	79%	82%	-3
Oct - Dec 2012	14	9	64%	77%	71%	81%	-10
Jan - Mar 2013	5	3	60%	88%	73%	82%	-9
Apr - Jun 2013	7	7	100%	88%	74%	85%	-11
Jul - Sep 2013	11	7	64%	84%	70%	86%	-16
Oct - Dec 2013	11	8	73%	84%	74%	86%	-12
Jan - Mar 2014	15	8	53%	86%	68%	86%	-18
Apr - Jun 2014	22	14	64%	74%	63%	83%	-20
Jul - Sep 2014	2	1	50%	77%	62%	82%	-20
Oct - Dec 2014	15	8	53%	77%	57%	80%	-23
Jan - Mar 2015	8	4	50%	84%	57%	79%	-25
Apr - Jun 2015	22	18	82%	64%	66%	78%	-12

*The Annual Pass Rate changes every quarterly period. It is calculated by dividing the number of candidates who passed during the current and previous 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 2585(l) 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 psychiatric technician schools for the same period.”

Statistics furnished by PSI substantiate the program's **noncompliance** with Section 2585 (l) of the Psychiatric Technician Rules and Regulations for the most recent **nine (9)** consecutive quarters.

Based on the most current data available (April through June 2015), the program's average annual pass rate is **66%**. The California average annual pass rate for graduates from approved psychiatric technician programs who took the CAPTLE for the first time is **78%**. The average annual pass rate for the Hacienda La Puente Adult Education Psychiatric Technician Program

is 12 percentage points **below** the state average annual pass rate. Statistics document that the program's average annual pass rate has been 11 to 23 percentage points **below** the state average annual pass rate for the past **nine (9) consecutive quarters**.

Faculty and Facilities

Section 2588(c) of the Psychiatric Technician Rules and Regulations states:

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

The total number of Board approved faculty is five (5) including the program director. The director has 72% administrative duties and 28% teaching duties. All faculty are approved to teach in the clinical area.

Based on a maximum enrollment of 55 students, four (4) instructors are needed. Therefore, the number of current faculty is **adequate** for the current and proposed enrollment.

Section 2588 (b) of the Psychiatric Technician Rules and Regulations states:

"Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2587. 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. Clinical objectives which students are expected to master shall be posted in client care areas utilized for clinical experience."

The program has clinical facilities that are **adequate** as to type and variety of patients treated to enable current and proposed students to meet clinical objectives, in accordance with Section 2588 (b) of the Psychiatric Technician Rules and Regulations.

Other Considerations

On May 1, 2014, the Board notified the Hacienda La Puente Adult Education Psychiatric Technician Program of four (4) quarters of non-compliant pass rates on the licensing examination. The director was requested to submit a plan to improve student achievement and program pass rates (See Attachment B).

On May 27, 2014, the director provided the required improvement plan. (See Attachment C). The program indicated the following **plans**:

1. Increase minimum score on the TABE to 11th grade average from 10th grade average.
2. Add requirements to the Pre-PT class, specifically an assessment of writing skills, reading comprehension, and critical thinking abilities. In addition, Medical Terminology, math problems and an online Anatomy and Physiology assignment are planned.

3. Beginning August 2014, increase the minimum pass rate for Fundamentals of Nursing from 75% to 80% and add a mid – term and final examination.
4. Implement an online program that allows students to view videos and take quizzes, and for faculty to post test assignments and study guides.
5. Currently evaluating test questions and final exam; test help will be provided online, and students will be required to repeat the semester if a test is failed a second time.

On August 25, 2014, the Board notified the program of five (5) quarters of non-compliant test scores. (See Attachment D). On October 2, 2014, the assigned consultant conducted a telephone conference with the program director regarding the action plan and pass rates. The director indicated the program was also increasing the amount of testing and reviews in the program and had brought in past graduates for exam reviews. The director was able to identify areas of poor performance on the licensing examination but had not planned curriculum revisions.

On November 17, 2014, the Board notified the program of six (6) quarters of non-compliant test scores and asked for documentation of implementation of the improvement plan. (See Attachment E).

