

DATE	January 28, 2025
TO	Executive Officer Review
REVIEWED BY	Judith D. McLeod DNP, CPNP, RN Supervising Nursing Education Consultant (SNEC)
PREPARED BY	Tara Devila, MSN-Ed, RN, PHN, SMQT, CHEP Nursing Education Consultant (NEC)
SUBJECT	Reconsideration of Provisional Approval; Report of Continued Approval Process
PROGRAM	Cypress College Psychiatric Technician Program (Program) (Program Director: Cynthia Acosta, Cypress, Orange County, Community College)

Please note: Board Nursing Education Consultants make recommendations. The recommendations are forwarded to the Education and Practice Committee for review and recommendation, or to the Executive Officer or full Board for action.

PROGRAM REQUEST:

Removal from provisional approval and return to full continued program approval.

BACKGROUND:

On May 14, 2020, the Executive Officer rescinded the Program's approved pattern of admission of two full-time classes a year due to four consecutive quarters of noncompliance with California Code of Regulations, Title 16, Section 2585(I) which requires programs to maintain a minimal yearly average pass rate on the licensure examination. The Board ratified the decision to rescind the Program's pattern of admission on May 21, 2020.

On August 20, 2021, the Program was placed on provisional approval by the Board due to eight consecutive quarters of noncompliance with California Code of Regulations, Title 16, Section 2585(I) which requires programs to maintain a minimal yearly average pass rate on the licensure examination.

On May 19, 2023, the Board denied the Program's request to admit a full-time class of 24 students to commence on August 21, 2023, due to 15 consecutive quarters of noncompliance with California Code of Regulations, Title 16, Section 2585(I) which requires programs to maintain a minimal yearly average pass rate on the licensure examination.

On August 25, 2023, the Board extended the Program's provisional approval for 18 months and issued a certificate accordingly. The Board also placed the Program on the February 2025 Board meeting agenda for reconsideration of provisional approval.

On November 21, 2024, the Program Director submitted an Application for Continuing Approval, Form 56M-15, with supporting documents for review. A virtual site visit was conducted on December 11, 2024. The Program was reviewed to determine compliance with Article 5 of California Code of Regulations, Title 16.

STAFF ANALYSIS:

The Program demonstrated full compliance with Article 5 of the California Code of Regulations, Title 16, after correction of the one violation identified.

The NEC reviewed and analyzed the documents provided by the Program Director to verify adequate resources including clinical facilities and classrooms to accommodate the students' learning needs and ability to meet the Program's approved objectives.

Submitted documentation by the Program Director substantiates adequate resources including faculty and facilities for students to achieve programmatic learning objectives.

The NEC reviewed and analyzed the results of the last eight quarters (January 2023 to December 2024) of the California Psychiatric Technician Licensure Examination (CAPTLE). The data showed that the six most recent quarters demonstrated compliance with California Code of Regulations, Title 16, Section 2585(l), out of the eight total quarters reviewed, demonstrating incremental progress. The average annual pass rate is 77 percent, which is four percentage points above the state average annual pass rate.

Of the last three graduated classes, 13 out of 14 graduates (93 percent), 12 out of 13 graduates (92 percent), and 20 out of 20 graduates (100 percent) from the May 2024, December 2023, and May 2023 classes, respectively, took the CAPTLE exam within six months of graduation. This marks a notable improvement compared to the historical trend, where approximately 50 percent of students waited more than six months after graduation to take the CAPTLE.

The NEC reviewed and analyzed the comprehensive analysis, provided by the Program demonstrating an evaluation of previously implemented interventions to improve CAPTLE average annual pass rates. The findings after reviewing the documents provided by the Program and conducting the site visit were as follows:

1. Graduate Engagement and CAPTLE Exam Preparation: The study schedule and materials introduced in Fall 2023 for the CAPTLE review course, along with the proctored practice exam, continue to support student preparation. Faculty reported improved student readiness for the CAPTLE exam. Attendance in the Program's review course has also increased, reaching 100 percent for the most recent graduating classes (May 2024 and December 2023), compared to 70 percent attendance (14 of 20 graduates) in May 2023.

