



When Choosing a Career Caring for Others, choose a School that Cares About You!



SCHOOL CATALOG
January 1, 2022 – December 31, 2022

Lancaster Main Campus
42402 10th Street West, Suite F
Lancaster, CA 93534
(661) 582-6049 Office; (661)582-6050 Fax
www.bellhealthcaretrainingschool.com

Prior to enrollment, Bell Healthcare Training School shall provide a prospective student, either in writing or electronically, with a school catalog pursuant to section 94909 of the Code. The school catalog is updated annually and made available electronically each July. The electronic version is the official version for the school. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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Table of Contents

I. GENERAL INFORMATION.....	3
Disclaimer Information	3
Bankruptcy Statement	3
Approval and Accreditations.....	3
Vision.....	3
Mission Statement.....	4
Language Disclosure	4
Facility Description.....	4
Notice to Prospective Non-Degree (Certificate) and Degree Program Students	4
II. ACADEMIC CALENDAR.....	5
Hours of Operation	5
Academic Calendar	5
III. ADMISSION POLICIES AND REGULATIONS.....	5
General Admission Requirements.....	5
Registration for Admission.....	5
Nursing Assistant Requirements.....	6
Home Health Aide Requirements	6
Private Pay Institution	6
Visa Service	6
English Language Proficiency.....	7
Notice Concerning Transferability of Credits and Credentials earned at our Institution.....	7
Credit Granting Procedure	7
Articulation Agreements.....	7
Award for Credit Procedure	7
Challenge Credit.....	7
Reentry.....	8
Orientation and Requirements for Admission	8
Transfer Between Programs	8
Transcripts	8
Transcript Fee	8
Legal Control	8
Consumer Protection	8
IV. STUDENT SERVICES.....	9
Orientation	9
Career and Placement Assistance	9
Housing.....	9
Student Parking.....	9
Student Grievances	9
V. ACADEMICS.....	10
Faculty and Curriculum	10
Policy and Program Modification	10
Standards for Student Achievement	10
Books and Supplies.....	10
Attendance Policy:.....	10
Unexcused Absences.....	11
Excused Absences	11
Tardiness.....	11
Leave of Absence	12
Attendance Probation	12
Student Records	12
VI. FINANCIAL AID	12

Financial Aid Programs.....	12
Financial Disclosures.....	12
Student Tuition Recovery Fund (STRF).....	12
Refund and Cancelation Policy:.....	13
Withdrawal Policy.....	14
VII. PROGRAMS	15
Nursing Assistant (NA) Training Program (160 Clock Hours).....	15
Total Program Cost:.....	15
Program Schedule.....	15
Program Description.....	15
Program Objective.....	15
Online Distance Education.....	16
Standard Occupational Classification.....	16
Home Health Aide (HHA) Training Program (40 Clock Hours)	16
Total Program Cost:.....	16
Program Schedule:.....	17
Program Description:.....	17
Program Objective:.....	17
Online Distance Education.....	17
Standard Occupational Classification.....	17
VIII. SCHOOL POLICIES AND REGULATIONS.....	18
Faculty Qualification.....	18
Clinical Orientation Policy.....	18
Clinical Supervision.....	18
Clinical Instructor Tardiness and Absence.....	18
Limitation of Student Activities in Clinical Area.....	18
Counseling and Tutorial Services.....	19
Probation Policy.....	19
Health Requirements.....	19
Sexual Harassment Policy.....	19
Dress Code Policy.....	19
Personal Property & Losses Policy.....	20
Personal Appearance in Clinical.....	20
Conduct Policy.....	21
Confidentiality Policy.....	21
Computer Policies.....	22
Skills Lab Policy.....	22
Sign-in Policy.....	22
No Eating and Drinking Policy.....	22
Smoking Policy.....	22
Cell Phone Policy.....	22
Visitor Policy.....	22
Drug & Alcohol Abuse Policy.....	23
IX. Faculty and Staff Directory	23

I. GENERAL INFORMATION

Disclaimer Information

This catalog has been published for informational purposes. Every effort has been made to ensure its accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and Bell Healthcare Training School. Bell Healthcare Training School reserves the right to change any provisions or requirements at any time, while taking precautions that such changes do not cause hardships toward students enrolled. Students should consult the current schedule of classes for supplementary information.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Phone: (916) 431-6959 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897

Bankruptcy Statement

Bell Healthcare Training School has never filed for a petition in bankruptcy; is not operating as a debtor in possession; has filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Bell Healthcare Training School does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Approval and Accreditations

Bell Healthcare Training School is a private institution that approval to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

In addition, Bell Healthcare Training School is affiliated or actively participating in the following organizations: California Association of Private Postsecondary Schools (CAPPS) and the Chamber of Commerce for Lancaster, and Palmdale.

