Career Development Institute, Inc.

SCHOOL CATALOG

January 1, 2026 – December 31, 2026

Updated October 8, 2026

Main Campus: 1830 S. Robertson Boulevard, Los Angeles, CA 90035
(p) 310-559-0225 (f) 310-559-7114
www.cdi.edu

Career Development Institute, Inc.

WELCOME

Thank you for choosing Career Development Institute, Inc. (CDI) School of Nursing. CDI is dedicated to providing quality Vocational Nursing to our students. Our graduates can attain financial success, while helping others to achieve happier and healthier lives.

Career Development Institute, Inc.'s educational objectives are to equip its students with basic working knowledge of skills required by companies and agencies within the nursing industry. Our emphasis is on a **practical** rather than a theoretical approach. Students receive **hands-on** training on equipment they will be using on their job. At CDI, our goal is to provide a wide range of marketable job skills in as short a period of time as possible.

Professionally selected programs are designed to meet the ever-increasing needs of today's fast-paced nursing environment. The driving energy behind the development and implementation of Career Development Institute, Inc.'s vocational nursing program stems from its founder, Janis K. Newton, who has over 28 years of experience in employment and nurse training. She is also experienced in development and implementation of "job-oriented" training programs. Career Development Institute, Inc. maintains membership in various peer organizations as well as close daily contact with the employment sector.

All faculty members have a minimum of two years experience in their field of instruction and attend continuing education programs in teaching methodology, professional development, and continuing education units in nursing.

Graduates of Career Development Institute, Inc. will be able to perform specific duties immediately upon employment. They will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for students' career advancement will be greater due to the wide scope of knowledge they will gain from Career Development Institute, Inc.

We offer in-house job placement assistance. Employers contact us regularly requesting qualified graduates.

Career Development Institute, Inc.

MESSAGE TO STUDENTS

The faculty of the Vocational Nursing Program at Career Development Institute, Inc. welcomes you to the challenge of obtaining licensure in vocational nursing. You will become an active participant in the teaching-learning process toward becoming a safe, competent, novice licensed nurse. This School Catalog has been prepared in order to orient you, the student, to the policies and guidelines of our school.

The vocational nurse adheres to a stated code of ethics from the American Nurses Association. Thus, there are high expectations of you as a student. You are encouraged to use the student-faculty relationship to enhance your learning process. We, the faculty, welcome the opportunity to help you achieve your goal; we want you to be successful.

You have many responsibilities as a student nurse. In turn, each faculty member will:

1. Act as a role model
2. Design and lead learning experiences
3. Provide guidance while encouraging STUDENT RESPONSIBILITY for learning
4. Evaluate observed acquisition of knowledge, performance, and behavior and counsel students in a constructive manner

Nursing school is challenging. It involves commitment and dedication. The support of family, friends, and faculty is crucial. Please, remember, you are not alone.

WE WELCOME THE OPPORTUNITY TO HELP YOU LEARN!

Career Development Institute, Inc.

MISSION STATEMENT

Our mission is to provide students with comprehensive vocational nursing education and training that prepares them to deliver high-quality patient care in a variety of healthcare settings. We strive to foster a culture of excellence, compassion, and professionalism, while equipping our graduates with the knowledge, skills, and values needed to become competent and confident licensed vocational nurses. Through innovative and engaging instructional methods, clinical experiences, and supportive resources, we aim to empower our students to make a positive impact on the health and well-being of individuals, families, and communities.

Career Development Institute, Inc. abides by the following objectives to attain success:

A. To prepare graduates to successfully enter nursing practices by offering well-planned and pedagogically sound learning exercises that develop skills in analysis, critical thinking, problem solving, and ethical decision-making.
B. To develop technologically proficient nurses by offering students hands-on experience with modern health care equipment and providing a wide range of clinical practicum opportunities.
C. To promote the idea of higher learning and the continuation of nursing education to become registered nurses and obtain Associate's or Bachelor's degrees.

As a Career Development Institute graduate, you will be able to perform specific duties immediately upon employment. You will find that CDI's training is a job-oriented practical program with both theory and hands-on training with the equipment and situations of typical industry job assignments. The skills and clinical environment training will give you valuable pre-employment experience.

Career Development Institute, Inc.

STATEMENT OF PHILOSOPHY & PURPOSE

The Vocational Nursing Program recognizes the worth and dignity of individuals and their potential for growth. Throughout a person's lifetime, an individual's needs will vary in their surrounding environment encompassed by physical, social, and lifestyle aspects that will impact the individual's health and well-being. Every person has the right to holistic healthcare with health being not merely the absence of disease, but physical, mental, social, and spiritual well-being. Through the dynamics of education, the interchange of teaching and learning facilitates critical thinking and problem-solving on the part of the learner. The vocational nursing curriculum at CDI provides students with the opportunity to learn the fundamental skills and concepts of nursing in order to respond to the health needs of individuals in the context of their environment.

Human beings, regardless of age and setting, are the recipients of nursing care that has as its goals the promotion, maintenance, and restoration of well-being, and the care of the individual during illness and/or the dying process. Nursing is the art of applying dynamic, scientific principles of assessing, planning, implementing, and evaluating care of human beings experiencing illness – physical, emotional, or spiritual. Emphasis is placed on patient wellness as the ultimate goal of nursing.

The Vocational Nursing Curriculum provides a foundation of scientific knowledge and skills which the graduate uses for practice. The knowledge base requires use of the Nursing Process, a dynamic system of interrelated and interdependent problem-solving steps, and the theory of Maslow's hierarchy of needs, utilizing an integrated life cycle concept. This prepares the Vocational Nurse to provide care in all health settings, utilizing nursing knowledge based on caring and support.

Learning is a goal-oriented, on-going process throughout life that results in measurable and permanent change in the behavior of the individual, enabling the attainment of self-actualization. Faculty and students **share** responsibility for the education and personal development of the learner. Learning progresses from simple to complex; from a dependent problem-solver to a self-directed decision- maker. Learning is the responsibility of the student in that, to achieve the desired result, it requires individual effort and energy. The responsibility of the faculty is to manage an environment where learning can occur and to direct the learning process.

Career Development Institute, Inc.

THE SIX PILLARS OF CHARACTER

TRUSTWORTHINESS:
Be honest. Don't deceive, cheat or steal. Be reliable – do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends, and country.

RESPECT:
Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY:
Do what you are supposed to do. Persevere; keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act—consider the consequences. Be accountable for your choices.

FAIRNESS:
Play by the rules. Take turns and share. Be open-minded; listen to others. Don't take advantage of others. Don't blame others carelessly.

CARING:
Be kind. Be compassionate and show your care. Express gratitude. Forgive others. Help people in need.

CITIZENSHIP:
Do your share to make your school and community better. Cooperate. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

1830 S. Robertson Blvd., Los Angeles, CA 90035 (t) 310-559-0225 (f) 310-559-7114
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Career Development Institute, Inc.

AMERICAN NURSES ASSOCIATION
CODE OF ETHICS FOR NURSES

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nurse practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Career Development Institute, Inc.

SCHOOL HISTORY

Career Development Institute, Inc. was founded February 4, 1998 by Janis K. Newton. From its inception, CDI experienced a great demand for nurse training. For the first seven years, the school offered Nursing Assistant, Home Health Aide, and Restorative Nurse Aide. In August 2003, Career Development Institute, Inc. became the only nursing school in California to be approved with a mobile classroom. The mobile classroom enabled the school to reach out to other communities to teach nursing.

In 2005, the Vocational Nursing program was added due to the need to expand the nursing programs to the community. In 2014, CDI discontinued its NA, HHA, and RNA programs to focus exclusively on its vocational nursing program. Its vocational nursing program has received wide acclaim and success and continues to boast one of the highest NCLEX-PN pass rates in the state of California.

Career Development Institute, Inc.

PHYSICAL DESCRIPTION OF THE SCHOOL

Career Development Institute, Inc. is located at 1830 S. Robertson Boulevard, Los Angeles, CA 90035. The building has 5,500 square feet located on two floors dedicated to a training facility. CDI, Inc. offers its students a Student Library with reference texts and materials, a student lounge equipped with a microwave and refrigerator, large air-conditioned classrooms, three computers for student use, and a medical laboratory. Facility occupancy level will accommodate 85 students at any one time. Our first floor is ADA compliant for students with disabilities.

ACCREDITATION AND APPROVALS

Career Development Institute, Inc. is a private institution that is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915, The Department of Public Health, the Board of Vocational Nursing and Psychiatric Technicians, and institutionally accredited by ABHES, 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043, Phone: 703-917-9503.

Career Development Institute, Inc. 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 (11 U.S.C. Sec. 1101 et seq.).

Approval Disclosure Statement:
Career Development Institute, Inc. was granted institutional approval to operate by the State of California Bureau for Private Postsecondary Education pursuant to California Code Section 94915. The Bureau's approval means the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the state of California.

Career Development Institute, Inc.

ADMINISTRATION BUSINESS HOURS & ADDRESS

ADMINISTRATION BUSINESS HOURS
Monday – Friday 8:00am - 4:30pm

SCHOOL ADDRESS
1830 South Robertson Blvd. Los Angeles, CA 90035
Telephone Number: (310) 559-0225
Fax Number: (310) 559-7114
Website: www.cdi.edu

ACCESS TO THE SCHOOL CATALOG

All vocational nursing students at Career Development Institute, Inc. are required to abide by the guidelines and policies set forth in the School Catalog, which can be found electronically at **www.cdi.edu.**

This Catalog will be reviewed with the student on orientation day. All students must be aware of and abide by the policies contained therein.

Students will sign a statement and/or complete a Blackboard quiz to verify that they have access to the Catalog, have read the Catalog, and agree to abide by the guidelines set forth.

Career Development Institute, Inc. hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the Catalog at any time and in any manner. Currently enrolled students will be issued a notice of any changes.

Career Development Institute, Inc.

SECURITY & SAFETY

Students are solely responsible for their own safety, well-being, and personal belongings while on campus, in parking areas, at clinical sites, or participating in any school-related activities, whether on or off school premises. The school expressly disclaims any liability for loss, theft, damage, or injury to personal property or persons under any circumstances.

Students are expected to remain aware of their surroundings and take appropriate precautions to ensure their own safety and that of others. Any medical, criminal, or other emergency should be reported immediately to an instructor, program director, or any available school employee.

Upon receiving notice of an emergency, the school may, as a courtesy and at its sole discretion, contact emergency medical or security services on the student's behalf. However, the school assumes no responsibility—financial or otherwise—for any costs, consequences, or outcomes arising from such emergencies or services.

Students are strongly encouraged to promptly and accurately report all emergencies to both school personnel and the appropriate authorities.

Career Development Institute, Inc.

EMERGENCY EVACUATION & EARTHQUAKE PLANS

EMERGENCY EVACUATION PLAN

In the event of an emergency requiring evacuation, all students and staff must follow these procedures to ensure safety and accountability:

1. **Stay calm and attentive.**
   Remain quiet and listen carefully for instructions from school personnel or emergency responders.
2. **Exit the building promptly and safely.**
   - Proceed in an orderly manner—**do not run, push, or crowd others**.
   - Follow posted evacuation routes or staff guidance.
3. **Use designated exits based on your location:**
   - **Second Floor:** Exit using the staircase and proceed through the front door.
   - **Classroom C:** Exit directly through the door onto S. Robertson Blvd.
   - **All other first-floor rooms:** Use the downstairs hallway and exit through the front entrance.
4. **Once outside:**
   - Walk calmly along S. Robertson Blvd. toward **Sawyer Street**.
   - Upon arrival at the designated meeting point on Sawyer Street, **line up quietly** so instructors can quickly and accurately take attendance.
5. **Re-entry protocol:**
   Remain at the designated area until the **Director of Nursing (DON)** or an authorized administrative staff member confirms that it is safe to return to the building.

Please note: The school is not liable for personal injury or loss resulting from a failure to follow these procedures.