2. Program Director's administrative time: The Program Director's administrative time will remain at 60 percent for the Spring 2025 semester, an increase from the previous 40 percent. The Director reported that this additional time has been effective, contributing to incremental improvements in CAPTLE data and allowing for the evaluation of interventions.
3. Focus on faculty evaluation and development: The Program has thoroughly evaluated faculty compliance with the curriculum and confirmed that all faculty members are adhering to the current curriculum. Additionally, the Program Director reported that students are actively engaged and demonstrating effective learning.
4. Systematic tracking tool to track graduates: The Program continues to use the systematic tracking tool to track the status of graduates. The Program reported that the tracking tool is working as evidenced by the increased number of students taking the CAPTLE exam in a timely manner.
5. Curriculum alignment of nursing science content to the CAPTLE test plan: Historically, the students were struggling with the nursing science and pharmacology content. The curriculum alignment was completed in Fall 2023. The nursing science content is taught in the first semester of the Program and the first group of students following the aligned curriculum for this content started in January 2024. This group of students will not take the CAPTLE exam until the third and fourth quarter of 2025.
6. Use of the Osmosis program within the curriculum: The Program purchased Osmosis, a supplemental study resource, in Fall 2023 to enhance the nursing science and pharmacology content. This tool allows faculty to track student engagement with activities, videos, and practice exam questions. Integrated throughout the curriculum and CAPTLE review course, analytics show 100 percent of students use Osmosis for 5 to 15 hours weekly. Student interviews conducted by the NEC confirmed that students find the resource beneficial. The Program has renewed the Osmosis contract for an additional three years.
7. Admission and Selection Process: The Program continues to offer more guidance during admission workshop sessions to ensure qualified applicants are being selected. The NEC verified during the site visit that the Program is following the admission and selection criteria.
8. Anxiety Reduction Strategies: The Program identified an unusually high level of anxiety about the licensure exam among the Spring 2024 graduates. In

response, anxiety-reduction content was incorporated into the CAPTLE review course and continues to be a focus. Student interviews conducted by the NEC revealed that students feel supported by both faculty and available resources. Additionally, the Program offers a mentorship program, which students have reported as being instrumental to their success.

9. Remediation: Historically, the Program used a process where a written "deficiency" was issued to indicate the need for improvement in a student's academic progress (remediation). The Program has since revised this process, replacing the term "deficiency" with "student success plan" to promote a more supportive and positive approach and to emphasize collaboration between faculty and students. During the site visit, the NEC verified that the Program is adhering to its updated remediation policy.

Board staff will continue to monitor the Program's effectiveness by tracking class admissions, employed interventions, and the Program's licensure examination pass rates each quarter.

The \$5000 fee for program review was submitted and processed on August 13, 2024.

STAFF RECOMMENDATIONS:

1. Grant continued full approval for the Cypress College, Psychiatric Technician Program for a four-year period beginning February 3, 2025, and issue a certificate accordingly.
2. Require the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).

4. Continue to require the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: “for supervision of clinical experience, there shall be a maximum of 15 students for each instructor.” One instructor for every ten students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
5. Comply with all of the approval standards set forth in Article 4 of the Psychiatric Technicians Law, commencing with California Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, commencing with Section 2580.
6. Failure to take any of these corrective actions may cause the Board to revoke the Program’s approval.

Continuing Approval Survey

In accordance with Section 4532 of the Business and Professions Code, it is the Board’s duty, through an official representative, to inspect or review all schools for psychiatric technicians in California. Written reports of the representatives’ visit, or inspection, shall be made to the Board. Such inspections determine Program compliance with Article 5 of the California Code of Regulations, Title 16.

The Cypress College, Psychiatric Technician Program was reviewed to determine compliance with Article 5 of the California Code of Regulations, Title 16. The findings are seen within the table below. One violation was identified.

ARTICLE 5 – SCHOOLS FOR PREPARATION OF PSYCHIATRIC TECHNICIANS	VIOLATIONS
2581. Procedure for Approval	
1-4 Program Application Information	
5. Disciplinary History	
6. Organizational Chart	
7. Geographic Narrative	
8. Philosophy of Program	
9. Conceptual Framework	
10. Clinical Facility Placement	
11. Terminal Objectives	
12. Course Outlines for Each Course	

13. Instructional Plan	
14. Daily Lesson Plans	<u>X</u>
15. Evaluation Methodology for Curriculum	
16. Verification of Faculty Qualifications	
17. Evaluation Methodology for Clinical Facilities	
18. Admission Criteria	
19. Screening and Selection Criteria	
20. Student Services List	
21. Number of Students	
22. Evaluation Methodology for Student Progress	
23. Remediation	
24. Attendance Policy	
25. Grievance Policy	
26. Required Notices (Contacting Board, Grievance Policy, credit granting, a list of approved clinical facilities)	
27. Credit Granting	
28. Transfer Credit	
29. Competency Based Credit	
30. Program Resources	
31. Faculty Meeting Minutes	
32. Education Equivalency (High School Graduation)	
33. Program Hours	
34. Preceptorship	
35. BPPE Approval (Private School Only)	
36. Fee Reduction request (if applicable)	
2582 Reports	
2584 Faculty Qualifications	
2585 General Requirements	
2586 Curriculum Hours	