Vision

Our vision is to be recognized as a center of nursing school excellence by providing professional, safe, and learner-centered educational programs to serve our prospective nursing students.

Mission Statement

The mission of Bell Healthcare Training School is to provide our students with exemplary educational standards founded in critical thinking, rational inquiry, and problem-solving skills to develop as successful healthcare professionals.

Language Disclosure

All programs at Bell Healthcare Training School are delivered in English. Both programs require an entrance exam measuring English competency. This exam must be taken in order to determine a student's eligibility.

Facility Description

The Nurse Assistant (NA), and Home Health Aide (HHA) theory class sessions will be held at 42402 10th Street West, Suite F, Lancaster, CA 93534. The facility is approximately 1,160 square feet in size, including an administrative office, theory classroom, laboratory room, and computer library resource station. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety, and general well-being and health.

Faculty/Staff Office

The faculty office is equipped with a desk, chairs, fax machine, business phone, microwave, a coffee maker, and mini refrigerator.

Classrooms

The classroom is equipped with a white board, 15 student desks, a television, and DVD player, and a projector screen.

Skills Laboratory Rooms

Each Skills Laboratory is equipped with a television, a DVD player, a white board, a projector screen, hospital bed, mannequins and a sink.

Computer Library

The computer library consists of one (1) desktop station equipped with Windows Vista operating systems, Microsoft Office suite comprehensive nursing review software. The computers will be accessible online.

Notice to Prospective Non-Degree (Certificate) and Degree Program Students

Bell Healthcare Training School prepares students for a career in the healthcare field and further studies with non-Degree (certificate) Programs. Currently, Bell Healthcare Training School has not received a provisional approval, offering an unaccredited degree program, and is not an approved unaccredited institution and is not offering an unaccredited degree program.

Program Title	Clock Hours	Credential
Nurse Assistant (NA)	160	Certificate
Home Health Aide (HHA)	40	Certificate

II. ACADEMIC CALENDAR

Hours of Operation

Business Hours

Monday – Friday 9:00 a.m. – 5:00p.m.

Nurse Assistant

(Theory)	Monday – Friday	7:00 a.m. – 11:00 a.m.	(Morning Part-time)
(Clinical)	Monday – Friday	7:00 a.m. – 11:00 a.m.	(Morning Part-time)
(Theory)	Monday – Friday	4:00 p.m. – 8:00 p.m.	(Evening Part-time)
(Clinical)	Monday – Friday	4:00 p.m. – 8:00 p.m.	(Evening Part-time)
(Theory)	Monday – Friday	7:00 a.m. – 3:30 p.m.	(Weekend Part-time)
(Clinical)	Monday – Friday	7:00 a.m. – 3:30 p.m.	(Weekend Part-time)

Home Health Aide

(Theory)	Monday – Friday	7:00 a.m. – 11:00 a.m.	(Morning Part-time)
(Clinical)	Monday – Friday	7:00 a.m. – 11:00 a.m.	(Morning Part-time)
(Theory)	Monday – Friday	7:00 a.m. – 11:00 a.m.	(Evening Part-time)
(Clinical)	Monday – Friday	7:00 a.m. – 11:00 a.m.	(Evening Part-time)

Academic Calendar

Observed Holidays

January 1	New Year's Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 28	Thanksgiving
Dec. 20 – Dec 27	Winter Break

III. ADMISSION POLICIES AND REGULATIONS

General Admission Requirements

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to provide a copy of high school diploma, an official high school transcript or GED certification or fill out a transcript request (attestation) and we will try to obtain a copy of the document.

Registration for Admission

Qualified applicants seeking admission are required to submit an accurate enrollment agreement and contract along with the non-refundable registration fee. Applicant who fails to do so will be denied for admission. In compliance to state and federal laws, Bell Healthcare Training School does not discriminate based on race, color, national origin, religion, sex, age, disability and genetic information or veteran status in any of the policies, procedures or practices. Applicants are admitted purely based upon available space.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement. An Enrollment Agreement which is later verified to contain incomplete, false, or misleading information may be grounds for dismissal. Once the contract and fee have been received by Bell Healthcare Training School, applicants are responsible for ensuring the completion of their admission file.

Ability-To-Benefit

The school reserves the right to reject applicants based on test scores or as necessary to comply with any applicable local, state or federal laws, statutes or regulations. Bell Healthcare Training School does not admit students on an ability-to-benefit basis except where applicant does not have a valid high school diploma.