EARTHQUAKE RESPONSE PLAN

During an earthquake, immediate and appropriate action is essential to reduce the risk of injury:

1. **If indoors when the shaking begins:**
   - **Drop, Cover, and Hold On:**
     - Take cover under a sturdy desk, table, or chair.
     - If cover is unavailable, move to an interior corner, hallway, or area away from windows and unsecured objects.
     - Stay low and protect your head and neck with your arms.

- **Remain in place** until the shaking completely stops.
- **Do not attempt to run or exit** the building during the shaking.

2. **If outdoors:**
   - Stay outside and away from buildings, power lines, trees, and other hazards.
   - If safe to do so, remain in a vehicle.
3. **After the shaking stops:**
   - Wait for instructions from faculty or emergency personnel.
   - Be prepared to evacuate if directed, following the Emergency Evacuation Plan.

These procedures are designed for your safety. Failure to comply may result in disciplinary action. The school assumes no liability for injuries resulting from failure to follow emergency instructions.

Career Development Institute, Inc.

HEALTH & SAFETY REQUIREMENTS

The school strives to provide its students with a safe and secure environment. Classrooms and laboratories comply with the requirements of the appropriate regulatory agencies.

Students are required to complete necessary health and safety requirements. Because students at the School are involved with direct patient care, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from students. Each program's clinical requirements must be met by the designated time prior to the first day of clinical class.

All students must meet the requirements of the clinical site to which they are assigned. If a student does not meet the requirements of the site, the student may become ineligible to participate in the clinical rotation and unable to complete the program.

As a prospective student, you are encouraged to review this Catalog and visit the physical facilities of the school to discuss personal, educational, and occupational plans with school personnel 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.

Students are responsible for maintaining their health and safety throughout the duration of their enrollment, including during all clinical rotations and related activities. It is the student's obligation to promptly notify the school of any significant changes in their health status, including but not limited to pregnancy, injury, or illness.

When a change in status occurs, in order to continue participation at clinical sites, students must provide the school with a **written statement from a licensed healthcare provider** confirming that they are capable of performing the essential duties of a student nurse **without any limitations or restrictions**. This documentation must be submitted **prior to returning to clinical activities**.

Failure to disclose changes in health status or failure to provide the required medical clearance may result in suspension or removal from clinical placements and could affect program progression.

The school reserves the right to require additional medical documentation or evaluations as needed to ensure the safety and well-being of the student and others at clinical sites. The school is not liable for any health-related issues that arise due to non-disclosure or failure to comply with this policy.

Career Development Institute, Inc.

RISKS FOR HEALTHCARE PROVIDERS

As part of their clinical training, students in the vocational nursing program may be assigned to various healthcare settings, each of which carries inherent risks. These risks are an expected part of working in the healthcare field and may vary depending on the specific clinical site, unit assignment, and patient population.

Potential risks include, but are not limited to:

- Exposure to **communicable and infectious diseases**, including airborne and bloodborne pathogens
- **Cuts, punctures**, or injuries from sharp instruments or medical equipment
- **Radiation exposure** during diagnostic procedures
- **Slippery or wet surfaces**, increasing the risk of slips, trips, and falls
- Contact with **biological hazards**, including bodily fluids and waste
- Exposure to **chemical hazards**, such as disinfectants, medications, or sterilization agents
- Risk of **electrical hazards** from medical equipment or facility infrastructure
- Possible **physical or verbal assault**, especially in high-stress or behavioral health settings

Student Responsibilities:

- Students are expected to follow all clinical site safety protocols, including the use of personal protective equipment (PPE) and adherence to standard precautions.
- It is the student's responsibility to report any unsafe conditions or incidents immediately to their clinical instructor and site supervisor.
- Students must complete all required training in infection control, safety, and emergency procedures before beginning any clinical rotation.

Assumption of Risk:

By participating in clinical rotations, students acknowledge that they are assuming the risks associated with healthcare environments. The school provides training and oversight but **cannot eliminate all potential hazards** inherent to clinical practice.

The school is not liable for injury, illness, or exposure that results from clinical participation.

Career Development Institute, Inc.

PHYSICAL ACTIVITY RESTRICTIONS

Purpose

This procedure establishes clear guidelines for students who experience changes in their physical health that may affect their ability to safely participate in nursing program activities, including classroom, skills lab, simulation, and clinical experiences.

The goal is to protect the safety of patients, peers, faculty, and the student, while ensuring compliance with the program's ADA Technical Standards and Core Performance Standards.

Policy Statement

Students enrolled in the Vocational Nursing Program must be able to meet the essential physical and cognitive functions outlined in the program's ADA Technical Standards.

Any change in a student's physical health status that could impact their ability to safely and effectively participate in program activities must be reported immediately to the Assistant Director of Nursing**.** The student must then obtain a medical evaluation and clearance from a licensed healthcare provider before returning to unrestricted participation.

Failure to report changes or provide timely documentation may result in removal from clinical or lab activities, delayed progression, or other action.

Procedure

1. Reporting Changes in Physical Health

Students must immediately notify the Assistant Director of Nursing of any change in their physical health that may impact their ability to safely meet program requirements.

Notification should also be sent to the Director of Nursing at jennifer@cdiworld.com

Examples of reportable health changes include, but are not limited to:

- Broken bones or fractures
- Skin lesions or open wounds
- Chest pain or cardiac symptoms
- Contagious or communicable diseases
- Musculoskeletal injuries (e.g., back strain, mobility issues, need for crutches, wheelchair, or other assistive devices)
- Recent surgery or hospitalization
- Pregnancy
- Any other condition that may interfere with safe participation in nursing activities

Career Development Institute, Inc.

2. Medical Clearance Requirement
After reporting a health status change, the student must obtain written medical clearance from a licensed healthcare provider**.**

The clearance must clearly state**:**

- Whether the student is fit to participate in all program activities without restriction**,** including clinical, skills lab, and simulation.
- If restrictions or limitations are required, they must be specific and measurable**.**

Note: Clearances that list "light duty" or vague restrictions cannot be accepted for unrestricted participation.

Students must submit the completed Medical Clearance Form to the Assistant Director of Nursing.

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3. Clearance to Return to Unrestricted Activities
A follow-up clearance is required before the student may return to full, unrestricted participation in program activities.
The documentation must confirm:

- The student is safe to resume all program requirements unrestricted, including patient care activities.
- The clearance is signed, dated, and includes the provider's name and credentials**.**
- If the student cannot obtain clearance without restrictions, program leadership will determine whether:
    - Limited participation is possible under an approved ADA accommodation, or
    - A leave of absence is required until full clearance is obtained.

Documentation Requirements
The following documentation must be completed and submitted as part of this process:

- **Medical Clearance Form**
- **Change of Status (COS) Form**
- **ADA Technical Standards and Core Performance Standards** *(included in this Catalog)*

Confidentiality Statement:
All information provided will remain confidential and maintained in accordance with applicable laws and school policies, including HIPAA and FERPA regulations.

Career Development Institute, Inc.

INFECTIOUS & COMMUNICABLE DISEASE POLICY

Infectious/communicable diseases are *common* and may be a threat to students and faculty of the School of Nursing. During the performance of clinical practice activities, students may have contact with patients/subjects with various infections such as bloodborne transmitted disease (Hepatitis B, Hepatitis C, Human immune-deficiency virus), airborne transmitted disease (COVID-19, TB, measles, varicella), droplet transmitted disease (influenza, pertussis, mumps) and contact transmitted disease (methicillin-resistant *Staphylococcus aureus*). This contact may expose the student to infectious agents, and may result in the student transmitting an infectious disease to other students, faculty, patients, family members, and subjects. During pregnancy, the fetus may also be at risk depending on the infection.

To help protect the health and safety of its students, as well as that of patient and subjects, the School of Nursing requires:

A. Initial infectious disease screening
B. Pre-exposure prophylactic immunization against specified infectious/communicable disease
C. Post-exposure prophylactic follow-up/treatment following exposure to specified infectious diseases such as COVID-19, HBV, HIV and TB

Clinical Agency Infectious/Communicable Disease Policies/Protocols
Students must comply with the communicable/infectious disease policy and protocols of the agency or facility with which they are assigned for clinical practice, as well as with the policies of Career Development Institute, Inc., state, and Federal statutes, regulations and the contractual mandates of clinical affiliates.

Health Costs and Coverage
Students may become ill, injured or exposed to infectious/communicable diseases while engaging in clinical practice. Illness, injury, or exposure to disease may require, but may not be limited to, counseling, prophylactic intervention, diagnostic procedures and/or follow-up treatment.

Career Development Institute, Inc. is **not** responsible for health care costs nor any liability associated with a student's illness or injury resulting from clinical practice activities.

Student Refusal to Care for Patients with COVID-19, HBV, HCV, HIV and Tuberculosis
Refusal to provide care to persons with COVID-19, HBV, HCV, HIV, TB and/or other infectious diseases is inconsistent with performance expectations for students at CDI

School of Nursing and is antithetical with the ethics of the nursing profession. It is expected that students will provide care to persons with COVID-19, HBV, HCV, HIV and TB. In cases when continuing clinical practice activities present more than a minimal risk, such as when a student is immune- suppressed, the student may be temporarily reassigned.

Changes in Health Status: Students are responsible for maintaining their health and safety throughout the duration of their enrollment, including during all clinical rotations and related activities. It is the student's obligation to promptly notify the school of any significant changes in their health status, including but not limited to pregnancy, injury, or illness.

In order to continue participation at clinical sites, students must provide the school with a **written statement from a licensed healthcare provider** confirming that they are capable of performing the essential duties of a student nurse **without any limitations or restrictions**. This documentation must be submitted **prior to returning to clinical activities**. Please see the Catalog section entitled "Physical Activity Restrictions."

Career Development Institute, Inc.

COVID-19 HEALTH & SAFETY PROTOCOLS

Purpose

The purpose of this policy is to outline best practices for maintaining a safe educational and clinical environment at Career Development Institute (CDI). These protocols comply with current city, state, and federal guidelines and apply to all students, faculty, and staff participating in on-campus activities or clinical rotations. This document includes procedures for returning to campus or clinical facilities and provides screening and prevention measures to reduce the spread of infectious diseases, including COVID-19.

General Safety Guidelines

- **Self-Monitoring**: Individuals must monitor for symptoms such as cough, shortness of breath, sore throat, muscle aches, headache, chills, loss of taste or smell, and fever greater than 100.0°F.
- **Stay Home if Sick**: Anyone experiencing symptoms or feeling unwell should stay home and consult their healthcare provider.
- **Vaccination Required**: Many clinical sites still require students to be vaccinated against COVID-19.
- **Masks Optional but Encouraged**: Face masks are no longer required on campus but may be required at the clinical facility. They are encouraged during flu season and in crowded indoor areas.
- **Hand Hygiene**: Perform hand hygiene upon entering the building. Hand sanitizer will be provided at the entrance and throughout the campus.
- **Sanitizing Shared Spaces**: Students and faculty must clean shared equipment, surfaces, and door handles before and after use with provided disinfecting wipes.

Clinical Site Requirements

Students and faculty must comply with all COVID-19 and infection control policies required by the clinical facility. These may include:

1. **Vaccination Status**: Many clinical facilities may still require proof of COVID-19 vaccination and/or booster doses. Students assigned to those sites must comply.
2. **Testing Requirements**: Facilities may require negative COVID-19 screening within 7 days of starting a new rotation or on a weekly basis. CDI will assist with guidance, but students are responsible for meeting testing requirements.

3. **PPE Use**: All personal protective equipment (PPE) required by the clinical site must be worn properly at all times. CDI will provide the following PPE, unless otherwise provided by the site:
    - Surgical masks
    - Gloves
    - One reusable face shield per student
    - Disinfecting wipes
    - Any additional PPE required by the site

COVID-19 & Infectious Disease Prevention

- Maintain physical distance when appropriate.
- Wash hands frequently with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer if soap and water are unavailable.
- Avoid touching your face, especially eyes, nose, and mouth.
- Avoid sharing personal items such as food, drinks, phones, or writing tools.
- Clean personal items (phones, keys, etc.) regularly.
- Avoid close contact behaviors like hugging or handshaking.