2587 Curriculum Content	
2588 Clinical Experience	
2589 Credit for Previous Education and Experience	

RELEVANT PROGRAM ELEMENTS

Enrollment

California Code of Regulations, Title 16, Section 2585(k) states:

The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to: (1) Sufficient program resources as specified in Section 2585(a). (2) Adequacy of clinical experience as specified in Section 2588. (3) Licensure examination pass rates as specified in Section 2585(l).

The Program is approved to offer a 48-week full-time class. Board approval is required prior to the admission of each class.

The following table represents current student enrollment based on current class starts and completion dates. The table indicates a maximum enrollment of 58 students for the period January 2024 through January 2025.

ENROLLMENT DATA TABLE

Class Start Dates	Class Completion Dates	Number of Students Admitted	Number of Students Current	Number of Graduated	Total Enrolled
1/26/24 FT Day *(5/29/25)		19	19		19
8/26/24 FT Day *(12/18/25)		19	19		19+19=38
1/27/25 FT Day *(5/21/26)		20	20		38+20=58

*Indicates projected graduation date

Licensing Examination Statistics

California Code of Regulations, Title 16, 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.

The following statistics, furnished by Psychological Services, LLC (PSI) and printed by the Board of Vocational Nursing and Psychiatric Technicians for the period January 2023 through December 2024, specify the pass percentage rates for graduates of the Program on the California Psychiatric Technician Licensure Examination (CAPTLE).

CALIFORNIA PSYCHIATRICTECHNICIAN LICENSURE EXAMINATION DATA

Quarterly Statistics					Annual Statistics		
Quarter	# Candidates in Quarter	# Passed in Quarter	% Passed in Quarter	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate CCR §2585(l)	Variance from State Average Annual Pass Rate
Jan-Mar 2023	12	8	67%	74%	58%	71%	-13
Apr-Jun 2023	5	4	80%	76%	58%	73%	-15
Jul-Sep 2023	20	13	65%	76%	65%	75%	-10
Oct-Dec 2023	No tests this quarter			70%	68%	74%	-6
Jan-Mar 2024	11	8	73%	79%	69%	75%	-6
Apr-Jun 2024	2	2	100%	62%	70%	73%	-3
Jul-Sep 2024	11	9	82%	80%	79%	73%	+6
Oct-Dec 2024	2	1	50%	70%	77%	73%	+4

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

Based on the most current data available (October – December 2024), the Program's average annual pass rate is 77 percent. The California average annual pass rate for graduates from approved psychiatric technician programs who took the licensure examination for the first time during the same period is 73 percent. The average annual pass rate for the Program is four percentage points above the state average annual pass rate.

Faculty and Facilities

California Code of Regulations, Title 16, Section 2588(d) states:

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

The current number of approved faculty totals 14, including the Program Director. The Program Director has 60 percent administrative duties and 40 percent teaching responsibilities. The Program is required to provide a maximum of ten students to each instructor in clinical experiences. Of the total faculty, 14 are designated to teach clinical. Based upon a maximum proposed enrollment of 58 students, six instructors are required for clinical supervision. The utilization of faculty at clinical facilities is such that clinical instruction is covered adequately.

California Code of Regulations, Title 16, Section 2588(b) 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.

Submitted documentation indicates the Program has sufficient clinical facilities to afford the number, type and variety of patients that will provide clinical experience consistent with approved competency-based objectives and theory being taught for current student enrollment.

Program Inspection

On December 11, 2024, the Nursing Education Consultant conducted an announced virtual program inspection of Cypress College.

Building, Faculty Workspace, Program Director's Office, and Student Services

The Program is offered within a clean, maintained building. There are ample parking spaces for the students. The faculty work area is spacious and contains desks and office equipment. The Program Director has a spacious office with a large desk, chair, and computer. The Program Director's office can also be locked. There are a wide variety of student services on campus. These include a bookstore, financial aid, admissions, counseling, and disability services. The hallways throughout the campus contains resource information for students such as tutoring, counseling, food, book passes, and sexual harassment.

Break and Study Areas

The Program offers ample space indoor and outdoor for breaks and studying. There is a cafeteria on campus where students can purchase food. There are also vending machines located throughout the campus. There are numerous restrooms, which are clean and maintained. There is also study space in the library.