Nursing Assistant Requirements

The prospective students must be at least 18 years old, have original social security card, recent government issued identification, TB and physical exam (dated within prior 60 days), and submit to valid fingerprinting clearance by the Federal Department of Justice to participate in the nursing assistant program. The prospective student shall not be permitted to practice nursing skills or have any contact with patients with any negative felony convictions as defined in 22, 243.4, 261, 273a, 288, 299 and 368 of the Penal Code. The student will agree to the screening policy, receive a copy of the Penal Code and sign Form 283b stating the student has never been convicted of a felony. If, during the training period, the background check returns evidence of a criminal background and/or falsified information the student will be financially responsible for all the hours of instruction that occurred prior to termination.

Home Health Aide Requirements

The qualified Home Health Aide student must complete the enrollment agreement, have a current Certified Nursing Assistant (CNA) certification, original social security card, and recent government issued identification before admitted in the Home Health Aide (HHA) program.

Private Pay Institution

Student who successfully complete the current available programs of study, will be awarded a Certificate verifying that it is required by California State. Prospective enrollees must visit the physical facilities of the school and discuss personal educational occupational plans with staff prior to enrolling and signing the Enrollment Agreement. Bell Healthcare Training School currently participates in private funded programs, and not yet set up to receive state, and federally funded student financial aid programs that provide grants and loans that pay for eligible portions of tuition and fees.

Visa Service

Bell Healthcare Training School does not offer visa services to students from other countries, and will not vouch for student status, and any associated charges.

English Language Proficiency

All students must demonstrate English proficiency by passing the Wonderlic Basic Skills Test (WBST) (For Certificate Programs). International students or nonnative speakers of English may also demonstrate competency by submitting a passing score from the IELTS (International English Language Testing System), TOEFL (Test of English as a Foreign Language), International Test of English Proficiency (ITEP), or Pearson Test of English Academic (PTE Academic).

Students submitting a passing score from the International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL), International Test of English Proficiency (ITEP), or Pearson Test of English Academic (PTE Academic) will be exempt from the entrance exam requirement.

Notice Concerning Transferability of Credits and Credentials earned at our Institution

The transferability of credits you earn at this institution is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in any of this institution's educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending this institution to determine if your credits, degree, or certificate will transfer.

Credit Granting Procedure

The institution does not accept or offer credits earned by work experience, assessments, or credit earned at other institutions. Our programs are inclusive of state required training hours and skills to obtain specific certification or licensure.

Articulation Agreements

Bell Healthcare Training School has not entered into an articulation or transfer agreement with any other college or university.

Award for Credit Procedure

Bell Healthcare Training School does not award credit based upon prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

Challenge Credit

Students who successfully completed academic courses and or have relevant knowledge and/or skills acquired in other accredited institutions will be given advanced standing in the program. The standard transfer of credit procedure states that “an institution of higher learning accepts credit earned from another institution based on their own discretion.”

Reentry

Students wishing to restart after withdrawing from the school may do so without penalty and will be assessed tuition as a proportion of the total program cost for only the modules for which the student is re- entering. Any prior balances must be cleared before the student will be permitted to re-enter.

Orientation and Requirements for Admission

Prior to entrance into regularly scheduled classes, incoming students will be provided with a comprehensive orientation on school policies, Drug Free and Alcohol Abuse Prevention Policy and additional program information. At orientation, students will be provided with an opportunity to discuss the information described in the catalog and program handbook, school policies, program requirements, dress code, attendance requirements, etc. Orientation also allows enrollees to become acquainted with fellow classmates, faculty and staff of Bell Healthcare Training School.

Transfer Between Programs

If a student wishes to transfer between programs at Bell Healthcare Training School, the student must receive prior approval from the school Director.

Transcripts

Bell Healthcare Training School will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or school. An unofficial copy can be secured and given directly to a student. Transcripts will be denied if the student has an outstanding balance against her/his account. Note: Even an unofficial transcript must have a signed written request from the student.

Transcript Fee

Applicants who request an official transcript or G.E.D. test score through the school are assessed a non-refundable \$5 fee.

Legal Control

Bell Healthcare Training School is a private, postsecondary school. It is owned by Bell Health Service, Inc. The school is in compliance with all local, state, and federal laws and regulations.

Consumer Protection

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet web site www.bppe.ca.gov.

IV. STUDENT SERVICES

Orientation

All new students are required to attend an orientation session conducted by the Bell Healthcare Training School Admissions Office. Orientation will walk students through registration/admissions processes.