On December 10, 2014, the Board received correspondence from the director describing the program's implementation of the improvement plan to date. (See Attachment F). The following actions were reported:

1. Implementation of the higher minimum on the TABE from 10th grade to 11th grade average will begin with the class admitted February 2015.
2. The program is considering raising TABE average to 12th grade with the next admission after February 2015.
3. More rigorous application process, including the addition of a written statement and essay prior to Pre-PT class, and additional requirements for the Pre-PT, to begin with the class admitted February 2015.
4. Increased minimum passing grade required for Fundamentals of Nursing began in August 2014. A total of six (6) students were required to repeat the course.
5. All instructors are now using Edmodo, an online program that allows students to view videos, take quizzes, complete assignments, and access study guides.
6. Current students are now averaging 86 – 88% on exams.
7. Review course after completion of program has been in place since August 2014; previous graduates are also encouraged to attend.

On February 19, 2015, the Board notified the program of seven (7) quarters of non-compliant test scores. (See Attachment G).

On May 13, 2015, the Board notified the program of eight (8) quarters of non-compliant test scores and notified the program of placement on the Board's August 2015 agenda for consideration of provisional approval. (See Attachment H).

Recommendations:

1. Place the Hacienda La Puente Adult School Psychiatric Technician Program on provisional approval for the two – year period from August 21, 2015 through August 31, 2017, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2581.1 (e) of the California Code of Regulations. (See Attachment I)
2. Rescind approval of the program's ongoing pattern of admissions effective immediately.
3. Approve admission of one (1) class of twelve (12) students to begin August 24, 2015, graduating August 18, 2016, only.
4. Require the program to admit no additional classes without prior approval by the full Board.
5. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
6. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 15, 2015**.
7. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
8. Require the program to submit a report to the Board in nine (9) months, but no later than **May 1, 2016**, and twenty – one (21) months, but no later than **May 1, 2017**. 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.

9. Require the program to comply with all approval standards in Article 4 of the Psychiatric Technicians Law commencing at Business and Professions Code Section 4530, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2580.
10. Require 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.
11. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
12. Place the program on the **August 2017** Board agenda for reconsideration of provisional approval.

Rationale: For the past **nine (9)** quarters, the program's average annual pass rates have been greater than 10 percentage points **below** the state average annual pass rate of first – time candidates from approved psychiatric technician programs. While the most recent quarter indicates some improvement, the program's average annual pass rates on the CAPTLE remains **greater than 10 percentage points below** the state average annual pass rate.

The program's failure to comply with regulatory requirements relative to pass rates on the licensure examination supports the recommendation to place the program on provisional approval. Board staff will continue to monitor the program's efforts to improve licensing examination pass rates.

The program has been in the process of developing and implementing an improvement plan, including new admission, selection, and screening criteria; higher minimum passing scores; and more online support for students. In addition, the program proposes a smaller class size. This supports the recommendation to approve admission of the requested class.

- Attachment A: History of Prior Board Actions.
- Attachment B: Board Correspondence Dated May 1, 2014.
- Attachment C: Program Correspondence Dated May 27, 2014.
- Attachment D: Board Correspondence Dated August 25, 2014.
- Attachment E: Board Correspondence Dated November 17, 2014.
- Attachment F: Program Correspondence Dated December 10, 2014.
- Attachment G: Board Correspondence Dated February 19, 2015.
- Attachment H: Board Correspondence Dated May 13, 2015.
- Attachment I: Draft Notice of Change in Program Status.

Agenda Item 6.C.1., Attachment A

HACIENDA LA PUENTE ADULT EDUCATION PSYCHIATRIC TECHNICIAN PROGRAM

History of Prior Board Actions

- On February 2, 2001, the Board approved Hacienda La Puente Adult School's request to begin a psychiatric technician program.
- On November 16, 2001, the Board approved initial accreditation of the Hacienda La Puente Adult School Psychiatric Technician Program for the four-year period from November 16, 2001, to November 16, 2005, and issued a certificate accordingly. Additionally, the Board approved the program's request to commence a class of 30 students on March 11, 2002 only.
- On September 6, 2002, the Board approved the program's request to admit a class of 30 students commencing September 9, 2002 only.
- On February 21, 2003, the Board approved the program's request to admit a class of 30 students commencing March 10, 2003 only, to **replace** students graduating March 6, 2003.
- On June 20, 2003, the Board approved the program's request to admit a class of 30 students commencing September 8, 2003 only, to **replace** students graduating August 28, 2003.
- On February 2, 2004, the Executive Officer approved the program's request to admit a class of 30 students commencing March 15, 2004 only, to **replace** students graduating March 4, 2004.
- On August 11, 2004, the Executive Officer approved the program's request to admit a class of 30 students commencing September 13, 2004 only, to **replace** students graduating September 2, 2004. Additionally, the program's request for ongoing admissions was approved to **replace** graduating classes only, with the stipulation that no additional classes are added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes two (2) full – time classes of 30 students each calendar year in March and September.
- On September 16, 2005, the Executive Officer approved continued full accreditation for the Hacienda La Puente Psychiatric Technician Program for the four – year period from September 16, 2005, to September 15, 2009, and issued a certificate accordingly.
- On July 15, 2009, the program submitted its Program Records Survey for continued accreditation.
- On September 3, 2009, the Executive Officer approved continued full accreditation for the Hacienda La Puente Adult Education Psychiatric Technician Program for a four-year period from September 16, 2009, through September 15, 2013 and the Board issued a certificate accordingly.