Classroom, Computer Lab, and Library

The campus contains five classrooms for psychiatric technician students: three classrooms contain 30 seats each, one classroom contains 35 seats, and one classroom contains 45 seats. Each classroom is equipped with a projector/computer and audiovisual equipment. Two classrooms also contain two skills lab beds, each with manikins.

The Program has two computer labs: one lab contains 15 seats and the other contains 25 seats. Both labs are equipped with desktop computers. Additionally, 25 laptops are available.

The library is spacious with lots of open areas for studying, as well as private study rooms that can be reserved. There is a full-time librarian for the health science division. There are a variety of textbooks and reference books for students including a collection of 61,117 book volumes, 87 print periodical subscriptions and 136 databases. Additionally, there are 17 electronic databases containing articles relating to health sciences, nursing, and allied health. These databases contain articles from peer-reviewed academic journals, magazines, and newspapers. Students can access these databases and journal articles on campus or off campus.

Skills Lab

The skills lab contains nine patient care stations. As previously mentioned, there are four additional patient care stations within two classrooms. This is a total of 13 unisex adult manikins. Each patient care station contains a nightstand, overbed table, and a workstation on wheels (WOW). The lab is clean, well-stocked, and organized. There is a working sink in the skills lab with hot and cold water. There is storage space for supplies in the lab.

There are supplies for feeding pumps and mobility devices (i.e., crutches, walker, wheelchair). There are supplies for wound care, urinary, gastrointestinal, cardiac, and respiratory care learning scenarios. There is a medication cart that is clean, stocked, and organized. The cart contains sufficient supplies for practicing medication administration.

Interview with Faculty

Faculty members, with experience ranging from 1.5 to 22 years, expressed a strong sense of community in the program, describing it as a supportive and collaborative environment. Many instructors are alumni who feel a sense of pride and belonging, which drives their commitment to teaching and mentoring students. The faculty highlighted the program's strengths, including access to adequate resources and a shared instructional plan, which ensures consistency in teaching and alignment between theory and clinical instruction. They emphasized the use of preconference sessions and a coordinated calendar to integrate theoretical knowledge with practical applications, ensuring students receive a comprehensive education.

Challenges identified by faculty included the need for ongoing communication improvements and the need to balance students' workloads, as many juggle work alongside their studies. Faculty actively support struggling students through a remediation process involving success plans, mentoring, and regular evaluations, with additional measures such as essays and practical assessments integrated into exams. The faculty were able to verbalize the attendance policy.

Interview with Students

The interview consisted of 15 semester one and 12 semester two students. All students agreed they would recommend the Program to family members or friends. Students expressed high satisfaction with the Program, particularly highlighting the instructors' patience, knowledge, and encouraging approach. They described the classroom environment as a safe and supportive space where mistakes were seen as learning opportunities. Students appreciated the use of engaging teaching methods, including role-playing, presentations, and in-class quizzing, which enhanced their understanding of the material. Clinical experiences provided hands-on opportunities such as medication administration, injections, bed-making, and patient positioning. The student reported that the skills lab is well-equipped, ensuring students had access to necessary resources for practice.

Students reported a structured remediation process that included a student success plan, mentoring, and access to additional study materials and tutoring services, such as Osmosis. Faculty were available to provide guidance through office hours and clinical support, ensuring no student fell too far behind. Students understood the attendance policy and make-up procedures for missed hours. Overall, students appreciated the program's support systems, noting the positive and resource-rich environment provided for their success.

Interview with Program Director

A discussion with the Program Director took place at the end of the day. All elements of the site inspection were addressed, and the Program Director verbalized understanding

of the violation identified. The Program Director stated the plan of correction and timeframe for submitting the plan to the BVNPT.

Violations

California Code of Regulations, Title 16, Section 2581(i)(1) requires an institution, as a condition for the continued approval of a postsecondary school or educational program offering a course of instruction in psychiatric technician, to submit a completed "Continuing Approval Application for a Psychiatric Technician School or Program, Form 56M-15, the requirements of which are incorporated by reference into the section.

Violation

Form 56M-15, at Section 14 on page 5, Daily Lesson Plans, requires the institution to submit: Copies of daily lesson plans for the first two weeks of courses of instruction in the following subjects (for theory and skills): Fundamentals, medical-surgical nursing, leadership, mental disorders and developmentally disabled. A daily lesson plan is a document that correlates the theory and practice for each instruction day for the instructor to follow.