Career and Placement Assistance

Bell Healthcare Training School has formed a collaborative partnership with our clinical affiliations who have expressed an interest to hire our competent graduating students with qualifying performances. Employment after graduation may be available for successful candidates. However, it is understood that Bell Healthcare Training School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate. Students will be given assistance in career preparation including how to prepare a professional resume, fill out employment applications, and learn interviewing techniques. Our Placement Department will assist students in applying for jobs that fit each student's qualifications.

Housing

Bell Healthcare Training School does not operate any dormitory housing and accepts no responsibility to find or assist a student in finding housing. Rent rates in our local vicinity will vary depending on unit size and duration. The estimated current starting rate of housing located reasonably near the institution's facility may be approximately \$1200 monthly with no noted maximum amount. Hotel and motel cost also vary depending on location and duration ranging from \$125-\$500 daily rates.

Student Parking

Student parking is available in the parking lot adjacent to and/or within walking distance of the school's location, and parking is free. Bell Healthcare Training School is not responsible for parking violations, property theft, property damage, etc. Please keep vehicles locked at all times

Student Grievances

The grievance procedure may be established by a student(s) who reasonably believe they have been exposed to unfair action or denied rights that adversely affect their status, rights or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Bell Healthcare Training School will make every effort to help resolve these problems when made aware of them. The following order of contact is designed to assist student(s) to resolve their conflict.

Your instructor is the first person that you will address your issues or concerns to. All instructors are experienced, professionally trained, and equipped with the tools to provide adequate training to students in a classroom and clinical setting. The instructor meets regulatory requirements including but not limited to, (3) three years of experience in the related field, and additional education in planning, implementing, and evaluating educational programs.

V. ACADEMICS

Faculty and Curriculum

The faculty members of Bell Healthcare Training School are selected not only for their education, credentials, work experience, but also for their dedication, enthusiasm and ability to motivate students to their highest level of academic achievement. Students are urged to meet with their instructors for assistance when needed. Curricula for all programs have been designed, not only to provide career skills, but also to qualify students for immediate employment opportunities in a relatively short period of time. Bell Healthcare Training School faculty and their qualifications are outlined in the catalog addendum.

Policy and Program Modification

In keeping with the school's philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The school reserves the right to amend the catalog as needed.

Standards for Student Achievement

Students must complete a minimum total of 160 training hours while maintaining the following performance standards for student achievement:

Grades will be calculated based on a combined score of the following components:

Quiz (10)	Must maintain a 75% or higher
Final	Must receive a 75% or higher
Skills Exam	Pass or Fail

Books and Supplies

Additional supplies and services, such as notebooks, note paper, highlighters, pens, pencils and erasers, etc., must be provided by the student.

Attendance Policy:

Students must attend all scheduled classes and clinical rotations in order to achieve their program objectives. Frequent tardiness and/or absences are cause for disciplinary action. Students who are chronically tardy/absent will be placed on probation and may be dismissed.

The following procedures will apply:

1. 1 occurrence of Tardiness = Verbal Warning from the instructor
2. 3 occurrences of Tardiness = 1 Unexcused absence plus written warning
3. 2 or more unexcused absences = Absence contract between student & Instructor, and will be under attendance probation

In case of absence or tardiness, the student should notify the instructor first. If unable to contact the instructor, call the school or call the clinical area and leave a message for the instructor (Get the name of the person who receives the message) at least 30 minutes prior to class or clinical. Students who are absent from class lecture or clinical due to illness, death in the immediate family, jury duty, military annual training, other emergency or uncontrollable circumstances should contact the Program Director/Program Instructor to arrange make-up for missed classes and clinical. Make-up for missed absences in theory or clinical should be done within one week. Student will not be allowed to continue class or clinical without proof of make-up completion.

Unexcused Absences

Theory: Lost hours related to an unexcused absence result in inability of the student to meet the program objectives. The student should make every effort to contact the instructor for the purpose of discussing the attainment of theory and clinical objectives and lecture contents missed remediation, make-up and tutorial assistance needed.

Clinical: Only one unexcused absence is allowed in the clinical training. Clinical hours lost due to unexcused absence must be **made up twice** by the student within two weeks before the end of the program.

Excused Absences

An absence is considered excused if it falls in any of the following categories:

Illness

Court hearing/Jury Duty

Bereavement

Military Annual Hearing

Emergencies or uncontrollable circumstances.

- Student must show written proof of the reason upon returning from absence.
- Other situations **may be considered excused by the Program Director** after careful evaluation of each occurrence.
- Nevertheless, the students are not exempted in making up hours lost (**once**) due to excused absences.