Exposure Protocol

Healthcare exposure is defined as unprotected direct contact with a COVID-19 positive patient or their infectious secretions/excretions, without proper PPE. If exposed:

- Notify your clinical instructor and the Assistant Director of Nursing immediately.
- Follow the clinical facility's reporting and testing protocols.
- Quarantine or isolation may be required based on current CDC guidelines and facility policies.

Career Development Institute, Inc.

TESTING POSITIVE FOR COVID-19

Purpose

All faculty and students must be fully vaccinated against COVID-19 prior to starting clinicals. However, even post-vaccination, people are still susceptible to testing positive and becoming symptomatic from COVID-19.

Isolation prevents the spread of an infectious disease like COVID-19 by separating people who have tested positive and may have symptoms from those who have not.

If a student or faculty member receives a positive test for COVID-19, they will need to isolate at home, even if they are not experiencing any of the symptoms, to avoid spreading the infection to others. Since all of our students and faculty must be fully vaccinated, isolation lasts for at least 5 days. The goal is to keep everyone safe while also protecting others from being exposed to illness. Each individual's health and well-being are important to CDI, and we are here for support during this uncertain time.

Exposure

If you are exposed to someone who has tested positive for COVID-19, but you are asymptomatic, you do not need to quarantine. However, you must get tested at least 5 days after you last had close contact with someone with COVID-19. Watch for symptoms until 10 days after you last had contact with someone with COVID-19. Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Be sure to wear an N95 fitted mask at the clinical site.

If you are exposed to someone who has tested positive for COVID-19 and you are symptomatic, isolate immediately and get tested for COVID-19 5 days post-exposure or at the start of your symptoms. If the test comes back positive, you will need to isolate for 5 days from the start of symptoms. Isolation ends after 5 days IF you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

If you are unsure of a known exposure, but you are experiencing symptoms related to COVID-19, you must get tested for COVID-19 5 days post-exposure or at the start of your symptoms. If the test comes back positive, you will need to isolate for 5 days.

While isolating

- Stay in your home as directed, preferably in a separate room. You should not have visitors and should avoid close contact with others.

- If you live with family or have roommates, wear a mask in the common areas of your home. Practice social distancing (at least 6 feet or 2 meters) from others.
- **Monitor your health and call your Primary Care Physician if you have questions.**
- You will be contacted by the Assistant Director of Nursing.
- Do not share items with others, like dishes, glasses, cups, utensils, towels, bedding, etc.
- Do not shake hands, hug, kiss or engage in other physical contact.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- People in isolation can utilize a shared bathroom one at a time, wearing a mask and cleaning after use.
- Clean all “high-touch” surfaces daily, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Have food, groceries and other supplies delivered through a no-contact method.

Symptoms to watch for

Many breakthrough cases of COVID-19 are mild but you need to take symptoms seriously. If you develop new symptoms or your symptoms are getting worse call your Primary Care Physician.

Symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Call 911 immediately if you develop:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Career Development Institute, Inc.

Length of isolation

If the individual had symptoms, the duration of isolation is 5 days from the onset of the illness, plus at least 24 hours without a fever and improvement in symptoms.
If the individual did not have symptoms (asymptomatic), but tested positive, the duration of isolation is 5 days from the date the positive test sample was collected.
Release from isolation to resume normal school activities will be provided the Assistant Director of Nursing.

Ways to stay active and connected

Isolation can be a difficult time. One may find themselves worrying about whether they will become sick. Try to keep your mind busy, and stay connected with people who can provide support.

- **Talk with your family and/or friends.** Sometimes listening to someone else talk about their day or having the opportunity to vent can keep us from getting caught in our own heads.
- **Open your window and get some fresh air.** This can help you from feeling cooped up or your room feeling “stuffy”.
- **Read.** Whether it is for pleasure or for an assignment, reading can be a great escape from reality for a while.
- **Get moving.** If you feel well enough, do some stretches, march around your room, do some “bodyweight only” exercises or jumping jacks.
- **Eat well and hydrate.** When we are out of our routines, we can forget to take care of our basic needs, like eating meals and staying hydrated.
- **Listen to music or guided meditations.** Relax and listen to calming music or follow a guided meditation.
- **Take a break from the news.** If reading news articles or staying up-to-date on alerts about COVID-19 is making you anxious, take a break.

Career Development Institute, Inc.

POSSIBLE EXPOSURE TO AGGRESSIVE OR VIOLENT BEHAVIOR

In healthcare settings, patients and their loved ones may experience extreme emotional distress due to illness, injury, loss, or grief. These emotions can sometimes present as aggression or even violent behavior toward caregivers, including nursing students.

While such incidents are rare, **Career Development Institute, Inc. (CDI)** recognizes the importance of preparing students to navigate difficult interactions safely and respectfully. Your safety is a top priority.

CDI and its clinical partners **will never knowingly place a student in a threatening or violent environment**. However, healthcare settings are unpredictable, and students must remain aware of their surroundings and communicate concerns immediately.

Student Responsibilities

- If you ever feel unsafe or threatened by a patient, family member, or visitor, **notify your clinical instructor immediately**. You are not expected to manage escalating or dangerous behavior alone.
- Follow all site-specific safety protocols and your instructor's guidance for de-escalation or removal from the situation.

In the Event of an Incident

If you are involved in an incident involving **aggressive, threatening, or violent behavior** during your clinical rotation:

- Seek medical attention if necessary.
- Inform your clinical instructor and the **Assistant Director of Nursing** as soon as safely possible.
- Complete an incident report as required by the clinical facility and CDI.

Please be advised that:

- **CDI and its clinical partners are not liable for personal injuries resulting from unforeseen acts of violence or aggression.**

- Students are responsible for the costs of any medical treatment received due to such incidents.
- CDI will offer support and guidance throughout the reporting process and in determining appropriate next steps, including reassignment if necessary.

Final Note

Your well-being is vital to us. You are encouraged to speak up, ask for help, and prioritize your personal safety in any clinical setting. Do not hesitate to remove yourself from a situation where you feel at risk and alert your instructor immediately.

Career Development Institute, Inc.

STUDENT PREGNANCY – SUSPECTED OR CONFIRMED

Purpose
This policy outlines the procedure for Vocational Nursing students who are pregnant or suspect they may be pregnant, to ensure safety, support, and compliance with clinical and departmental site requirements while maintaining instructional continuity and legal protections.

Policy Statement
Student members who are pregnant, suspect pregnancy, or are returning to work post-partum are encouraged to communicate with the Assistant Director of Nursing to ensure a safe teaching environment for both the individual and the assigned students, particularly in clinical settings (ex: skills lab, simulation, etc.). The school is committed to supporting the health, privacy, and professional responsibilities of all student members.

Procedure

1. **Notification and Medical Clearance**
   - Students who suspect or confirm pregnancy should notify the Director of Nursing and Assistant Director of Nursing at their earliest discretion.
   - A medical clearance from the treating provider is **required** to continue participating in clinical settings. This documentation must:
     - Confirm the student member may participate in clinical instruction (ex: skills lab, simulation, etc.) **without restrictions**.
     - Must include the physician's name and be signed and dated by the licensed healthcare provider.
2. **Confidentiality**
   - All information related to pregnancy status and documentation will be handled with strict confidentiality in accordance with HIPAA, FERPA (where applicable), and college policies.
3. **Campus and Clinical Safety and Risk Acknowledgment**
   - Campus and clinical environments may present exposure risks (e.g., radiation, infectious agents, strenuous activity, etc.). The student member, in consultation with their provider, must evaluate these risks and determine appropriateness for ongoing participation.
4. **Leave of Absence**
   - Students requiring a leave of absence due to pregnancy, childbirth, or related medical conditions should contact the Director of Nursing to initiate the appropriate process.
   - Students must provide a written medical release to return to full student duties, including clinical and skills lab participation (ex: skills lab, simulation, clinicals, etc.), following maternity leave or medical leave related to pregnancy. This documentation must:

- Confirm the student member may participate in clinical participation (ex: skills lab, simulation, clinicals, etc.) **without restrictions**.
- Must include the physician's name and be signed and dated by the licensed healthcare provider.

Related Documents

- Medical Clearance Form (available through the Director of Nursing)
- Student Leave Request Forms (available through the Director of Nursing)

Confidentiality Statement:

All information provided will remain **confidential** and maintained in accordance with applicable laws and college policies, including HIPAA and FERPA regulations.

Career Development Institute, Inc.

REQUIRED FEDERAL DISCLOSURE INFORMATION

For information on graduation rates, median debt of graduates completing programs, and other important information, visit www.cdi.edu.

Career Development Institute, Inc.

ADMINISTRATION & FACULTY

Janis K. Newton, BS President/Director/Instructor
Ms. Newton is the founder and president of Career Development Institute, Inc. She is experienced in both the teaching field and administration. Ms. Newton believes in conducting her school with honesty and integrity, and providing a dedicated, well-trained effective staff. She believes in, and is committed to, life- long learning, always giving her best effort to accomplish her school's goals. She received her teaching credential from the state of California in 1974 and founded Career Development Institute, Inc. in 1998. She has a Bachelor of Science degree in Health Science from California State University, Northridge.

Jennifer Newton Miller, RN, BSN, MA Ed. Director of Nursing/Instructor
Ms. Newton Miller received her Bachelor of Arts in History from Cornell University where she graduated Phi Beta Kappa. She holds a Masters Degree in Education from Columbia University. She received her Bachelor of Science in Nursing from Western Governors University. Ms. Miller is passionate about nursing education and teaching.

Meghan Currie, RN, BSN, FNP, MSN Assistant Director of Nursing/Instructor
Meghan Currie, RN, NP, has been a dedicated member of the CDI faculty since 2017. She began her tenure as a clinical instructor, later transitioned into a theory instructor role, and currently serves as Assistant Director of Nursing (ADON). With a strong clinical background and a commitment to nursing education, Ms. Currie supports both student success and program excellence through her leadership, instruction, and mentorship.

Mary Billiot, RN Education Coordinator/Instructor
Mary Billiot, RN, serves as Education Coordinator and as both a theory and clinical instructor at CDI. In her role, she supports curriculum coordination, instructional quality, and student success while providing classroom and hands-on clinical instruction. Ms. Billiot brings a strong commitment to nursing education and the development of competent, compassionate nursing professionals.

Cristina Lomeli, Financial Aid Administrator
Ms. Lomeli is the Financial Aid Administrator and has a passion for success and helping students achieve their healthcare careers and goals. Cristina has assisted students from enrollment through graduation for more than 26 years. She is trained and certified by the US Department of Education in the Fundamentals of Title IV Financial Aid Administration.

Jenny Mariano, Financial Aid Assistant
Ms. Mariano is the Financial Aid Assistant and enjoys working with students to achieve their education goals. She obtained her Bachelor's degree in Hotel & Restaurant

Management from the Pontifical University of Santo Tomas in Manila, Philippines. She has extensive experience in administrative and customer service.

Julie Lawton, Admissions Counselor
Ms. Lawton is our Admissions Counselor. She has always been passionate about helping others and is dedicated to guiding students towards their academic and career goals.

Aimee Santillan, Administrative Assistant & Job Developer
Aimee has degree in Business and Education. She brings a strong background in office management and organizational support in the school setting, along with a friendly, detail-oriented approach that ensures smooth day-to-day operations. She is dedicated to helping both staff and students with their needs, keeping our office running efficiently, helping our graduates secure jobs, and contributing to a positive and professional environment.