On November 21, 2024, the Program Director submitted documentation for lesson plans as a part of the documentation for continued program approval. During a records review, there was no documented evidence of daily lesson plans. During the interview, when asked about lesson plans, the faculty stated they follow a class calendar of topics and Power Point presentations to guide their classes. During the interview, the Program Director verified there are no daily lesson plans for each instruction day for the instructor to follow.

Status: The violation is corrected.

On December 16, 2024, the Program submitted copies of daily lesson plans for all subjects required.

ATTACHMENTS:

Attachment A: Program History
Attachment B: Cypress College Photos

CYPRESS COLLEGE PSYCHIATRIC TECHNICIAN PROGRAM

Program History

In June 1968, the Board approved Fairview State Hospital's request to begin a psychiatric technician program.

In June 1969, the Board approved initial accreditation of the Fairview State Hospital Psychiatric Technician Program.

In March 1971, the Program was moved to Cypress College under the administration of the Division of Health Sciences.

In January 1977, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.

In November 1983, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.

In February 1992, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.

In May 1992, the Board ratified the Nursing Education Consultant authorization to establish class size at a maximum of 30 students. Additionally, the Board approved the Program's admission of two classes per year.

In September 1996, the Board ratified action by the Executive Officer authorizing the Program's admission of 15 additional students commencing August 19, 1996, only. This action allowed the accommodation of students from Hacienda La Puente Psychiatric Technician Program, which closed due to the unexpected resignation of two instructors.

In November 1996, a new Program Director was approved.

In November 1998, the Board approved the Program's request to admit a class of 45 students commencing January 20, 1999, contingent upon approval of adequate faculty and facilities. The Program was directed to submit a revised admission policy and instructional plan. Additionally, the Board requested presentation of a follow-up report at its November 1999 meeting relative to the Program's attrition and examination statistics.

In November 1999, the Board accepted an informational report relative to the Program's attrition and examination statistics. The Board directed continuous monitoring of the Program's examination pass rate and a full analysis by the Program Director if no improvement is evidenced.

In April 2001, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program for the four-year period from April 27, 2001, to April 27, 2005.

On February 8, 2002, the Board approved the Program's request to admit 15 full-time advanced placement students to the January 22, 2002, class, commencing April 1, 2002, only, thereby increasing the Program's class size.

On February 7, 2003, the Board approved the Program's request to admit 15 full-time advanced placement students to the January 21, 2003, class, commencing March 17, 2003, only, thereby increasing the Program's class size.

On January 12, 2005, the Board approved continued full accreditation for the Cypress College Psychiatric Technician Program for the four-year period from February 4, 2005, through February 3, 2009, and issued a certificate accordingly.

On January 14, 2009, the Executive Officer approved continued full accreditation for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2009, through February 3, 2013; and required that the Program present a follow-up report at the September 11, 2009, Board meeting relative to the performance of Cypress College Psychiatric Technician Program graduates on the California Psychiatric Technician Licensure Examination.

On January 22, 2013, the Executive Officer approved continued full accreditation for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2013, through February 3, 2017, and issued a certificate accordingly.

On June 5, 2017, the Executive Officer approved continued full accreditation for Cypress College Psychiatric Technicians' Program:

1. Continued approval for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2017, through February 3, 2021, and issue a certificate accordingly.
2. Continued the Program's approval to admit a class of 30 students two times each year (January and August), with the following stipulations:
 - a. No additional classes are added to the Program's current pattern of admission without prior Board approval. The Program's current pattern of admission includes one class of 30 students two times each year (January and August).

- b. The Program Director documents that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
- c. The Program's average annual pass rates remain no more than ten percentage points below the state average annual pass rate.

On May 14, 2020, the Executive Officer approved:

1. Rescinded Cypress College, Psychiatric Technician Programs pattern of admission of two full-time classes per year, (January and August) of 30 students; to replace graduating classes only.
2. The Program is required to submit a written plan for improving the Program's California Psychiatric Technician Licensure Examination (CAPTLE) pass rate for first time candidates.
3. The Program is required to obtain Board approval prior to admission of any additional classes.
4. The Program is required, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the Board, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).

On November 10, 2020, the Executive Officer approved:

1. Approved the Program's request to admit a full-time class of 24 students commencing on January 25, 2021, graduating on May 26, 2022, to replace the class that graduates on December 12, 2020.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. No additional classes are added without prior BVNPT approval.

3. Documents adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
4. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
5. Continued to require the Program to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.

On January 26, 2021, the Executive Officer approved:

1. Granted continued full approval for the Cypress College Psychiatric Technician Program for a four-year period beginning February 3, 2021, and issue a certificate accordingly.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Continued to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.