Tardiness

Theory: Students arriving 15 minutes late for a class lecture will be considered tardy and warrant a verbal warning. Three occurrences of tardiness in lecture will be considered one (1) day unexcused absence and will be given a written warning from the instructor.

Examination: Students arriving late during an examination will be admitted and be allowed the remaining time allotted to complete the examination.

Clinical: Students arriving 30 minutes late for clinical assignments will not be accepted in the clinical area and will be marked absent for the day.

LEAVING EARLY FROM THEORY / CLINICAL

A student leaving early from theory/clinical will not be tolerated unless in extreme emergency. The student must inform the instructor of the nature of emergency and must show proof of the event upon return to the theory/clinical.

Leave of Absence

If an emergency should occur, formal documentation must be provided. A leave of absence form needs to be filled out and signed by the student and instructor then submitted for approval if the student is seeking a voluntary deferment in the program. A student may be allowed to make up his/her course time in the upcoming program based on availability, with the permission of the instructor, and program administrators. All incidences will be reviewed on a case-by-case basis. Any missed classroom or clinical hours must be made up hour-by-hour covering the specific modules and topics missed.

Attendance Probation

A student will be placed on attendance probation if he or she is below 75% attendance at the end of any given module. The student must bring their attendance above 75% by the end of the following module to be removed from probation. A student may be placed on probation for a maximum of two modules before dismissal is recommended.

Student Records

Bell Healthcare Training School maintains a retention record of each student's file for a minimum of five years from the student's last day of attendance. These records are held at 42402 10th Street West, Suite F, Lancaster, CA 93534.

VI. FINANCIAL AID

Financial Aid Programs

Bell Healthcare Training School currently does not participate in any federal or state financial aid programs.

Financial Disclosures

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or enrolled in a residency program and attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a student in an educational program, California resident, enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident, enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school failed to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school failed to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



For further information, contact:
Office of Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798-0818
Telephone (916) 431-6959, Fax (916) 263-1897
E-mail: bppe@dca.ca.gov

Refund and Cancellation Policy:

Student's Right to Cancel - Within Cancellation Period

Students have the right to cancel their Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when a student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amounts paid **within 45 days of cancellation**.

If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of

student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Student's Right to Cancel - After Cancellation Period

After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a **pro rata refund** if you have completed **60% or less** of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refunds are based on the portion of the program not completed, less the non-refundable registration fee of \$100 and STRF Fee. Students who withdraw after the cancellation period will receive a refund **within 45 days of withdrawal**.

If a student withdraws after the cancellation period, the **documented cost** of books, syllabus, and computer learning materials pertinent to the past and present module will be charged.

Uniforms, patches, nursing bag, ID/badge will be **charged in full**.

If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.

Withdrawal Policy

The student has the right to withdraw from a program of instruction at any time. If a student withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$100 within thirty (30) days following the withdrawal.

The student is obligated to pay only for educational services rendered and for unreturned equipment. To determine the refund, the student would deduct a registration fee not to exceed \$ 100 from the total tuition charge. A student would divide this figure by a number of hours in program. The quotient is the hourly charge for the program. The amount owed by the student for purposes of calculating a refund is derived by multiplying the hours attended by hourly charge for instructions, plus the registration fee and the documented cost of any equipment.

If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.

VII. PROGRAMS

Bell Healthcare Training School offers nursing programs in Nursing Assistant (NA) and Home Health Aide (HHA). Both programs have the theoretical (includes skills) component delivered in a classroom setting, and clinical components implemented through externships at different acute, long-term clinics, and residential/retirement home facilities as required per program.

Nursing Assistant (NA) Training Program (160 Clock Hours)

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

Total Program Cost:

- \$1850
- \$99 non-refundable deposit (applied to tuition)
- Payment Plan Options Available, breakdown is based on course duration.
- *Bell Healthcare Training School currently does not receive state or federal financial assistance on behalf of students*

Program Schedule

Program Term: 5 weeks / 160 hours (60 hours of lecture; 100 hours of lab/clinical)

Monday – Friday: TBD; 7:00 A.M. - 11:00 A.M., 4:00 P.M. - 8:00 P.M.; 7:00 A.M. - 3:30 P.M.

Program Description

Method of teaching will be a minimum of, but not limited to, 60 hours of classroom theory and 100 hours of clinical/hands-on practical training. The CNA course teaches students the basic principles of nursing, using procedures and techniques. Students will learn to provide and meet the patient's basic physical and psychological needs and promote a spirit of restoration and independence in a safe, efficient and competent manner. The program is designed to prepare students for the California state exam and certification administered by Pearson Vue and regulated by the CA Department of Public Health.