- On May 1, 2014, the program was notified of four quarters of low pass rates on the licensing examination.
- On May 27, 2014, the Board received correspondence from the program regarding an improvement plan for licensing examination pass rates.
- On August 25, 2014, the program was notified of five quarters of low pass rates on the licensing examination.
- On November 17, 2014, the program was notified of six quarters of low pass rates on the licensing examination. The program was required to provide documentation of implementation of the improvement plan.
- On December 10, 2014, the Board received the program's report on implementation of the improvement plan.
- On February 19, 2015, the Board notified the program of seven (7) quarters of non-compliant test scores.
- On May 13, 2015, the Board notified the program of eight (8) quarters of non-compliant test scores and notified the program of placement on the Board's August 2015 agenda for consideration of provisional approval.
- On June 9, 2015, the program forwarded the requested documentation in preparation for the August 2015 Board meeting.



Agenda Item #6.C.1., Attachment B

BUSINESS CONSUMER SERVICES AND HOUSING AGENCY • GOVERNOR ED MUNDY S. 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 www.bvnpt.ca.gov



CERTIFIED MAIL

May 1, 2014

Sharon Anderson

Psychiatric Technician Program

Hacienda La Puente Adult Education
14101 E Nelson Ave.
La Puente, CA 91746

Subject: PT Program Examination Performance

Dear Ms. Anderson :

The Board of Vocational Nursing and Psychiatric Technicians hereby informs you of your program's status related to Section 2585(l) of the Psychiatric Technician Rules and Regulations which states:

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

- (1) Failure to achieve the required yearly average minimum pass rate within two years of initial approval may be cause to place a program on provisional approval.
- (2) Failure to maintain the required yearly average minimum pass rate for two years or four consecutive biannual periods may be cause to place a program on provisional approval.”

Statistics furnished by PSI as results of “First Time Test Takers”, indicate that the pass rates for **Hacienda La Puente Adult Education** on the California Psychiatric Technician Licensure Examination have fallen below 10 percentage points of the state average pass rate for the past two biannual periods (four quarters). (See attached pass rate grid for statistics).

Please provide the Board with your written plan for improving your program's California Psychiatric Technician Licensure Examination pass rates by June 1, 2014. The Board will continue monitoring the pass rates closely.

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

Sincerely,

Denise Rodriguez
Denise Rodriguez, MSN, RN
Nursing Education Consultant

PT Licensure Examination Data Hacienda La Puente							
Quarterly Statistics				Annual Statistics*			
Quarter	# Candidates	# Passed	% Passed	State Average Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate	Variance from the State Average Annual Pass Rate
April-Jun 2013	7	7	100%	89%	74%	85%	-11
July-Sep 2013	11	7	64%	84%	70%	86%	-16
Oct-Dec 2013	11	8	73%	84%	74%	86%	-12
Jan-Mar 2014	15	8	53%	86%	68%	86%	-18

*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.

marked feedback Agenda Item #6.C.1., Attachment C

Bruce Krall Director
Career and Technology Education

Jamie Arneson
Program Administrator, Health Careers

Sharon Anderson, RN, MS, PSY.D.
Director, VN PT Programs
sanderson@hlpusd.k12.ca.us



HACIENDA LA PUENTE
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ADULT EDUCATION
HEALTH CAREERS
PSYCHIATRIC TECHNICIAN PROGRAM

PT CA-607

May 27, 2014

Denise Rodriguez, MSN, RN
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205,
Sacramento, CA 95833-2945

Subject: PT Program Examination Performance

Dear Ms. Rodriguez

This letter is concerning Hacienda La Puente Adult Education of the Psychiatric Technician Program's status related to Section 2585(1) of the Psychiatric Technicians Rules and Regulations which states:

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

The following is an improvement plan for the Psychiatric Technician Program at Hacienda La Puente Adult Education:

To qualify for the Psychiatric Technician program the school has increased the minimum scores on the TABE to 11th grade average instead the of the 10th grade average. This will ensure the selection of students from a higher level of intellectual readiness.