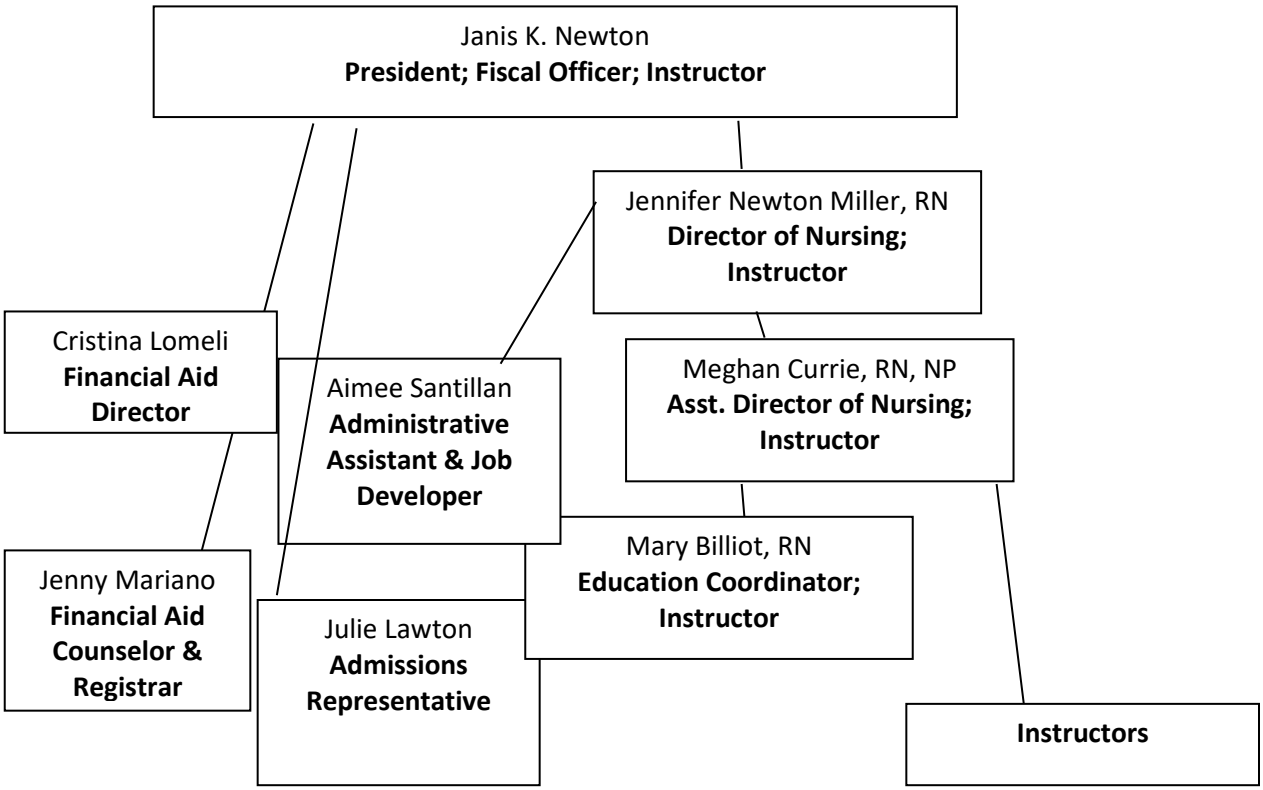
INSTRUCTORS:
Adrian Ang, RN, BSN, BS, MA, University of California, Riverside (full-time)
Christine Bezdeny, LVN, AA, Newbury College (full-time)
Mary Billiot, RN, ADN, Charity School of Nursing, New Orleans (full-time)
Meghan Currie, NP, Penn State, Pennsylvania (full-time)
Rebecca Glickman, LVN, AA, Santa Monica College, (full-time)
Melly Grim, LVN, BS University of Algiers, Institute of Ed. & Psych, Algeria (part-time)
Maya Loewe, RN, BSN, Nightingale University (part-time)
Mercy Lorete, LVN, Kenyatta University, Kenya (full-time)
Toni McLaughlin, RN, ADN, Lone Star College, Texas (part-time)
Jennifer N. Miller, RN, BSN, MA ED, WGU; Columbia University, NY (full-time)
Rachelle Moniz, LVN, BSN, West Coast University, CA (part-time)
Robyn Palmer, RN, BA, MSN, California State University, Dominguez Hills (full-time)
Andrea Smith, RN, ADN, Helene Fuld College of Nursing, NY (part-time)
Laneta Wynn, RN, NP, West Coast University, CA (part-time)

Faculty is full-time or part-time depending on the module being taught.

Career Development Institute, Inc.

ADMINISTRATION ORGANIZATIONAL CHART

Janis Newton, President
Jennifer Newton Miller, RN, Director of Nursing/Instructor
Meghan Currie, RN, FNP, Assistant Director of Nursing/Instructor
Mary Billiot, RN, Education Coordinator/Instructor
Cristina Lomeli, Financial Aid Administrator
Jenny Mariano, Financial Aid Counselor & Registrar
Julie Lawton, Admissions Counselor
Aimee Santillan, Administrative Assistant & Job Developer



1830 S. Robertson Blvd., Los Angeles, CA 90035 (t) 310-559-0225 (f) 310-559-7114
www.cdi.edu

Career Development Institute, Inc.

SCHOOL HOLIDAYS

- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and Day After
- Christmas Eve Day through New Year's Day

The school participates and celebrates Constitution & Citizenship Day every year on September 17th.

There will be a winter break only.

Career Development Institute, Inc. reserves the right to revise the student holiday schedule with reasonable advance notice to students.

Career Development Institute, Inc.

CATALOG UPDATES

This institution, pursuant to section 94909 of the ED Code, annually updates this catalog. Annual updates may be made by the use of supplements or inserts accompanying this 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 in supplements or inserts accompanying this catalog.

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 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, www.bppe.ca.gov , toll free telephone number (888) 370-7589
or direct dial (916) 574-8900.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov.

Career Development Institute, Inc. makes every effort to ensure accuracy of the information contained in this catalog. This Institute reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon direction of CDI administration and its directors. All information in the content of this School Catalog is current and correct, as is so certified as true to the best of my knowledge and belief by: Janis K. Newton, President.

Career Development Institute, Inc.

ADMISSIONS INFORMATION & REQUIREMENTS

Pursuant to the mission of the institution, Career Development Institute, Inc. desires to admit students who possess the appropriate credentials and have demonstrated capacity and potential indicating a reasonable probability of successfully completing the educational programs offered by CDI. To that end CDI will evaluate all students and make admissions decisions on an individual basis following the admission policies set forth.

Prospective students may elect to be taken on a tour of the campus. Following the tour, the admission's representative will respond to any further questions the applicant may have.

ADMISSIONS REQUIREMENTS

The Vocational Nurse program offered by the school is open for enrollment to those who possess a high school diploma or the equivalent from an accredited school recognized by the U.S. Department of Education, and the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with Admissions Representatives. Applicants' families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions. Students should apply for admission as soon as possible to ensure completion of the admissions process by the application deadline. All courses are taught residentially, online, or at a clinical facility.

To enroll, applicants must:

1. Be at least 17 years of age.
2. Provide a valid high school diploma or transcript or GED.
3. Pass the entrance exam(s) administered in English language only.
    a. Applicants must pass a CPAt exam with a score of 160 or above.
    b. If an applicant scores a 180 or above, then they do not need to take any additional entrance exam.
    c. If an applicant scores between a 160 and a 179 on the CPAt, then they must take the Reading Comprehension portion of the TEAS exam. The applicant must pass the TEAS exam with a score of at least 75%.
    d. If the applicant does not pass one of the entrance exams after the second attempt, then they may reapply to the program after three months from the date of the last failed exam attempt and for the next available cohort.
    e. Entrance Exam test results are also used to determine the student's minimum English language proficiency.
    f. Entrance Exam results are valid for 18 months.
4. Interview successfully and meet with the Financial Aid Officer.

5. Submit supporting documentation for all application requirements.
6. Evaluate any foreign schooling. The evaluation is at the student's expense and must include a summary from the evaluating agency.
    a. Admission is not currently offered or available to International Students and Career Development Institute, Inc. does not offer Visa services.
7. Be in good physical and mental health in order to adequately perform all requisite courses of the program, as well as to satisfy training-related career obligations after graduation. Students must meet ADA Technical Requirements, as outlines in this Catalog.
8. CDI is authorized to deliver distance education to California residents only. The basis for determining a student's physical location may include, but is not limited to, government issued identifications, a signed student attestation, or other documentation of physical location. The student is to notify CDI via email at admissions@cdiworld.com immediately of any change to their physical location. Student relocation to a state other than California, or an area outside of southern California, may adversely impact the student's ability to complete the program.
9. Submit the registration fee.

TECHNOLOGICAL REQUIREMENTS

10. A reliable high speed internet connection
11. Individual accessibility and possession of an appropriately functioning device capable of regularly accessing the internet and content delivered by CDI with an actively functioning camera and microphone/speakers (laptop or desktop PC)
12. The ongoing ability to view, review and discuss all curriculum content as it's being delivered, as well as the student ability to participate in group discussions, lectures, question/answer sessions, and all program review sessions throughout all classes conducted on the Zoom, ATI, and/or the Blackboard system platforms.
13. In possession of a computer that meets that technical requirements of ATI's Respondus program, as listed https://www.atitesting.com/educator/technical-requirements. This includes using a PC Windows 10 or later or a Mac OS X 15 or later. It also includes using a Google Chrome browser 119 or later, Firefox 119 or later, or Safari 14 or later.
14. Basic computer literacy.

The registration may culminate in the applicant enrolling in the program with the appropriate documents being completed and the registration fee paid. The school retains the right to accept or reject an applicant based on the applicant's interests, expectations, character references, and/or scholastic record. A registration fee is due upon enrollment.

Career Development Institute, Inc. does not offer employment as an incentive to enrollment.

Career Development Institute, Inc.

Additional Admissions Requirements for the Vocational Nursing Program:

- Applicants to the Vocational Nursing Program must obtain a background clearance.
- Health screening examinations, pathology tests (if applicable), and/or Vocational Nursing Program are required prior to starting Skills Lab and/or the clinical rotation.
- Drug testing may be required in certain clinical placement situations.

Alternates:

Vocational Nursing Program applicants are admitted as "Alternate Students" once enrollment capacity has been met.

An applicant can enter and remain in the program as an alternate until the clinical experience begins in the first term. Alternates will be assigned a number based on their enrollment date and time.

If the alternate's number is reached, the alternate will remain enrolled in the program so long as the alternate is maintaining satisfactory progress and complying with all Vocational Nursing Program and School Policies and Procedures.

If the alternate's number is not reached before the beginning of the clinical experience in the first term, the alternate will not be allowed to remain in that class. The alternate's enrollment will be cancelled and all monies will be refunded. Alternates will be offered a seat in the next available class, so long as the alternate is maintaining satisfactory progress and complying with all Vocational Nursing Program and School policies and procedures.

IMMUNIZATIONS

Immunization records must be turned in to CDI prior to the start of Skills Lab. They do not need to be up-to-date, just what the student has had in the past.

All students MUST have the following immunizations or titers no later than **one month** before clinical rotation begins, or at the specified time stated below:

- COVID-19 (required before starting Skills Lab)
- Hepatitis B
- Varicella
- Rubella
- Rubeola
- Mumps
- Tdap
- Flu Shot (required during "flu season," as determined by the CDC)

- PPD

CDI will cover the cost of the titers for Hepatitis B, Varicella, Rubella, Rubeola, and Mumps, if these titers are from CDI's designated facility. If the student is in need of an immunization, the student is responsible for the cost of the immunization. The cost of the flu shot and Tdap vaccinations is also the responsibility of the student.

PHYSICAL EXAM

Students are required to pass a physical exam before beginning their clinical rotation. CDI, Inc. will pay for one student physical/PPD at our designated facility ONLY. A chest x-ray, if needed, will be at the expense of the student. You may use your own doctor/facility for your physical/PPD. However, CDI, Inc. does not pay for this and there is no tuition refund.

LIABILITY INSURANCE

All vocational nursing students MUST purchase Professional Liability Insurance. You may choose to use www.nso.com; Click "Professional Liability Insurance" tab; Go to "Student Nurses" and follow the prompts. You must show proof of insurance, either through NSO or another comparable and reputable insurance provider, at the designated time before Term I clinical rotations begin.