On June 1, 2021, the Executive Officer approved:

1. Admit a full-time class of 24 students commencing on August 23, 2021, graduating on December 9, 2022, to replace the class that graduates on May 20, 2021.

2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Continued to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.

On August 20, 2021, the Board:

1. Placed Cypress College Psychiatric Technician Program on provisional approval.
2. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Required the Program Director to submit follow-up reports in 10 months, but no later than June 1, 2022, and in 22 months but no later than June 1, 2023. The report must include a comprehensive analysis of the Program, specific actions taken with revisions to improve average annual pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Admission and Screening Criteria
 - b. Terminal Objectives
 - c. Evaluate the Current Curriculum for Possible Update Curriculum to include:
 - 1- Program objectives

- 2- Instructional Plan
 - 3- Theory and Clinical Objectives for Each Course
 - 4- Lesson Plans for Each Course
 - 5- Evaluation of Correlation of Theory and Clinical
 - 6- Textbooks
 - d. Student Policies to include:
 - 1- Attendance Policy
 - 2- Remediation Policy
 - 3- Evaluation of Student Achievement
 - 4- Credit Granting
 - e. Evaluation of available clinical facilities approvals to determine adequacy in number and variety to accommodate current and projected students.
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
 5. Failure to take any of these corrective actions may cause the full Board to revoke the Program's approval.

On February 9, 2022, the Board:

1. Approved the Program's request to admit a full-time class of 24 students to commence on March 28, 2022, with a graduation date of July 14, 2023
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2022, and a subsequent report no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Theory & Clinical Objectives for each Term
 - 3- Lesson Plans for each Term
 - c. Student Policies including:
 - 1- Admission Policy
 - 2- Screening and Selection Policy
 - 3- Attendance & Remediation Policy
 - 4- Evaluation of Student Achievement
 - 5- Credit Granting Policy

- d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of Faculty
 - f. Methodologies for:
 - 1- Faculty Meetings
 - 2- Clinical Evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
2. Admit no additional classes without prior approval by the Board.
 3. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).
 4. Continue to provide a maximum of twelve students for each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588 states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 5. Notify the NEC in the event a current class is displaced from clinical sites.
 6. Continued the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
 7. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates or other violations. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.

On May 20, 2022, the Board:

1. Approved the Program's request to admit a full-time class of 24 students to commence on August 22, 2022, with a graduation date of December 7, 2023, to replace the class graduating on May 19, 2022.
2. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2022, and a subsequent report no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 1. Instructional Plan
 2. Theory & Clinical Objectives for each Term
 3. Lesson Plans for each Term
 - c. Student Policies including:
 1. Admission Policy
 2. Screening and Selection Policy
 3. Attendance & Remediation Policy
 4. Evaluation of Student Achievement
 5. Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of Faculty
 - f. Methodologies for:
 - 1- Faculty Meetings
 - 2- Clinical Evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
2. Admit no additional classes without prior approval by the Board.
3. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).

4. Continue to provide no less than one instructor for every twelve students in clinical experiences. California Code of Regulations, Title 16, Section 2588 states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
5. Notify the NEC in the event a current class is displaced from clinical sites.
6. Continued the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
7. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates or other violations. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.

On November 8, 2022, the Board:

1. Approved the Program's request to admit a full-time class of 24 students to commence on January 23, 2023, with a graduation date of May 16, 2024.
2. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Daily Lesson Plans for each Term
 - c. Student Policies including:
 - 1- Admission Criteria
 - 2- Screening and Selection Criteria
 - 3- Attendance Policy
 - 4- Remediation Policy

- 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
 - 6- Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts
2. Admit no additional classes without prior approval by the Board.
 3. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).
 4. Continue to provide a maximum of twelve students for each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states, "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 5. Notify the NEC in the event a current class is displaced from clinical sites.
 6. Continued the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technicians Law, commencing at the California Business and Professions Code, Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
 7. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.

On May 19, 2023, the Board rendered the following decisions:

1. Denied the Program's request to admit a full-time class of 24 students to commence on August 21, 2023, with a graduation date of December 5, 2024, which will replace the class graduating on May 19, 2023.