Program Objective

The objective for students in this program is to receive a solid foundation in acute, long-term care, and ambulatory settings, and sit for the State certification exam to become a Certified Nursing Assistant (CNA).

Program Outline

SUBJECT TITLE	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients' Rights	2	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention & Management of Catastrophe & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4

Module 6	Medical Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	40
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long Term Care Residents	4	4
Module 14	Rehabilitative Nursing	4	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
Module 17	Abuse	6	0
	TOTAL:	60	100

Online Distance Education

Bell Healthcare Training School has been approved to offer distance education including online Theory classes, projects, or dissertations for the Certified Nursing Assistant program. Online Theory classes are normally held Monday through Thursday.

Standard Occupational Classification

SOC Code: 31-1014 (Nursing Assistants)

Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Sample of reported job titles: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurse's Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask a school representative or visit the links below and type in the job title or SOC code from the list of employment positions to look up more information:

<https://www.bls.gov/soc/2018/>

<https://www.onetonline.org/find>

<http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx>

Home Health Aide (HHA) Training Program (40 Clock Hours)

Prerequisite: Current CNA Certification

Credential(s) Awarded Upon Completion: Certificate

Total Program Cost:

- \$400.00

- 360 Tuition
- \$40 Book
- \$0 STRF (Non-Refundable)
- *Bell Healthcare Training School currently does not receive state or federal financial assistance on behalf of students*

Program Schedule:

Program Term: Weeks/Hours: one week/40 hours (20 hours of lecture; 20 hours of lab/clinical)
 Monday – Friday: TBD; 7:00 A.M. - 11:00 A.M., 4:00 P.M. - 8:00 P.M.; 7:00 A.M. - 3:30 P.M.

Program Description:

Our Home Health Aide program is a specialty course designed to build upon the knowledge, skills and abilities of which a certified nurse assistant possesses. This class is for students that are already certified as nurse assistants and can be used towards continuing education and/or CNA license renewal. The HHA instructor is a Registered Nurse experienced in patient care in a home care setting, and meets the state requirements, including but not limited to, three years of experience in the field and two years in skilled nursing.

Program Objective:

The objective for students in the Home Health Aide program is to successfully perform duties and responsibilities involved in caring for home-bound patients and differentiate the home health aide's role from other care providers.

Program Outline

SUBJECT TITLE	TOPIC	THEORY	CLINICAL
Module 1	Introduction to Aide and Agency Role	2	0
Module 2	Interpretation of Medical & Social Needs of Clients	5	0
Module 3	Nutrition	5	15
Module 4	Prevention & Management of Catastrophe & Unusual Occurrences	5	3
Module 5	Cleaning and Care Tasks in the Home	3	2
	TOTAL:	20	20

Online Distance Education

Bell Healthcare Training School does not offer distance education including online classes, projects, or dissertations for this program.

Standard Occupational Classification

SOC Code: 31-1011 (Home Health Aids)

Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Sample of reported job titles: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurse's Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask a school representative or visit the links below and type in the job title or SOC code from the list of employment positions to look up more information:

<https://www.bls.gov/soc/2018/>

<https://www.onetonline.org/find>

<http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx>

VIII. SCHOOL POLICIES AND REGULATIONS

Faculty Qualification

Our program Director is a Registered Nurse with 18 plus years of experience in many capacities of nursing and patient care. Instructors who operate under her direction shall, at a minimum, be licensed LVN's meeting the state requirements. Including at least 3 years' experience in their field, and two years in skilled nursing. Students will be supervised in the classroom and in the clinical by either a registered nurse or licensed vocational nurse that has been approved to teach the program by the Department of Health Services and Department of Consumer Affairs.

Clinical Orientation Policy

All students must be oriented to the clinical site before commencing a clinical assignment. It is the responsibility of the instructor to provide this orientation personally or by a clinical staff as arranged.

Clinical Supervision

There will be one instructor for every 15 students. A pre-conference (no longer than 30 minutes) and post-conference (no longer than 1 hour) should be conducted by the instructor. The instructor should always be available for the students in the clinical setting.

Clinical Instructor Tardiness and Absence

In the event that an instructor has not notified students of tardiness or absence, the students are required to remain at the clinical site for 30 minutes if no other instructions have been given. One student must be assigned to notify the Program Director to receive further instructions. Students may be required to go back to the school to meet the clinical objectives for that day.