CPR CERTIFICATION

CPR will be taught in Term I. Certification must be received through the American Heart Association and maintained throughout the entire program.

PREGNANCY

Students must inform the Director of Nursing if pregnant and must provide a complete medical clearance from their treating physicians prior to attending skills lab and clinical rotations, including the ability to lift and maneuver patients without restrictions. This policy is the same as the policy for any change in medical status.

CRIMINAL BACKGROUND CHECK

All students are required to complete and pass a criminal background check prior to the clinical training in the program. According to the Health and Safety Code 1337.9(b), the state shall deny a training examination application and deny, suspend, or revoke a certificate issued under this article if the applicant or certificate holder has been convicted of a violation or attempted violation. If a student does not pass the criminal background clearance, they might be unable to take part in the clinical rotation, get licensed as an LVN, and/or secure employment. For these reasons, CDI reserves the right to drop any student from its program for failure to pass a criminal background check.

Furthermore, the School's educational requirements include a clinical rotation at one or more care facilities or other off-campus clinical training sites, and these sites frequently

require a student to pass a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the clinical rotation when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Please note that if a clinical training site determines that you may not take part in its clinical program based on the results of a criminal background check, you may be unable to complete your course requirements. Career Development Institute, Inc. has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing. You may also have to complete more than one criminal background check during the course of the Vocational Nursing program at Career Development Institute, Inc., depending on the number of sites where you are placed and the requirements of each site.

Admissions Policy for Applicants with Felony Convictions

All prospective students must disclose felony convictions. The school does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to the Admissions Counselor, and they can provide further assistance.

The institution does not offer English as a Second Language. All instruction is completed in English. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact. CDI, Inc. awards its graduates an appropriate certificate as acknowledgment of their success.

ABILITIES AND SKILLS NECESSARY FOR THE PROFESSION

As a student nurse and health care provider, it is necessary for the student to possess certain physical and mental abilities and related skills, including, but not limited to:

1. Physical and mental proficiency
2. Energy to fulfill responsibilities
3. Adequate visual acuity (with corrective devices as needed)
4. Adequate auditory acuity (with corrective devices as needed)
5. Speech which can be understood by all persons across the lifespan
6. Adequate tactile ability
7. Manual dexterity of all limbs
8. Strength to push, pull, and lift
9. Strength/ability to carry, stoop, squat, and bend in accordance with

assignments

10. Ability to:
    a. Reach above shoulder area
    b. Stand/walk for long periods of time
    c. Organize and effectively manage time to meet deadlines
    d. Perform neat and accurate work
    e. Respond to increasing pressure, emergencies, and work loads
    f. Set priorities
    g. Communicate effectively with the health care team and client, both verbally and non-verbally
    h. Document completely and legibly, using acceptable terminology
    i. Use computers

CIRCUMSTANCES THAT MAY ADVERSELY IMPACT A STUDENT'S ABILITY TO COMPLETE THE CDI VN PROGRAM

A consistent lack of appropriate internet capacity (e.g. low bandwidth/low speed) and/or an inadequate laptop or desktop PC or similar device (without the necessary communication capabilities) will prevent students from joining, participating in, and/or graduating from all of the required classes currently available at CDI, Inc.

Career Development Institute, Inc.

Vocational Nursing Program Technical Requirements by Domain

Domain	Ability	Standard	Examples of Necessary Activities (not all-inclusive)
Cognitive	**Critical Thinking**	Ability to apply logical reasoning and make clinical judgments.	Identify cause-effect relationships in patient care. Develop, assess, and modify nursing care plans. Adapt to dynamic clinical situations.
	Communication (Written)	Proficiency in written communication for documentation and reporting.	Document nursing actions, and patient responses. Assist with planning care plans/concept maps and professional correspondence.
	Exposure to Chemicals and Specimens	Ability to understand and adhere to protocols for working with hazardous materials and infectious agents.	Follow safety protocols for handling biological specimens and hazardous chemicals. Comply with PPE and infection control standards.
Sensory	**Hearing**	Auditory ability to assess and respond to healthcare needs.	Detect alarms, emergency signals, and patient monitors. Recognize changes in breath and heart sounds.
	Visual	Visual acuity required for observation and accurate assessment.	Monitor equipment, observe patient responses. Detect changes in skin tone and behavior. Accurately read reports and physician orders

			to safely administer medication and provide care.
	Tactile	Tactile sensitivity for physical assessment and clinical interventions.	Perform palpation during assessments. Insert catheters and other devices requiring precise tactile control.
Affective	**Interpersonal**	Ability to build effective relationships with patients, families, and colleagues.	Establish rapport with patients and families. Provide culturally sensitive care. Manage conflict professionally and respectfully within the healthcare team.
	Communication (Verbal)	Proficiency in verbal communication to interact effectively with others.	Explain treatment procedures and health education. Engage patients and families in meaningful discussions about care. Collaborate with healthcare providers.
	Professionalism and Emotional Stability	Capacity to manage stress and maintain professionalism.	Handle emergency situations calmly. Provide emotional support to patients and families. Demonstrate ethical behavior and accountability.
Psychomotor	**Mobility**	Physical ability to navigate patient care areas and perform procedures.	Move efficiently between patient rooms and workspaces. Administer CPR and respond to

			emergencies quickly.
	Motor Skills	Fine and gross motor abilities for safe and effective patient care.	Administer injections and operate medical equipment. Lift and position patients using proper body mechanics.
	Exposure to Chemicals and Specimens	Ability to handle and dispose of hazardous substances safely.	Use equipment to collect, transport, and dispose of biological specimens. Work safely with disinfectants and other hazardous materials.

Career Development Institute, Inc.

STATEMENT OF NON-DISCRIMINATION

Career Development Institute, Inc. does not deny admission or discriminate against students currently enrolled at the school on the basis of race, color, religion, sex, gender identity, age, handicap, financial status, area of origin, or sexual orientation. Career Development Institute, Inc. will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

Career Development Institute, Inc.

PROGRAM OFFERINGS

Program Title	Program CIP	Occupational Code	Clock Hours	Method of Delivery	Months	Weeks	Document Awarded Upon Graduation
Vocational Nurse	51.3901	29-2061.00	1530	Blended	13 F/T	56	Certificate

*** All courses are taught residentially, online, or at the clinical facility.
***All VA students receiving VA funding must attend residential courses only.

Career Development Institute, Inc.

PROGRAM SCHEDULE

Monday – Friday
Theory: 8am – 2:30pm
Skills Lab: 7am – 11am OR 11:30am – 3:30pm
Simulation Lab: 8am – 4:30pm
Clinical: 6:45am – 7:15pm
Tutoring: 2:30pm – 3:30pm

*Please note that Term IV clinical days and times vary, and may include evening or weekend shifts. Some Term IV clinical sites may also be located at greater than average distances and require significantly greater travel times.

*Please note that if your scheduled clinical day falls on a holiday, you may be required to make-up that time on a weekend. Similarly, make-up clinical days may take place on weekends.

Changes to Program and Schedules:
Career Development Institute, Inc. reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances, to improve teaching methods or procedures, and to adhere to any state or federal regulations that are changed. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Career Development Institute, Inc. reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs, the student may request a refund or apply all monies paid to the next scheduled class start date.

Career Development Institute, Inc.

PROGRAM OVERVIEW

# OF WEEKS	TITLE	REQUIRED HOURS
18	**TERM I - NURSING FUNDAMENTALS**	**430**
	Anatomy & Physiology	60
	Nutrition	18
	Psychology	12
	Growth & Development	24
	Fundamentals of Nursing	90
	Nursing Process	6
	Communication	4
	Patient Education	2
	Pharmacology	42
	Communicable Disease	6
	Gerontological Nursing	12
	Rehabilitation Nursing	6
	Skills Lab	76
	Clinical Experience	72
16	**TERM II - MEDICAL-SURGICAL NURSING I**	**474**
	Psychology	18
	Medical-Surgical Nursing	90
	• Fluid, Electrolyte, & Acid-Base Disorders	
	• Blood & Lymphatic Disorders	
	• Respiratory Disorders	
	• Digestive Disorders	
	• Cardiovascular Disorders	
	• Urinary Disorders	
	• ATI Medical-Surgical Review	
	Pharmacology	6
	Clinical Experience	360
16	**TERM III - MEDICAL-SURGICAL NURSING II**	**480**
	Medical-Surgical Nursing	108
	• Integumentary Disorders	
	• Musculoskeletal Disorders	
	• Endocrine Disorders	
	• Neurological Disorders	
	• Sensory Disorders	
	• Care of the Surgical Patient	

	• Oncology	
	• Immune Disorders & HIV/AIDS	
	• Reproductive Disorders	
	• ATI Medical-Surgical Review	
	Pharmacology	6
	Clinical Experience	366
6	**TERM IV - MATERNITY, PEDIATRICS, LEADERSHIP**	**146**
	Maternity Nursing	24
	Pediatric Nursing	24
	Leadership	9
	Supervision	9
	Maternity Clinical Experience	40
	Pediatric Clinical Experience	40
2 days	**NCLEX-PN HURST REVIEW**	

Career Development Institute, Inc.

PROGRAM OBJECTIVES

This course is designed to provide students with complete and comprehensive training in all areas of the vocational nurse field. The students will be taught how to promote quality of care in long-term care settings, as well as in acute, sub- acute, and home care settings. The student must maintain a 75% average in Term I and a 78% average in Terms II-IV, attend 1530 clock hours, and successfully fulfill the terms of the program in order to graduate from the program and be applicable to take the state of California licensure exam to become an LVN. The VN student must also pass all VN exit exams. A graduate of this program, after successfully passing the NCLEX-PN® exam by the state of California, could become employed as a vocational nurse. All training is in English.

Upon completion of the Vocational Nursing Program, the graduate will be qualified to:

1. Implement the elements of the Nursing Process for improved patient care.
2. Develop interpersonal nurse-patient relationships.
3. Review and evaluate legal statutes pertaining to nursing practice.
4. Assist community-based organizations to provide wellness education.
5. Assist patients to meet basic human needs.
6. Relate scientific theory to the performance of safe nursing.
7. Relate cultural factors to the planning and implementation of patient care.
8. Utilize the knowledge of body structure and function in patient teaching.
9. Describe the primary causes, manifestations, and treatment for common medical or surgical conditions. Identify the role of the Vocational Nurse as a facilitator of the highest standards of nursing care.
10. Implement elements of growth and development into a pediatric nursing care plan.
11. Identify the role of the Vocational Nurse as a facilitator of the highest standards of nursing care.
12. Demonstrate knowledge of physical and mental aspects of the aging process.
13. Plan nursing care to meet the unique needs of the elderly.
14. Describe health promoting activities designed to assist the patient and family to cope with illness or loss.
15. Utilize therapeutic communication techniques in the care of the emotionally disturbed patient.
16. Utilize communication skills in nursing intervention and evaluation of care.
17. Maintain and promote psychological health through consideration of an individual's worth and dignity.
18. Pass the NCLEX-PN examination to obtain licensure as a California Licensed Vocational Nurse.

Career Development Institute, Inc.

COURSE DESCRIPTIONS

The vocational nursing program includes a combination of class lectures, at-school skills laboratory training, and clinical training. This combination will prepare the student for a demanding career. The course goals are to help the vocational nursing students gain knowledge through classroom instructions, realistic skills lab training, and clinical practice in an actual healthcare setting, in order to meet the demands of today's employers.