After meeting the minimum score on the TABE, student begin the application process that will consist of a written personal statement and ten essay interview questions. Students are then selected for the Pre-PT class that is taken before enrollment into the program. We have added additional requirements to our Pre-PT class, which will consist of an assessment of writing skills, reading comprehension and critical thinking abilities. There will be a reading assignment as well as Medical Terminology and Math problems. There will be an online Anatomy and Physiology assignment to do and quizzes to complete which students will be tested on at the scheduled Pre-PT class. The minimum score to be accepted into the program will be 75% or better. These scores are added to the Pre-PT grading rubric which comprises of test scores, TABE scores, writing, Math and soft skills scores. Each of the instructors are involved in this process to determine who will participate in the Fundamental Nursing section of the program.

Fundamental Nursing is the next area to test the readiness of the student continuing on in the program. The pass rate for Fundamental nursing must be a minimum of 80%. The students that get below 80% but above 75% will be able to retake the final for a higher score but below 75% will need to repeat

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

Bruce Krall Director
Career and Technology Education

Jamie Arneson
Program Administrator, Health Careers

Sharon Anderson, RN, MS, PSY.D.
Director, VN PT Programs
sanderson@hlpusd.k12.ca.us



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ADULT EDUCATION
HEALTH CAREERS
PSYCHIATRIC TECHNICIAN PROGRAM

Fundamental Nursing with recommendations of classes in Medical Terminology, Certified Nursing, and Math.

Since February 2014, three of our four instructors are on Edmodo an online program that allows students to view videos, take quizzes, test assignments and study guides can be posted. By summer of 2014 all instructors will be using Edmodo. This is a more efficient and effective way of getting information to students.

The Psychiatric Technician Program is currently evaluating our test questions and devising final Exams for the close of section such as Fundamental Nursing, Medical/Surgical, Developmental Disorders, Pharmacology and Mental Disorders. If students need to retake a test help will be provided online with Edmodo and test will be given again. If student fails the second time the student will be advised to repeat the semester over.

A Comprehensive test prep program final at the end of 2nd and final semester, will be administered in a testing center in a timed. This final will cover both first and second semesters and be used as a diagnostic tool for the students to assess their strengths and weakness. Students are going to be provided with online review materials and a workshop review class.

In conclusion we are confident these changes will result in an improvement in the Psychiatric Technician Licensure examination first time pass candidates with the July to September, 3rd Quarter as well as the October to December, 4th Quarter. In addition, Hacienda La Puente Adult Education Psychiatric Technician Program faculty and staff continually evaluate and modify curriculum based on test results and are implementing new study methods, reviews, testing, and online materials. As we move forward with upcoming graduation dates of August 13, 2014 and also February 2015 class, we expect to see an increase test scores on the board exam for our graduates.

Sincerely,

Sharon Anderson, RN, MS, PSYD
Director of Psychiatric Technician
Hacienda La Puente Adult Education
Willow Center,
14101 E. Nelson Avenue
La Puente, CA 91746

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

Agenda Item #6.C.1., Attachment D



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
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August 25, 2014

Sharon Anderson, Director
 Psychiatric Technician Program
 Hacienda La Puente Adult Education
 14101 E Nelson Ave.
 La Puente, CA 91746

Subject: PT Program Examination Performance

Dear Ms. Anderson,

The Board of Vocational Nursing and Psychiatric Technicians (Board) hereby informs you of your program's status related to Section 2585(l) of the Psychiatric Technician Rules and Regulations which states:

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

- (1) Failure to achieve the required yearly average minimum pass rate within two years of initial approval may be cause to place a program on provisional accreditation.
- (2) Failure to maintain the required yearly average minimum pass rate for two years or four consecutive biannual periods may be cause to place a program on provisional accreditation."

The following statistics furnished by Psychological Services, LLC (PSI), for the period April 2012 through June 2014, specify the pass percentage rates for graduates of the Hacienda La Puente Adult Education Psychiatric Technician Program on the California Psychiatric Technician Licensure Examination (CAPTLE).