Limitation of Student Activities in Clinical Area

Students may not leave assigned nursing units without permission from the instructor. Students are not to take care of patients not assigned to them, except in an emergency situation. Students are not allowed to perform any procedures without the supervision or clearance of the instructor. Should a student violate any of these clinical limitation policies, the student will be sent home for the day and will not be given credit for those hours. Further disciplinary actions may be taken.

Counseling and Tutorial Services

Students are encouraged to consult with the Program Director/Program Instructor regarding counseling and tutorial services at all times.

Probation Policy

A student will be placed on probation when he/she consistently obtains a grade of less than 75% in theory and unsatisfactory clinical performance.

Health Requirements

For any of the Bell Healthcare Training School programs students are required to pass a physical exam, provide TB test results, and should be able to lift at least 50 lbs. If a student is pregnant or has any physical limitations, they are advised to discuss it with their instructor.

Sexual Harassment Policy

The Student's Responsibilities Pertaining to Sexual Harassment & Discrimination

An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, students have the responsibility to be aware of their rights as they pertain to their educational experience at Bell Healthcare Training School. Any student, who believes that he/she has been discriminated against or treated unfairly because of his/her gender, has the right to bring the incident or incidents to the attention of the people involved. If the student gets no satisfaction, he/she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the school Director.

Dress Code Policy

Each student will be provided with one (1) uniform. Uniforms are required to be worn in ALL clinical session (if applicable) as well as the last day of class and at state testing (if applicable). Bell Healthcare Training School is a professional institution. It is expected that all students will dress appropriately and in a professional manner. This includes cleanliness in dress and personal hygiene. Generally, the students attend class and perform clinical work in the prescribed school uniform. However, outside class and clinical hours, students are allowed to come to school to transact official business or attend review sessions in decent attire of their choice.

Bell Healthcare Training School does not permit the following attire:

1. Revealing outfits (excessive slit on skirts, excessive body exposure; midriff, exposing clothing or thongs, halter tops, tank tops, shorts)
2. Torn Jeans
3. Commercial logos on clothing, unacceptable writing or picture
4. Undergarments worn in place of outer clothing
5. Tight fitting outfits (top and bottom)
6. See-through outfits
7. Clothing that is considered unsuitable in the workplace and distracts the learning process.
8. Hats worn in the classroom.
9. Oversize and baggy clothing.
10. Clothing associated with street gangs.

Identification Badges

Identification Badges must be worn at all times in the clinical assignments.

Wristwatch

Students are required to wear wristwatch with second hand during clinicals at all times.

Break Time

Classroom Breaks: Students are allowed 10 minutes break for every hour of instruction. Schedule of breaks is upon instructor discretion.

Clinical Breaks: Students are allowed 30 minutes for lunch break. Short breaks in the morning and the afternoon are upon the instructor's discretion. Students are encouraged to bring their own food.

Personal Property & Losses Policy

All students are responsible for safekeeping of their personal properties while in the school premises and in the clinical area. The school is not held responsible for any losses.

Personal Appearance in Clinical

Female

1. Hair should be properly fixed, off the collar and face while within the clinical area premises. Neither fancy hair ornaments nor fancy hairdo is allowed; only white ribbon or black tie will be allowed.
2. Fingernails should be kept clean and trimmed. No acrylic nails allowed, only white or natural nail polish will be allowed.
3. Simple and light make-up is allowed; no heavy make-up will be allowed.
4. Cologne/Perfume is not allowed.
5. Policy on jewelry as follows:
 - Plain small stud earrings (1 pair only) are allowed.
 - No bracelets should be worn during class and clinical hours.
 - Only plain wedding band ring is allowed in clinical.
6. No visible tattoos are allowed.
7. No visible body piercing is allowed.
8. Female prescribed purple school uniform with school patch on the left arm must be worn in the clinical site.
9. Undergarments should be plain white or beige.
10. Hose/socks should be plain white.
11. Prescribed short white lab coats or white sweaters are allowed during winter.
12. Prescribed solid color nursing shoes must be worn in clinical. Shoes must be kept cleaned and intact.

Male

1. The following are not allowed for male students:
 - Ponytail and braided hair
 - Earrings
 - Visible tattoos
 - Visible body piercing

2. Male prescribed purple school uniform with a patch on the left arm must be worn in the clinical.
3. Prescribed solid color nursing shoes must be worn in clinical. Shoes must be kept cleaned and intact at all times.
4. Socks should be plain white only.
5. Undershirt should be plain white and V-neck.
6. Prescribed short white lab coats or white sweaters are allowed during winter.

Conduct Policy

Students must conduct themselves in a professional manner at all times by displaying courtesy, respect, and tolerance. Students who commit misconduct will be subject to termination. Students must adhere to conduct that will not interfere with the learning process of students, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, sanctions such as placing the student on probation, suspension and/or termination are meted out only by the school Director.