TERM I – FUNDAMENTALS OF NURSING

This portion of the program will cover introductions to anatomy and physiology, psychology, growth and development, nutrition, and pharmacology, in addition to nursing fundamentals. Upon completion of this section, students will understand and appropriately use medical terminology as well as recognize the meanings of different prefixes and suffixes; describe the major structures and functions of the body systems, locate key bodily components as well as accurately incorporate key terminology into discussions of the systems; define major concepts of mental health; understand Erikson's theories of development; explain sources of nutrition, and identify the role and importance of nutrition from both a physiological and cultural lens; understand the basics of pharmacology and pharmacological math. Term I will also cover communicable diseases, communications, patient education, nursing fundamentals, gerontology nursing, rehabilitation nursing, and the nursing process. By the conclusion of the term, the student will be able to perform nursing procedures, including proper body mechanics, vital signs, bed making, bathing, wound care, catheterization, and documentation; understand and implement the nursing process in the care of patients; describe appropriate nursing interventions for common health concerns of the older adult; and provide nursing diagnoses, goals, interventions, and evaluations/outcomes for patients in rehabilitation.

TERM II – MEDICAL-SURGICAL NURSING I

This term will cover level one of medical-surgical nursing and discuss disorders related to fluids, electrolytes, and acid-base imbalances, and blood and lymph, respiratory, digestive, cardiovascular, and urinary systems. Common diseases, diagnostic procedures, related pharmacological agents, and specific nutritional needs are discussed for each system disorder. The unit will emphasize the nursing interventions and psychosocial aspects regarding care of clients with these disorders. There will also be an ATI test-taking class that will cover medical-surgical nursing level I.

TERM III – MEDICAL-SURGICAL NURSING II

This term will cover medical-surgical nursing and system disorders of the integumentary, musculoskeletal, endocrine, neurological, sensory, immune, and

reproductive systems. It also covers care of the surgical patient and oncology. Common diseases, diagnostic procedures, related pharmacological agents, and specific nutritional needs are discussed for each system disorder. The unit will emphasize the nursing interventions and psychosocial aspects regarding care of clients with these disorders.

TERM IV – MATERNITY, PEDIATRICS, LEADERSHIP & SUPERVISION

The obstetrical component of this unit explains the physiology of conception and describes the anatomical and physiological changes that take place during pregnancy, labor and delivery, and the post-partum period. Appropriate diagnostic and nutritional requirements are discussed. The unit includes fetal development, complications of pregnancy, and disorders of the newborn. Nursing interventions and psychosocial aspects regarding care of the client are discussed. The pediatric component of this unit covers stages of growth and development, common childhood diseases, common pediatric procedures, related pharmacology, nutritional needs, accident prevention, and nursing intervention. The leadership/supervision component of this unit introduces students to different managerial styles. Emphasis is placed on the scope of practice and the role of the VN as described in the Vocational Nursing Practice Act.

Career Development Institute, Inc.

NCLEX-PN ASSESSMENT READINESS PROGRAM

Students are required to successfully complete the NCLEX-PN Assessment Readiness Program, in order to be considered graduates of the VN program. The Readiness Program consists of subject and comprehensive assessments, in addition to a 2-day Hurst Review, in which a comprehensive review of program material is presented. In order to successfully complete the Readiness Program, a student must pass all assessment benchmarks and attend the Hurst Review. Students who fail to meet the set benchmarks will be required to continue review and complete a mandatory remediation plan as decided by the directors until satisfactory quantitative progress has been made. The student will not be considered a graduate of the VN program, if the student has not passed the required assessment benchmarks and completed the mandatory Hurst Review. All requirements must be met within 60 calendar days of the last day of class, or the student will be placed in non-graduate status.

You must complete the following, in order to test for the NCLEX-PN:

1. All tuition must be paid in full before sitting for the Exit Exams.
2. Achieve a Level 2 on ATI, 850 for HESI, or passing equivalent score from another NCLEX-PN preparatory program, on all seven (7) content areas of the following proctored examinations, as scheduled:
    i. Adult Medical-Surgical Nursing
    ii. Maternal-Newborn
    iii. Nursing Care of Children
    iv. Fundamentals of Nursing
    v. Mental Health Nursing
    vi. Pharmacology
    vii. Management
3. Several exit exams are given throughout the duration of the program. If a student achieves a passing score on the exam during the program, they will not need to take this exam as part of their exit exam series in the NCLEX Readiness Program.
4. The Comprehensive Examination will be administered after successful completion of all (7) content areas. This proctored exam requires a passing score of 95% or higher on the Individual Performance Profile ("predicted probability of passing the NCLEX-PN on the first attempt" according to ATI), a score of 850 for HESI, or the equivalent thereof on any other NCLEX-PN preparatory program's proctored comprehensive exam.
5. Attend the 2-day Hurst Review.
6. Schedule an exit meeting with the Director of Nursing.

Career Development Institute, Inc.

Notes:

i. If a student fails to achieve a passing score on any of the seven (7) content areas listed, the student will be able to retake the failed exam on the scheduled date. There is NO COST for this SECOND attempt. There is a cost of $50 per exam for the third attempt. The student may retake each of the seven exit exams one time, for a total of two attempts. A student can take only two exams a total of three times, and one exam a total of four times. Otherwise, the student will be required to complete a comprehensive remediation program through an outside vendor as determined by the school, or choose non-graduate status.

ii. However, the comprehensive exam can only be retaken one (1) time, for a total of two attempts. Each third attempt (and each additional attempt thereafter) costs $50.

iii. Blackboard remediation assignments must be completed prior to the two third attempts.

iv. Failure to achieve a passing score on a subject exam by the second attempt will result in a remediation plan as determined by the directors that will result in the student incurring additional costs and time. A remediation course will last at minimum one week for each failed subject exam. If a student fails more than one subject exam for a third attempt, they will be required to complete a more comprehensive remediation program through an outside vendor decided upon by the school that will require additional time and expense. If a student just fails one exam 4 times (and the exam is NOT medical-surgical, management, or fundamentals), and they have passed all of their other exams, they can bypass that exam and take the comprehensive exam. If a student fails two exams three times, then they will be required to complete a more comprehensive exit exam through an outside vendor as determined by the school, after which they must pass the comprehensive exam by the first attempt, OR choose non-graduate status.

v. If by week 7 of exit exams, a student still has 4 exams left to pass, they can choose to stop the process and complete a comprehensive remediation program through an outside vendor decided upon by the school that will require additional time and expense (after which they will be required to return to take the comprehensive exam and pass by their second attempt), OR they can continue testing as scheduled until the 60-day deadline is met.

vi. If a student only has one subject exam left before the comprehensive (excluding Management, Fundamentals, and Medical-Surgical), and they have failed it three times, they can bypass this exam and take the comprehensive exam.

vii. Missing a scheduled exam will count as a failed attempt.

viii. If you do not complete the required Blackboard homework assignment prior to the exit exam, you will not be able to take the exam, which will count as a failed attempt.

ix. Failure to achieve a passing score on the second attempt of the Comprehensive Predictor Examination will result in a comprehensive remediation plan as determined by the directors that may result in the student incurring additional costs, expenses, and time. Upon completion of the remediation course (which will last at minimum two weeks), the student will be required to take the Comprehensive predictor exam for a third attempt. If the student does not pass this third attempt, they will be required to complete an additional extensive remediation plan (which will last at minimum three weeks) through an outside vendor as determined by the school. If the student does not pass the Comprehensive exam by the fourth attempt, the student will be placed in non-graduate status.

x. Upon the last day of class, the student will have 60 calendar days to complete ALL Exit Exams and submit their application to the BVNPT for their authorization to test ("ATT"). If the student exceeds the 60 calendar days, the student will be placed in non-graduate status.

xi. Failure to complete the NCLEX-PN Assessment Readiness requirements will result in a delay of graduation from the program and in the submission of your application to the BVNPT, or non-graduate status.

The school will not release program paperwork allowing the student to sit for the NCLEX-PN® examination as a graduate, if the student has not paid all tuition funds in full and passed the required benchmarks within the 60 calendar day time-frame.

Beginning with the August 2026 cohort, the school will cover the cost of the Breeze application fee ($306.90) as a courtesy for all graduates. This courtesy is available only to students who successfully complete all graduate requirements. In addition, graduates will be eligible to receive a $200 reimbursement toward their NCLEX-PN testing fee if they take and pass the NCLEX within 14 days of receiving their Authorization to Test (ATT).

AUTHORIZATION TO TEST (NCLEX-PN)

Once the mandatory NCLEX-PN Assessment Readiness requirements have been met, CDI will then submit your application and transcripts to the Board of Vocational Nurses and Psychiatric Technicians (BVNPT) for authorization to test. Upon receipt of your authorization to test, you have 180 days (6 months) to register for the NCLEX-PN Exam.

The NCLEX-PN Data Center will retain your eligibility on their computer for 6- months from the date noted on your authorization to test. If you HAVE NOT registered after 6

months, your eligibility will be returned to the BVNPT as abandoned. If the Data Center deems your record abandoned, you will be required to submit a retake application and fee. The application must be completed by the nursing school you attended.

Additionally, should your 6-month window run out and you have not yet registered to test, you will be required by CDI to re-take (and pass) ALL seven proctored Exit Exams, in addition to the proctored Comprehensive Exam. These exams must be passed within a designated time-frame.

After successful completion of all seven (7) exams, the comprehensive, the mandatory review, and fulfillment of all financial obligations, CDI will re-submit your application to test and send transcripts to the BVNPT.

Payable to CDI for authorization to test after 6-month expiration date:

- Each Exit Exam (there are 8 in total): $50.00 each (Total: $400.00)
- Retake of the Hurst Review Course: TBD
- Re-submission of application to test to the BVNPT: TBD

Policy on Cheating Determinations by ATI or HESI

Career Development Institute, Inc. (CDI) utilizes third-party testing companies, such as ATI and HESI, for standardized examinations and exit exams. These companies independently monitor and evaluate testing integrity.

1. **Authority of ATI/HESI**
   - If ATI or HESI concludes that a student has engaged in cheating or academic dishonesty, the determination rests solely with the company.
   - CDI does not have access to the proprietary methods, data, or evidence used by ATI or HESI in reaching their decision.
2. **Appeals Process**
   - Any student wishing to contest a finding of cheating must appeal directly to ATI or HESI, not to CDI.
   - If the student chooses not to appeal, or the appeal is denied and the finding of cheating is upheld, CDI will accept and enforce the company's conclusion.
3. **Consequences of Cheating**
   - A student found to have cheated on any exam, including exit exams, will be **immediately terminated** from the nursing program.
   - Terminated students are **not eligible for re-enrollment** at CDI.
   - If a cheating determination is made on an exit exam, the student will be terminated and will not be permitted to complete the NCLEX-PN Readiness Program.
   - If a student has already passed all exit exams but ATI or HESI later determines that cheating occurred on any prior exam(s), the student's

graduate status will be revoked and they will **no longer be recognized as a graduate** of CDI.

Career Development Institute, Inc.

BEFORE YOU GET STARTED

- Organize your life and time. Use a planner, calendar or other device to keep track of assignments, clinical schedules, and work and family obligations.
- Get help with daily chores from family and friends, and do not try and do it all as you did before the program.
- Realize school is a full-time job taking 35-60 hours per week of classes, studying, and clinical. Discuss your needs and goals with your family before beginning the nursing program, as it will change their lives as well.
- Make some time for yourself somewhere in the schedule, even if it is only 15 minutes a day. Plan some fun activities every week. Make sure your schedule includes outside activities and balance. A physical activity routine will help with stress and the resulting weight gain some people experience.
- For those with children or adult care responsibilities, find reliable care sources and reliable back-up for unexpected events.
- **Computer familiarity is a school and nursing program requirement.** You are expected to be computer proficient and will be expected to complete your assignments using a computer that can also check your spelling and grammar. All program information, including grades, attendance records, and assignments will be posted on Blackboard, our online learning portal. Most theory classes will be held over Zoom. Furthermore, there will be Internet-based research assignments and computerized testing with ATI as part of your learning experience.
- Read and organize your syllabus to ensure you know when reading, assignments, and testing occur so you can prepare ahead of time.
- Be flexible and understand that the faculty and administration are working very hard to provide you with the best nursing education possible during a pandemic and nursing shortage, which also means a shortage of instructors and difficulty with clinical site acquisition.
- Remember **you are a guest at the clinical site** and should therefore be on your best professional behavior and provide the best possible nursing care to your patients. The clinical sites have the right and responsibility to dismiss you from their facility if you do not act professionally, follow their rules, regulations, and protocols, or compromise patient care in any manner. If you are dismissed, you must see the Director of Nursing or Director of Education for follow up on the incident, and there is no guarantee that you can be placed at another site; this may cause you to fail the program.
- Be prepared for clinical. Arrive on time, dressed in a clean, pressed official uniform, and assignments fully researched and completed. You are caring for a person who will rely on your expertise.