2. Placed the Program on the agenda for the August 2023 Board meeting for reconsideration of provisional approval.
3. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis with a submission date no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Daily Lesson Plans for each Term
 - c. Student Policies including:
 - 1- Admission Criteria
 - 2- Screening and Selection Criteria
 - 3- Attendance Policy
 - 4- Remediation Policy
 - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
 - 6- Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
2. Required the Program to submit documentation of the tracking of graduates with a submission date of June 1, 2023. The following elements must be addressed in the tracking documentation:
 - a. List of all graduates per class, including name, cohort number, and graduation date beginning Fall 2018 graduates.
 - b. List the CAPTLE examination dates and results (pass/fail)
 - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
3. Admit no additional classes without prior approval by the Board.
4. Required the Program, when requesting approval to admit students, to:

- a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
5. Continue to provide a maximum of 12 students for each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every 12 students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 6. Notify the NEC in the event a current class is displaced from clinical sites.
 7. Continued the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technicians Law, commencing at the California Business and Professions Code, Section 4530, and Article 5 of California Code of Regulations, Title 16, commencing at Section 2580.
 8. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the Board may revoke the Program's approval.

On August 25, 2023, the Board rendered the following decisions:

1. Extended the Program's provisional approval for 18 months and issued a certificate accordingly.
2. Placed the Program on the February 2025 Board meeting agenda for reconsideration of provisional approval.
3. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit comprehensive analysis reports with submission dates of six months but no later than February 1, 2024, twelve months but no later than August 1, 2024, and sixteen months but no later than December 1, 2024. The reports must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.

- a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1. Instructional Plan
 - 2. Daily Lesson Plans for each Term
 - c. Student Policies including:
 - 1. Admission Criteria
 - 2. Screening and Selection Criteria
 - 3. Attendance Policy
 - 4. Remediation Policy
 - 5. Evaluation Methodology for Student Progress including evaluation of clinical practice
 - 6. Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
2. Continued to require the Program to submit documentation of the tracking of graduates, which will be due monthly on the first of each month. The following elements must be addressed in the tracking documentation:
- a. List of all graduates per class, including name, cohort number, and graduation date beginning with Fall 2018 graduates.
 - b. List the CAPTLE examination dates and results (pass/fail).
 - c. Status of graduates engaged in the review course and preparation for the CAPTLE exam.
 - d. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
3. Required the Program to submit documentation evaluating each of the Spring 2023 interventions implemented by the Program Director with a submission date of no later than September 15, 2023. The following elements must be addressed in the documentation:
- a. Graduate engagement, review course and preparation for CAPTLE examination
 - b. Increased Program Director's administrative time
 - c. Focus on faculty evaluation and development
 - d. Systematic tracking tool to track graduates
 - e. New medication cart with additional medications

4. Required the Program to submit documentation of the curriculum alignment of the nursing science content with the CAPTLE test plan no later than September 15, 2023.
5. Admit no additional classes without prior approval by the Board.
6. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
7. Required the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: “[f]or supervision of clinical experience, there shall be a maximum of 15 students for each instructor.” Recommendation of one instructor for every ten students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
8. Notify the NEC in the event a current class is displaced from clinical sites.
9. Continued the Program’s requirement to comply with all of the approval standards set-forth in Article 4 of the Psychiatric Technicians Law, commencing with California Business and Professions Code, Section 4530, and in Article 5 of California Code of Regulations, Title 16, commencing with Section 2580.
10. Continued the Program’s requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. 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 Board to revoke the Program’s approval.

On November 17, 2023, the Board rendered the following decisions:

1. Approved the Program’s request to admit a full-time day class of 20 students to commence on January 29, 2024, with a graduation date of May 29, 2025, to replace the class that graduates on December 8, 2023.

2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit comprehensive analysis reports with submission dates of six months but no later than February 1, 2024, twelve months but no later than August 1, 2024, and sixteen months but no later than December 1, 2024. The reports must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Daily Lesson Plans for each term
 - c. Student Policies including:
 - 1- Admission Criteria
 - 2- Screening and Selection Criteria
 - 3- Attendance Policy
 - 4- Remediation Policy
 - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
 - 6- Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
2. Continued to require the Program to submit documentation of the tracking of graduates, which will be due monthly on the first of each month. The following elements must be addressed in the tracking documentation:
 - a. List of all graduates per class, including name, cohort number, and graduation date beginning with Fall 2018 graduates.
 - b. List the CAPTLE examination dates and results (pass/fail).
 - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
3. Continued to require the Program to submit documentation evaluating each of the interventions implemented by the Program with a submission date of no later than December 9, 2023. The following elements must be addressed in the documentation:
 - a. Graduate engagement, review course and preparation for CAPTLE examination

- b. Increased Program Director's administrative time
 - c. Focus on faculty evaluation and development
 - d. Systematic tracking tool to track graduates
 - e. Curriculum alignment of nursing science content
4. Admit no additional classes without prior approval by the Board.
 5. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).
 6. Continued to require the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: "for supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every ten students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 7. Notify the NEC in the event a current class is displaced from clinical sites.
 8. Continued the Program's requirement to comply with all of the approval standards set forth in Article 4 of the Psychiatric Technicians Law, commencing with the California Business and Professions Code, Section 4530, and in Article 5 of California Code of Regulations, Title 16, commencing with Section 2580.
 9. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.
 10. Failure to take any of these corrective actions may cause the Board to revoke the Program's approval.