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics				Annual Statistics			
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR § 2585 (l)]	Variance From State Average Annual Pass Rate
Apr - Jun 2012	20	16	80%	80%	80%	79%	+1

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics				Annual Statistics			
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR § 2585 (I)]	Variance From State Average Annual Pass Rate
Jul - Sep 2012	5	4	80%	84%	79%	82%	-3
Oct - Dec 2012	14	9	64%	77%	71%	81%	-10
Jan - Mar 2013	5	3	60%	88%	73%	82%	-9
Apr - Jun 2013	7	7	100%	88%	74%	85%	-11
Jul - Sep 2013	11	7	64%	84%	70%	86%	-16
Oct - Dec 2013	11	8	73%	84%	74%	86%	-12
Jan - Mar 2014	15	8	53%	86%	68%	86%	-18
Apr - Jun 2014	22	14	64%	74%	63%	83%	-20

*The Annual Pass Rate changes every quarterly period. It is calculated by dividing the number of candidates who passed during the current and previous 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.

Statistics furnished by PSI as results of "First Time Test Takers", indicate that the pass rates for Hacienda La Puente Adult Education on the California Psychiatric Technician Licensure Examination have fallen below 10 percentage points of the state average pass rate for the past five quarters.

The Board has reviewed your plan for improving your program's CAPTLE pass rates and will continue monitoring the pass rates closely.

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

Sincerely,

Donna G. Johnson

Donna G. Johnson, RNP, MS, MA
 Nursing Education Consultant
donna.johnson@dca.ca.gov
 916-263-7842

Agenda Item #6.C.1., Attachment E



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



November 17, 2014

Sharon Anderson, Director
Psychiatric Technician Program
Hacienda La Puente Adult Education
14101 E Nelson Ave.
La Puente, CA 91746

Subject: PT Program Examination Performance

Dear Ms. Anderson,

The Board of Vocational Nursing and Psychiatric Technicians (Board) hereby informs you of your program's status related to Section 2585(l) of the Psychiatric Technician Rules and Regulations which states:

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

- (1) Failure to achieve the required yearly average minimum pass rate within two years of initial approval may be cause to place a program on provisional accreditation.
- (2) Failure to maintain the required yearly average minimum pass rate for two years or four consecutive biannual periods may be cause to place a program on provisional accreditation."

The following statistics furnished by Psychological Services, LLC (PSI), for the period April 2012 through September 2014, specify the pass percentage rates for graduates of the Hacienda La Puente Adult Education Psychiatric Technician Program on the California Psychiatric Technician Licensure Examination (CAPTLE).

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics				Annual Statistics*			
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CGR § 2585 (j)]	Variance From State Average Annual Pass Rate
Apr - Jun 2012	20	16	80%	80%	80%	79%	+1
Jul - Sep 2012	5	4	80%	84%	79%	82%	-3
Oct - Dec 2012	14	9	64%	77%	71%	81%	-10
Jan - Mar 2013	5	3	60%	88%	73%	82%	-9
Apr - Jun 2013	7	7	100%	88%	74%	85%	-11
Jul - Sep 2013	11	7	64%	84%	70%	86%	-16
Oct - Dec 2013	11	8	73%	84%	74%	86%	-12
Jan - Mar 2014	15	8	53%	86%	68%	86%	-18
Apr - Jun 2014	22	14	64%	74%	63%	83%	-20
Jul - Sep 2014	2	1	50%	77%	62%	82%	-20

*The Annual Pass Rate changes every quarterly period. It is calculated by dividing the number of candidates who passed during the current and previous 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.

Statistics furnished by PSI as results of "First Time Test Takers", indicate that the pass rates for Hacienda La Puente Adult Education on the California Psychiatric Technician Licensure Examination have fallen below 10 percentage points of the state average pass rate for the past six quarters.

The Board has reviewed your plan for improving your program's CAPTLE pass rates. Please provide, no later than December 15, 2014, documentation verifying implementation of that plan. The Board will continue monitoring the pass rates closely.