- Be aware of your surroundings, assignments, and patient care at all times. You must not let your guard down, as that is when mistakes can happen.
- Aim for an "A" and you are more likely to succeed. Studying for the "A" now will help you later with passing the NCLEX-PN and in your professional life as a nurse.
- The faculty wants you to succeed, and they are there to help you. The faculty is available to provide tutoring, go over your tests, and remediate to help you succeed. Seek them out as soon as you are having difficulty or do not pass a test, quiz, or assignment.
- Keep up with your reading in your textbooks and other assignments. Your test questions will come from all sources, including the textbook, lectures, and other reading assignments.
- Get enough rest so your mind can absorb the material being provided.
- Use the Skills Lab to practice your skills.
- Be kind and remember that nursing is the art and science of caring. Practice caring in all settings.
- Remember, this is a fast journey, and you develop your knowledge and skills each day. Make the most of each day.
- Your nursing education is about learning to care for those who are ill or need your nursing expertise.
- Try not to work while you are in the program. If you must work, keep it under 20 hours per week. Research has shown that if you work more than 20 hours per week, you have a high chance of failing the nursing program.
- Remember there is a **Chain of Command** in the Nursing Program and where you will be working as a nurse. With questions, issues or disputes, please see your instructor first, then the Director of Education, then the Director of Nursing. If issues are not resolved using this chain, then you may go to the President of the school. It does not help your case (and may hurt it) to bypass the Chain of Command.
- Faculty, staff and directors' office hours are by appointment. However, you may e-mail at any time. Please use these resources to help with your success.
- There are many scholarships available through financial aid and the Health Professions Institute, **www.healthprofessions.ca.gov** or **www.discovernursing.com**. Apply for them so that you can work fewer hours and study more.
- Contact your instructor about any assistance, aid, or study strategies that may be useful to employ. Your instructor will have information on test- taking strategies. If you are having trouble with the course, it is important that you keep in contact with the instructor and attend available tutoring.
- If you are physically at the school for lecture (as opposed to Zoom class), you may not use any computer in the classroom EXCEPT to take an exam. Lecture notes must be handwritten. Computers may be used if pre-approved by each individual instructor.

- NCLEX review books are helpful for learning, so please add them to your personal library. The books are designed to include the critical elements of any subject matter discussed in our program. **It is beneficial to read the ATI book after reading the assigned materials in the textbook as a way to review.** Completing your reading assignments is crucial to your learning.
- You must pass each ATI exit exam and the comprehensive examination, in order for the school to send your NCLEX-testing paperwork to the BVNPT. Each of the ATI tests that you take in each subject area give you breakdowns of the content areas you missed. Use this to help you remediate before taking the next examination.
- Student study groups have been shown to be effective and students are encouraged to form study groups immediately to help with studies throughout the program. Research states that study groups are predictors of success for successful completion of nursing programs. Study groups are a form of peer teaching – the most successful form of learning.

Career Development Institute, Inc.

INSTRUCTIONAL DELIVERY METHODS

A. Theory Classes – All theory classes are led by an approved nursing instructor for 576 clock hours according to the pre-determined cohort schedules. Most theory classes are conducted live via a private and secured Zoom.com classroom setting, however some, including most Term IV theory classes (if not all), are conducted live, in-person on campus. All students receiving VA funds must attend in-person theory classes only.

B. Laboratory Sessions – All laboratory classes are led by an approved nursing instructor according to the pre-determined cohort schedules and conducted in-person at the CDI on-campus Skills Laboratory for 76 clock hours.

C. Clinical Rotations – All clinical-facility assignments are led by the approved clinical instructor and conducted at the appropriate affiliated clinical locations, or via simulation, as assigned for 878 clock hours.

Career Development Institute, Inc.

GRADING SYSTEM

Theory:
For Term I, in order to make satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or better by the end of the term. A student achieving a cumulative grade point average below 75% at the end of a term will be dropped from the program.

Beginning in Term II and continuing throughout Term IV, each student must maintain a cumulative minimum grade point average of 78% or better, in order to be making satisfactory academic progress. A student achieving a cumulative grade point average below 78% at the end of a term will be dropped from the program.

Students applying for eligibility or to maintain eligibility to continue receiving Title IV grant and loan assistance must maintain satisfactory progress in their course of study. If a student falls below passing on any quiz or exam, they are required to attend tutoring. Tutoring takes place from 2:30pm – 3:30pm on designated days.

Skills Lab:
Students must be checked-off for proficiency in nursing skills throughout the skills lab experience. If a student fails to achieve competency (as determined by the instructor), the student will be required to attend remediation, which will take place outside of scheduled classroom hours. Failure to attend mandatory remediation or to show adequate progress in remediation could result in dismissal from the VN program. The student must be checked-off for proficiency in each of the tested skills before attending clinical.

Clinical:
Students will be evaluated in the clinical areas using a “Pass” or “Fail” designation based upon successful completion of the clinical objectives. Clinical objectives are competency based in that a student must demonstrate a level of proficiency appropriate for that level of learning. Students must “Pass” in order to progress to the next level. All students will receive weekly evaluations, a mid- term evaluation, and a final evaluation. Instructors will present clinical evaluations to the student via Blackboard. If a student fails to meet the clinical objectives and receives a final evaluation of “Fail,” they must repeat the entire term, including didactic. Clinical and theory are co-linked. If a student fails clinical, then they also fail theory. By extension, if a student fails theory, then they also fail clinical.

Career Development Institute, Inc.

GRADING SCALE:

TERM I

Letter Grade	Percentage	Description	Grade Point
A	95% -100%	Excellent	4.0
A-	90% -94%	Excellent	3.7
B+	89%	Good	3.3
B	85% - 88%	Good	3.0
B-	80% - 84%	Good	2.7
C+	79%	Satisfactory	2.3
C	75% - 78%	Satisfactory	2.0
F	< 75%	Failing	0.0

TERMS II - IV

Letter Grade	Percentage	Description	Grade Point
A	95% -100%	Excellent	4.0
A-	90% -94%	Excellent	3.7
B+	89%	Good	3.3
B	85% - 88%	Good	3.0
B-	80% - 84%	Good	2.7
C+	79%	Satisfactory	2.3
C	78%	Satisfactory	2.0
F	< 78%	Failing	0.0

NON-PUNITIVE (PASS/FAIL) GRADES

The school does not offer non-punitive (pass/fail) grades.

Career Development Institute, Inc.

CLINICAL SITES & EXPERIENCES

Current Clinical Sites:

- Bay Crest Care Center (Torrance)
- Beachwood Post-Acute Care Center (Santa Monica)
- Camino Healthcare (Hawthorne)
- Centinela Hospital (Los Angeles)
- Centro Medico Community Clinic (Los Angeles)
- Century Family Medical Group (Bellflower)
- Century Women Medical Group, Inc. (Los Angeles)
- Community Prenatal & Medical Clinic AMC (Huntington Park)
- Kindred Hospital Los Angeles (Los Angeles)
- Kindred Hospital South Bay (Gardena)
- Kennedy Care Center (Los Angeles)
- Marina Pointe Healthcare & Subacute (Culver City)
- New Vista Post-Acute Care Center (Los Angeles)
- Playa del Rey Center (Playa del Rey)
- PM Pediatrics (Los Angeles, Pasadena, Tarzana, Tustin)
- Primrose Post-Acute (Los Angeles)
- Southern California Hospital – Hollywood (Hollywood)
- Southern California Hospital – Culver City (Culver City)
- South Central Family Health Center (Los Angeles)
- Tarzana Urgent Care (Tarzana)
- The Rehabilitation Center of Beverly Hills (Beverly Hills)
- University Park Healthcare Center (Los Angeles)
- Windsor Care of Cheviot Hills (Los Angeles)

Note: Clinical facilities are subject to change at any time.

Clinical Experiences:
Clinical experiences enable students to work with patients/clients to apply the competencies and practices learned in the classroom. Students participating in clinical experiences work under the supervision of their licensed clinical instructor and under the general supervision of School staff. The following applies to all students participating in their clinical rotation:

- Students are expected to meet all host requirements.
- Site assignments are determined by the school. Students may be terminated from the program if they refuse the clinical site assignment.

- Clinical sites are selected to meet the objectives of the program. Students are required to travel to the clinical site. In many cases, this may require travel time that is a greater distance than the student's commute to the campus.
- Site locations within a specified distance from the campus or from a student's home cannot be guaranteed.
- The school reserves the right to re-assign site assignments and locations as needed to ensure that program requirements are met.
- Students must arrange and pay for their own transportation to and from their assigned clinical experience, including any parking charges at the host site.
- Clinical hours might change, depending on the needs of the host site.
- Students are expected to abide by CDI's Conduct Policy at all times while on clinical, as well as the policies and procedures of the site.
- Students must arrive to clinical in full uniform, including carrying a stethoscope, pen light, name badge, and watch with a second hand (NOT a smart watch). Students will be sent home for the day incurring an absence if missing any of the aforementioned items.
- Failure to abide by CDI's Conduct Policy while at the clinical site will result in termination from the VN program, a change in the clinical site, or a write-up, depending on the severity of the violation.

Career Development Institute, Inc.

Clinical Communication and Chain of Command Policy

Students enrolled in the Vocational Nursing (VN) Program are required to adhere to the established chain of command in all clinical and academic environments. Professional communication, patient safety, and collaborative relationships with clinical partners depend on students following proper reporting procedures at all times.

Students are strictly prohibited from independently reporting concerns, complaints, incidents, safety issues, or facility-related matters to any external agency, organization, hospital leadership, unit supervisor, or regulatory body. All concerns must be reported directly and exclusively to the assigned clinical instructor or program faculty. The instructor will assess the concern and, if necessary, escalate the matter through the appropriate institutional and facility channels.

This policy applies to, but is not limited to: patient safety concerns; staff or facility conduct; ethical or professional issues; policy violations; documentation or practice concerns; and environmental or safety hazards.

Students must not contact hospital administration, charge nurses, department heads, facility leadership, or regulatory bodies independently. Students must also not file complaints, report incidents, or raise facility issues on behalf of themselves or the school without faculty involvement, nor are they permitted to share or discuss facility concerns on social media or public platforms.

Failure to follow the established chain of command is considered a serious violation of professional standards and program policy. Non-compliance may result in disciplinary action up to and including dismissal from the VN Program.

By participating in clinical education, students agree to follow these expectations to maintain professionalism, patient safety, and the school’s partnership with clinical facilities.

Career Development Institute, Inc.

CREDIT FOR PREVIOUS TRAINING

During the admissions process, the Director of Education, in consultation with the Director of Nursing, will evaluate previous education and training taken within the last five (5) years that may be applicable to the vocational nursing program. This includes consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

This includes the following courses:

1. Accredited vocational or practical nursing courses.
2. Accredited registered nursing courses.
3. Accredited psychiatric technician courses.
4. Armed services nursing courses
5. Nurse assistant courses*
6. Other courses the school determines are equivalent to the courses in the program.

* A free uniform will be distributed to CNAs who provide evidence of courses and/or licensure prior to enrollment.

Official transcripts must be received prior to the first day of the course to receive this credit. Copies of course descriptions, college catalogs, and/or course syllabi will be required for evaluation purposes, unless the school is now closed. A passing grade of a "B" (as determined by a percentage of least 85%) or higher is required. For accepted coursework or training, the student may be required to demonstrate competency in those courses. Transfer credits have a financial value only.