The administration reserves the right to place on probation any students or terminate any students based on any of the following grounds:

1. Breach of the school enrollment agreement.
2. Carrying concealed or potentially dangerous weapon.
3. Cheating, plagiarism, dishonesty, computer crime.
4. Conduct that reflects unfavorably upon the school and/or its students.
5. Demonstrate poor judgment, or inability to function properly, which could put patient safety in jeopardy.
6. Attending classes or clinical assignments while under the influence or effects of alcohol, drugs, narcotics, and dangerous substances of any kind.
7. Excessive absences or tardiness.
8. Failure to abide by the rules and regulations of clinical sites.
9. Failure to pay charges when due.
10. Falsifying school records.
11. Flagrant violation of dress code.
12. Insulting or harassing faculty, administration, or students.
13. Nonconformity with the rules and policies of the school.
14. Poor health, health hygiene.
15. Prosecution on charges ranging from misdemeanor to third degree felony.
16. Unsatisfactory academic progress
17. Use of profanity
18. Vandalism of School property or equipment

A student who is terminated or placed on probation for unsatisfactory progress may be readmitted into the course/program only at the discretion of the Program Director. If terminated, the student may appeal and re-enter into the program upon approval of the Program Director.

Confidentiality Policy

Students should maintain confidentiality at all times. The student will exercise respect and strict confidentiality in all related manners. This means that in no way can any information identifying a patient be communicated to anyone who is not involved in providing patient care. This includes even acknowledging that a person is in fact a patient in a particular facility. A hospitalization is considered a confidential matter. Conversations regarding patients will be conducted only at appropriate times and

places, and with appropriate person, and for learning purposes only will be shared, without fully identifying the patient.

Computer Policies

Computers should only be used with permission from the school's administrative staff. The student should obtain permission before printing any material. Students are encouraged to use the internet for research purposes only.

The following computer uses are prohibited:

- Checking social media accounts
- Checking and sending email
- Searching non-course related topics

Skills Lab Policy

The skills laboratory is maintained to provide the students the opportunity to gain mastery of required nursing skills. The skills laboratory is open for unassisted practice when not in use. Students are required to seek permission from administrative staff. Assisted practice/competency practice is available only during scheduled hours. After practice, all equipment is to be put away into their original assigned location. All manikins must be covered when not in use.

Sign-in Policy

All students are required to sign-in using designated log books before each use of the following facilities, equipment and materials. **ANY STUDENT WHO VIOLATES THESE POLICIES WILL LOSE THE PRIVILEGE OF USING THE PREVIOUSLY SAID RESOURCES WILLINGLY PROVIDED BY THE SCHOOL. FURTHER DISCIPLINARY ACTIONS MAY ALSO BE TAKEN.**

No Eating and Drinking Policy

Eating and/or drinking is prohibited in the classroom, skills laboratory, media/library, and computer lab. **No chewing gums allowed during lecture and clinicals.** Anyone caught putting gums on the chairs, tables, wall or floor will warrant suspension and withdrawal from the program.

Smoking Policy

Smoking is prohibited in the building at all times. Students are not allowed to smoke in front of any of the surrounding business offices. A smoking oasis across the school is provided for smokers.

Cell Phone Policy

Cell phones should be turned off during classroom and clinical hours.

Visitor Policy

No visitors will be allowed, including **children**, during class and clinical hours.

Drug & Alcohol Abuse Policy

The use or sale of non-prescription, “controlled substance” drugs, including, but not limited to, marijuana, cocaine, stimulants, and depressants will not be tolerated at the Bell Healthcare Training School premises, at any of its clinical facilities, or at any school-sponsored function off the premises. Any students believed to be under the influence or in possession of a non-prescribed, “controlled substance” drug and under the influence of alcohol will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and/or sale of a controlled substance while on or off the premises of Bell Healthcare Training School, or school-sponsored event, the student will be dismissed. Should it later be determined that the student was not involved in the above activity, he/she will be reinstated, and lost class time will be added to the normal completion date. Students are solely responsible for the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of conditions of health. Students who need counseling assistance for drug or alcohol dependency should contact the school Director. All referrals will be kept confidential.

IX. Faculty and Staff Directory

Darrin Bell	Chief Executive Officer / Administrator
Letecia Bell	Assistant School Director/ Director of Nursing
TBA	Chief Financial Officer/ Business Officer
TBA	Registrar/ Director of Job Placement
TBA	Admissions Representative
TBA	Instructor