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

Sincerely,

Donna G. Johnson

Donna G. Johnson, RNP, MS, MA
 Nursing Education Consultant
donna.johnson@dca.ca.gov
 916-263-7842

Agenda Item #6.C.1., Attachment F

Bruce Krall Director
Career and Technology Education

Jamie Arneson
Program Administrator, Health Careers

Sharon Anderson, RN, MS, PSY.D.
Director, VN PT Programs
sanderson@hlpusd.k12.ca.us



HACIENDA LA PUENTE
Willow Center
14101 E. Nelson Avenue
La Puente, CA 91746
PHONE: 626 934-2816/7
FAX: 626 855-3169

ADULT EDUCATION HEALTH CAREERS PSYCHIATRIC TECHNICIAN PROGRAM

PT CA-607

December 10, 2014

Donna G. Johnson, RNP, MS, MA
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205,
Sacramento, CA 95833-2945

Subject: PT Program Approval Status

Dear Ms. Johnson,

This letter is concerning documentation verifying implementation of the plan for improving our Psychiatric Technician Program's CAPTLE pass rate.

The following is what the Hacienda La Puente Adult Education, Psychiatric Technician Program has implemented.

- To qualify for the Psychiatric Technician program the school has increased the minimum scores on the TABE to 11th grade average instead of the 10th grade average. This has been done for the admission for February 2015. We are also looking at an average of 12 grade for August 2015 class. This will ensure the selection of students from a higher level of intellectual readiness.
- After meeting the minimum score on the TABE, student begin the application process that will consist of a written personal statement and ten essay interview questions. Students are then selected for the Pre-PT class that is taken before enrollment into the program. We have added additional requirements to our Pre-PT class, which will consist of an assessment of writing skills, reading comprehension and critical thinking abilities. There will be a reading assignment as well as Medical Terminology and Math problems. There will be an online Anatomy and Physiology assignment to do and quizzes to complete which students will be tested on at the scheduled Pre-PT class. The minimum score to be accepted into the program will be 75% or better. These scores are added to the Pre-PT grading rubric which comprises of test scores, TABE scores, writing, Math and soft skills scores. Each of the instructors are involved in this process to determine who will participate in the Fundamental Nursing section of the program. We are doing this for our new class that is starting February 2015. Also enclosed are documentations that are sent out to the students before registering for Pre PT class. All instructors are participating in selecting qualified students to participate in Fundamental Nursing section of the program.

Bruce Krall Director
Career and Technology Education

Jamie Arneson
Program Administrator, Health Careers

Sharon Anderson, RN, MS, PSY.D.
Director, VN PT Programs
sanderson@hlpusd.k12.ca.us



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ADULT EDUCATION
HEALTH CAREERS
PSYCHIATRIC TECHNICIAN PROGRAM

- Fundamental Nursing is the next area to test the readiness of the student continuing on in the program. The pass rate for Fundamental nursing must be a minimum of 80%. The students that get below 80% but above 75% will be able to retake the final for a higher score but below 75% will need to repeat Fundamental Nursing with recommendations of classes in Medical Terminology, Certified Nursing, and Math. Since August 2014 new class started with 30 students but going into Medical Surgical portion we have 24 students. The 6 students that did not go on will retake Fundamentals.
- Since February 2014, three of our four instructors are on Edmodo an online program that allows students to view videos, take quizzes, complete assignments and access to study guides. By summer of 2014 all instructors will be using Edmodo. This is a more efficient and effective way of getting information to students. The instructors are using online programs.
- The Psychiatric Technician Program is currently evaluating our test questions and devising a final exams for the close of each section such as Fundamental Nursing, Medical/Surgical, Developmental Disorders, Pharmacology and Mental Disorders. If students need to retake a test, assistance will be provided online with Edmodo and test will be given again. If the student fails the second time the student will be advised to repeat the semester over. As a result of this increased monitoring and assessments the current students in PT- 1 class are averaging an 86% in scoring on exams and the PT-2 are averaging about 88% on exams.
- In comprehensive test prep program final at the end of 2nd and final semester, will be administered in a testing center in a timed manner. This final will cover both first and second semesters and be used as a diagnostic tool for the students to assess their strengths and weakness. Students are going to be provided with online review materials and a workshop review class. At the end of our graduating August 2014 class we offered review classes and also offer review classes after graduation.

Future Plans: Possibility of reducing class size and/or offering one class per year until our test scores are brought up.