On May 17, 2024, the Board rendered the following decisions:

1. Approved a full-time day class of 20 students to commence on August 26, 2024, with a graduation date of December 11, 2025, which will replace the class graduating on May 16, 2024.

2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit comprehensive analysis reports with submission dates of August 1, 2024, and December 1, 2024. The reports must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Daily Lesson Plans for each term
 - c. Student Policies including:
 - 1- Admission Criteria
 - 2- Screening and Selection Criteria
 - 3- Attendance Policy
 - 4- Remediation Policy
 - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
 - 6- Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
2. Continued to require the Program to submit documentation of the tracking of graduates, which will be due monthly on the first of each month. The following elements must be addressed in the tracking documentation:
 - a. List of all graduates per class, including name, cohort number, and graduation date beginning with Fall 2020 graduates.
 - b. List the CAPTLE examination dates and results (pass/fail).
 - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
3. Continued to require the Program to submit documentation evaluating each of the interventions implemented by the Program with a submission date of no later than July 1, 2024. The following elements must be addressed in the documentation:
 - a. Graduate engagement, review course and preparation for CAPTLE examination, including new study schedule using Osmosis

- b. Increased Program Director's administrative time
 - c. Focus on faculty evaluation and development
 - d. Systematic tracking tool to track graduates
 - e. Curriculum alignment of nursing science content
 - f. Use of Osmosis program within the curriculum
 - g. Admission and selection process
4. Admit no additional classes without prior approval by the Board.
 5. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).
 6. Continued to require the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: "for supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every ten students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 7. Notify the NEC in the event a current class is displaced from clinical sites.
 8. Continued the Program's requirement to comply with all of the approval standards set forth in Article 4 of the Psychiatric Technicians Law, commencing with the California Business and Professions Code, Section 4530, and in Article 5 of California Code of Regulations, Title 16, commencing with Section 2580.
 9. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.
 10. Failure to take any of these corrective actions may cause the Board to revoke the Program's approval.

On May 17, 2024, a new Program Director was approved.

On November 22, 2024, the Board rendered the following decisions:

1. Approved a full-time day class of 20 students to commence on January 27, 2025, with a graduation date of May 21, 2026. This class is a replacement class for the class that would have graduated in December 2024, but did not start.
2. Placed the Program on the agenda for the February 2025 Board meeting for reconsideration of provisional approval.
3. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Continued to require the Program to submit documentation of the tracking of graduates, which will be due monthly on the first of each month. The following elements must be addressed in the tracking documentation:
 - a. List of all graduates per class, including name, cohort number, and graduation date beginning with Fall 2022 graduates.
 - b. List the CAPTLE examination dates and results (pass/fail).
 - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
2. Continued to require the Program to submit documentation evaluating each of the interventions implemented by the Program with a submission date of no later than January 15, 2025. The following elements must be addressed in the documentation:
 - a. Graduate engagement, review course and preparation for CAPTLE examination, including addition of anxiety reduction content
 - b. Increased Program Director's administrative time
 - c. Focus on faculty evaluation and development
 - d. Systematic tracking tool to track graduates
 - e. Curriculum alignment of nursing science content
 - f. Use of Osmosis program within the curriculum
 - g. Admission and selection process
 - h. Remediation: Student success plan approach
3. Admit no additional classes without prior approval by the Board.
4. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.

- c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).
5. Continued to require the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: “for supervision of clinical experience, there shall be a maximum of 15 students for each instructor.” Recommendation of one instructor for every ten students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
6. Notify the NEC in the event a current class is displaced from clinical sites.
7. Continued the Program’s requirement to comply with all of the approval standards set forth in Article 4 of the Psychiatric Technicians Law, commencing with the California Business and Professions Code, Section 4530, and in Article 5 of California Code of Regulations, Title 16, commencing with Section 2580.
8. Continued the Program’s requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program’s approval.
9. Failure to take any of these corrective actions may cause the Board to revoke the Program’s approval.