Bruce Krall Director
Career and Technology Education

Jamie Arneson
Program Administrator, Health Careers

Sharon Anderson, RN, MS, PSY.D.
Director, VN PT Programs
sanderson@hlpusd.k12.ca.us



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ADULT EDUCATION
HEALTH CAREERS
PSYCHIATRIC TECHNICIAN PROGRAM

In conclusion we are confident these changes will result in an improvement in the Psychiatric Technician Licensure examination first time pass rate for the July to September, 3rd Quarter as well as the October to December, 4th Quarter. In addition, Hacienda La Puente Adult Education Psychiatric Technician Program faculty and staff continually evaluate and modify curriculum based on test results and are implementing new study methods, reviews, testing, and online materials. As we move forward with the most recent graduation dates of August 13, 2014 and the upcoming date February 2015 class, we expect to see an increase test scores on the board exam for our graduates. Although we did not see an increase in test scores for the July to September 3rd quarter with only two students who took the exam, we expect that due to the review sessions, the 4th quarter of October to December 4th quarter the results will be more promising.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Anderson".

Sharon Anderson, RN, MS, PSYD
Director of Psychiatric Technician
Hacienda La Puente Adult Education
Willow Center,
14101 E. Nelson Avenue
La Puente, CA 91746

Agenda Item #6.C.1., Attachment G



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



February 19, 2015

Sharon Anderson, Director
 Psychiatric Technician Program
 Hacienda La Puente Adult Education
 14101 E Nelson Ave.
 La Puente, CA 91746

Subject: PT Program Examination Performance

Dear Ms. Anderson,

The Board of Vocational Nursing and Psychiatric Technicians (Board) hereby informs you of your program's status related to Section 2585(l) of the Psychiatric Technician Rules and Regulations which states:

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

- (1) Failure to achieve the required yearly average minimum pass rate within two years of initial approval may be cause to place a program on provisional approval.
- (2) Failure to maintain the required yearly average minimum pass rate for two years or four consecutive biannual periods may be cause to place a program on provisional approval."

The following statistics furnished by Psychological Services, LLC (PSI), for the period April 2012 through December 2014, specify the pass percentage rates for graduates of the Hacienda La Puente Adult Education Psychiatric Technician Program on the California Psychiatric Technician Licensure Examination (CAPTLE).

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics					Annual Statistics		
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CGR § 2585.(l)]	Variance From State Average Annual Pass Rate
Apr - Jun 2012	20	16	80%	80%	80%	79%	+1
Jul - Sep 2012	5	4	80%	84%	79%	82%	-3
Oct - Dec 2012	14	9	64%	77%	71%	81%	-10

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics				Annual Statistics*			
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR § 2585 (l)]	Variance From State Average Annual Pass Rate
Jan - Mar 2013	5	3	60%	88%	73%	82%	-9
Apr - Jun 2013	7	7	100%	88%	74%	85%	-11
Jul - Sep 2013	11	7	64%	84%	70%	86%	-16
Oct - Dec 2013	11	8	73%	84%	74%	86%	-12
Jan - Mar 2014	15	8	53%	86%	68%	86%	-18
Apr - Jun 2014	22	14	64%	74%	63%	83%	-20
Jul - Sep 2014	2	1	50%	77%	62%	82%	-20
Oct - Dec 2014	15	8	53%	77%	57%	80%	-23

*The Annual Pass Rate changes every quarterly period. It is calculated by dividing the number of candidates who passed during the current and previous 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.

Statistics furnished by PSI as results of "First Time Test Takers", indicate that the pass rates for Hacienda La Puente Adult Education Psychiatric Technician Program on the California Psychiatric Technician Licensure Examination have fallen below 10 percentage points of the state average pass rate for the past seven quarters.

The Board has reviewed the plan for improving your program's CAPTLE pass rates and the description of the implementation of that plan. As important aspects of the improvement plan may yield results over the longer term, you may wish to take additional measures to improve the pass rate for this next quarter.

The Board will continue monitoring the pass rates closely.

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

Sincerely,
Donna G. Johnson
 Donna G. Johnson, RNP, MS, MA
 Nursing Education Consultant
donna.johnson@dca.ca.gov
 916-263-7842

Agenda Item #6.C.1., Attachment H



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



May 13, 2015

Sharon Anderson, Director
Psychiatric Technician Program
Hacienda La Puente Adult Education
14101 E Nelson Ave.
La Puente, CA 91746

Subject: PT Program Examination Performance

Dear Ms. Anderson,

The Board of Vocational Nursing and Psychiatric Technicians (Board) hereby informs you of your program's status related to Section 2585(l) of the Psychiatric Technician Rules and Regulations which states:

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

- (1) Failure to achieve the required yearly average minimum pass rate within two years of initial approval may be cause to place a program on provisional approval.
- (2) Failure to maintain the required yearly average minimum pass rate for two years or four consecutive biannual periods may be cause to place a program on provisional approval."

The following statistics furnished by Psychological Services, LLC (PSI), for the period April 2012 through March 2015, specify the pass percentage rates for graduates of the Hacienda La Puente Adult Education Psychiatric Technician Program on the California Psychiatric Technician Licensure Examination (CAPTLE).

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CGR § 2585.(l)]	Variance From State Average Annual Pass Rate
Apr - Jun 2012	20	16	80%	80%	80%	79%	+1
Jul - Sep 2012	5	4	80%	84%	79%	82%	-3
Oct - Dec 2012	14	9	64%	77%	71%	81%	-10
Jan - Mar 2013	5	3	60%	88%	73%	82%	-9

Psychiatric Technician Licensure Examination Data							
Quarterly Statistics				Annual Statistics			
Quarter	# Candidates	# Passed	% Passed	State Average Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR § 2585 (l)]	Variance From State Average Annual Pass Rate
Apr - Jun 2013	7	7	100%	88%	74%	85%	-11
Jul - Sep 2013	11	7	64%	84%	70%	86%	-16
Oct - Dec 2013	11	8	73%	84%	74%	86%	-12
Jan - Mar 2014	15	8	53%	86%	68%	86%	-18
Apr - Jun 2014	22	14	64%	74%	63%	83%	-20
Jul - Sep 2014	2	1	50%	77%	62%	82%	-20
Oct - Dec 2014	15	8	53%	77%	57%	80%	-23
Jan - Mar 2015	8	4	50%	84%	54%	79%	-25

*The Annual Pass Rate changes every quarterly period. It is calculated by dividing the number of candidates who passed during the current and previous 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.

Statistics furnished by PSI as results of "First Time Test Takers", indicate that the pass rates for Hacienda La Puente Adult Education Psychiatric Technician Program on the California Psychiatric Technician Licensure Examination have fallen below 10 percentage points of the state average pass rate for the past eight (8) quarters.

The Board has reviewed the plan for improving your program's CAPTLE pass rates and the description of the implementation of that plan. *Your program has been scheduled for presentation at the August 2015 Board meeting.* Separate correspondence will follow regarding the presentation of your program at that meeting.

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

Sincerely,

Donna G. Johnson

Donna G. Johnson, RNP, MS, MA

Nursing Education Consultant

donna.johnson@dca.ca.gov

916-263-7842

Agenda Item #6.C.1., Attachment I



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



CERTIFIED MAIL

August X, 2015

Sharon Anderson, Director
Psychiatric Technician Program
Hacienda La Puente Adult Education
14101 E Nelson Ave.
La Puente, CA 91746

Subject: Notice of Change in Approval Status

Dear Ms. Anderson,

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on August 21, 2015, the Hacienda La Puente Adult Education Psychiatric Technician Program has been placed on provisional approval for the two-year period from August 21, 2015 through August 20, 2017.

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

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **Friday, September 15, 2015**.

AREAS OF NON-COMPLIANCE (VIOLATIONS(S))

In accordance with Section 2581.1(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 2581..."

Section 2585(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."

REQUIRED CORRECTION(S)

1. The program shall admit no additional classes without prior approval by the full Board.
2. The program shall provide no less than one (1) instructor for every ten (10) students in clinical experiences.
3. The program shall submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 15, 2015**.
4. The program shall bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
5. The program shall submit a report to the Board no later than nine (9) months, but no later than **May 1, 2016**, and twenty – one (21) months, but no later than **May 1, 2017**. 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.
6. The program shall comply with all approval standards in Article 4 of the Psychiatric Technicians Law commencing at Business and Professions Code Section 4530, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2580.

Hacienda La Puente Adult School
Psychiatric Technician Program
Notice of Change in Approval Status
August X, 2015
Page 3 of 4

7. 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.
8. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

FUTURE BOARD ACTION

Your program will be placed on the **August 2017** 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 pages 2 and 3, you must submit this documentation by the fifteenth day of the second month prior to the Board Meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **Prior approval by the full Board is required to admit additional students.**

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 section 2582 of the Board's regulations.

The program may not 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 2581.1, 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,

JOHN BROOKS
Acting Executive Officer

Enclosures

Hacienda La Puente Adult School
Psychiatric Technician Program
Notice of Change in Approval Status
August X, 2015
Page 4 of 4

cc: Board Members

JB: dgj