Only official transcripts will be accepted for transfer credit evaluation, and any coursework to be considered for credit must have been <u>completed within five years</u> of the program start date or re-entry date, including coursework completed at CDI.

If a CDI student withdrew from the program and would like to return, the student has up to 13 months from their last date of attendance to continue where they left off with no contingencies. For example, if a student failed Term II and would like to return to retake Term II, they have up to 13 months to do so.

If a CDI student would like to return after 13 months (from their last date of attendance) but before 2 years, then this student will need to pass a competency exam for the term(s) that they previously passed. If the student passes the exam, then they can continue where they previously left off. If the student fails any of the competency exams, then they will need to restart the program from the beginning.

If a CDI student would like to return after 2 years from their last date of attendance, then there will be no competency exam given and they will need to start the program from the beginning. They are still, however, eligible for financial credit for terms taken within the last five years where they earned a ‘B’ or higher.

Transfer hours awarded by the School have no effect on GPA calculations for SAP, but do affect the rate of progress calculation. A student’s transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Recognition of credits earned at another postsecondary institution is limited to no more than 25 percent of the total hours required for completion of a designated program. Any financial credit awarded will not exceed a maximum dollar value of 25% of the total hours per credited subject.

Career Development Institute, Inc.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Career Development Institute, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Vocational Nursing program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Career Development Institute, Inc. to determine if your credits or certificate will transfer.

Hours you earn in all programs offered at Career Development Institute, Inc. will probably not be transferable to any other college or university, in most cases. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned hours here at our school. In addition, a certificate offered at Career Development Institute, Inc., in most cases, will probably not serve as a basis for obtaining a higher degree at another college or university. Furthermore, a policy is in place for transfer of credit that requires consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

EXPERIENTIAL LEARNING

The school does not offer advanced placement and credit for experiential learning.

NON-CREDIT COURSES

The school does not offer non-credit courses.

Career Development Institute, Inc.

CLOCK-HOUR MEASUREMENT

Career Development Institute, Inc. measures academic progression in clock credit hours. A clock hour is a period of time consisting of a 50 to 60 minute class, lecture, recitation, faculty-supervised laboratory, shop training or externship /internship in a 60-minute period.

One semester credit hour earned is defined as the successful completion of 15 clock hours of lecture, 40 hours of laboratory activities or 45 clock hours of externship.

Career Development Institute, Inc.

STUDENT TO INSTRUCTOR RATIO

There will be no more than 15 students per one (1) instructor in the clinical sites and skills lab. There will be no more than 50 students per (1) instructor for in the theory environment.

Career Development Institute, Inc.

GRADUATION REQUIREMENTS

Students must pass the clinical component of each term, have at least a cumulative 75% grade point average in Term I and 78% in Terms II-IV, have completed the total scheduled program hours, passed all required exit exams, and taken the Hurst Review course, in order to be considered a graduate. The student will receive a certificate for completing the hours of the program with passing grades. Completion of our VN program meets the licensure requirements of the state of California. Once a student meets the graduation requirements of the program, the Director of Nursing will work with the graduate to send the appropriate paperwork to the Board of Vocational Nursing and Psychiatric Technicians, in order to test for the licensing exam. Certificates will be available not later than 30 days from the last day of class unless the administration receives a written request for an earlier availability.

Career Development Institute, Inc.

VOCATIONAL NURSING LICENSURE REQUIREMENTS

California Licensure Requirements

The Vocational Nursing Program at Career Development Institute, Inc. (CDI) is designed to prepare students to apply for licensure as Licensed Vocational Nurses (LVNs) in the State of California.

The California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) is the state agency responsible for determining eligibility for vocational nursing licensure, administering licensure requirements, and issuing LVN licenses.

Requirements for Licensure in California

To qualify for licensure as a Licensed Vocational Nurse in California through graduation from a California-approved Vocational Nursing Program, applicants must meet the following requirements:

1. **Minimum Age:** Be at least 17 years of age.
2. **Educational Requirement:** Provide proof of completion of the 12th grade or its equivalent, such as a high school diploma or GED.
3. **Completion of an Approved Nursing Program:** Successfully complete a Vocational Nursing Program approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), including all required theory, laboratory, and clinical instruction.
4. **Licensure Application:** Complete the required Application for Vocational Nurse Licensure and provide all documentation requested by the BVNPT. For graduates of California-approved programs, applications are submitted through the Nursing Program Director in accordance with Board procedures.
5. **Criminal Background Check:** Submit the required fingerprints for criminal background checks conducted through the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). Licensure is subject to the Board's review and determination of eligibility.
6. **Application Fees:** Pay all applicable, nonrefundable licensure application and fingerprint processing fees established by the appropriate agencies.
7. **Licensure Examination:** Successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN), or another examination recognized by the BVNPT as satisfying its licensure examination requirement.
8. **Initial Licensure Fee:** Pay the required initial license fee after the BVNPT determines that the applicant has satisfied the applicable requirements.

9. **Board Approval:** Meet all other applicable legal and regulatory requirements for licensure as determined by the BVNPT.

Criminal History and Licensure Eligibility
Applicants with a criminal history may be subject to additional review by the BVNPT. A criminal conviction does not automatically disqualify an individual from obtaining a vocational nursing license.

The BVNPT evaluates criminal history and other relevant information in accordance with applicable California laws and regulations. The Board may consider the nature of the offense, its relationship to professional nursing responsibilities, evidence of rehabilitation, and other legally relevant circumstances.

Students with concerns regarding their eligibility for licensure are encouraged to contact the BVNPT directly for additional information.

Career Development Institute, Inc. does not determine an individual's eligibility for licensure and cannot guarantee that a graduate will be approved by the BVNPT.

Graduation and Licensure
Successful completion of CDI's Vocational Nursing Program does not automatically result in licensure as a Licensed Vocational Nurse.

Graduates must independently satisfy all applicable BVNPT licensure requirements, including successful completion of the NCLEX-PN examination and any required background review.

Graduation from the program does not guarantee:
- Eligibility to take the NCLEX-PN examination.
- Successful passage of the NCLEX-PN examination.
- Issuance of a California LVN license.
- Employment as a Licensed Vocational Nurse.

The BVNPT retains sole authority to determine eligibility for examination and licensure.

Licensure Outside California
Licensure requirements vary by state. Students intending to practice vocational or practical nursing outside California are responsible for contacting the applicable state

nursing board to determine whether CDI's educational program satisfies that state's licensure requirements.

Completion of a California-approved Vocational Nursing Program does not guarantee eligibility for licensure in another state.

Licensing Agency
California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
Website: www.bvnpt.ca.gov
Phone: (916) 263-7800
Students are encouraged to review the BVNPT's current licensure requirements, application procedures, examination information, and applicable fees before applying for licensure.

Career Development Institute, Inc.

INCOMPLETES, WITHDRAWALS, REPETITIONS

INCOMPLETE

Incompletes must be formally requested in writing by the student and will not be automatically issued. Incomplete grades are to be given only to students who have been regularly attending class and have kept their work for the class up to date, but who have a serious emergency at the end of the course. If a student simply stops attending, the instructor is obligated to give that student an 'F.' having "too much work to do" or simply "in over his/her head" is inappropriate for an incomplete grade and will not be assigned. The student must have a passing grade for the work that has already been completed before being considered for an incomplete.

WITHDRAWAL

The course withdrawal policy provides students who are unable to complete a course with the option of withdrawing from that course. This option should be taken only after other options have been discussed with the instructor and the administrator. If a student withdraws from a course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund less a registration fee, if applicable, not to exceed $200.00 within 45 days following the student's withdrawal. The student is obligated to pay for educational services and equipment rendered.

If a student withdraws from a course voluntarily or otherwise, before the completion of a given program, the school will record a "W" (Withdrawal) for the student for that program. If the student returns to school, all course work graded "I" must be successfully completed within the agreed-upon deadline period or training may be interrupted. If the student returns to school, all course work graded "W" must be repeated.

See the financial aid section of this catalog for more information regarding withdrawals.

REPETITION

The school enforces the "one repeat" rule for terms in the VN program.

Students who do not successfully pass a term may be granted one chance to repeat the term at the discretion of the school's directors and should space permit. If a CDI student withdrew from the program and would like to return, the student has up to 13 months from their last date of attendance to continue where they left off with no contingencies. For example, if a student failed Term II and would like to return to retake Term II, they have up to 13 months to do so.

If a CDI student would like to return after 13 months (from their last date of attendance), but before 2 years, then this student will need to pass an ATI competency exam for the term(s) that they previously passed. If the student passes the exam, then they can continue where they previously left off. If the student fails any of the competency exams, then they will need to restart the program from the beginning.

If a CDI student would like to return after 2 years from their last date of attendance, then there will be no competency exam given and they will need to start the program from the beginning. In this case, credit granting may apply per the Credit Granting Policy found in this School Catalog. Students who do not successfully complete a term within two (2) attempts will not be permitted to continue. The maximum timeframe will be enforced.

INACTIVE STUDENTS

Once a student is inactivated from the program, for whatever reason, they will no longer have access to Blackboard.

SUSPENSION & DISMISSAL

Career Development Institute, Inc. reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the school's standards and/or who fails to abide by the rules and regulations of the school. During suspension or dismissal, no financial aid is disbursed. Any student who has been suspended or dismissed may appeal the action by following the Student Appeal Procedures outlined in this School Catalog.

Career Development Institute, Inc.

APPEAL PROCEDURE

A student who wishes to appeal any disciplinary action and/or decision made by an instructor or director, must submit a written letter/email to the Director of Nursing to be reviewed by the Appeals Board. Students must provide supportive documentation along with their letter in order to support their position and explain any mitigating circumstances that may have existed. This letter must be submitted no more than 10 days after the action that is being appealed took place. This Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by the Director of Nursing, and consist of, but not limited to, a school instructor. The student will be notified of the Appeals Board decision within 30 days following the receipt of the student's appeal. The decision of the Appeals Board shall be final.

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REINSTATEMENT

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, must do so in writing to the School's Director for review by the Reinstatement Review Board. Students must provide supportive documentation along with their letter in order to support their position and explain any mitigating circumstances that may have existed. This Reinstatement Review Board shall not consist of less than three (3) attending members. The Reinstatement Review Board shall be chaired by the Director of Nursing, and consist of, but not limited to, the Director of Education and a school instructor. The requesting student shall be notified of the Reinstatement Review Board's decision within 30 days of the Board's decision.

A student who has been approved for reinstatement will do so with an Enrollment Agreement Addendum and will receive credit for all prior Career Development Institute, Inc. payments received. Any increase in the tuition, books, and /or supplies will be included in the Addendum agreement. Reinstatement is at the discretion of the school directors and is NOT guaranteed to all students.

A student who has been authorized for re-enrollment must sign a new Enrollment Agreement at the current tuition rate. Any prior earned tuition balance must be paid in full before they are allowed to re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student's file. A prior student who cancelled their enrollment agreement within the allowable seven (7) day cancellation period, and wishes to re-enroll, must have any prior balance paid in full, to include the Registration Fee, before they are allowed to re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. Students may only be allowed to re- enroll one (1) time upon approval.

Career Development Institute, Inc.

SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Career Development Institute, Inc. It is written in the School Catalog, available on our website, to ensure that all students have access to a copy prior to enrollment. Satisfactory Academic Progress (SAP) is required by the Department of Education in order to ensure that students maintain academic progress while receiving Title IV funding. This is measured by qualitative and quantitative standards and is evaluated at the end of each a payment period by the Financial Aid Office.

SAP EVALUATIONS PERIODS

Evaluation periods (increments) are conducted at the expected end date of each payment period, at that time the student would have completed the number of instructional weeks in the payment period as scheduled.

Qualitative measurement is conducted to test that grades or GPA are maintained at a minimum of:

1. 75% (C) for Term I
2. 78% (C) for Term II-IV

Quantitative measurement is conducted to test that the student is progressing at a minimum pace rate of 67% expected to complete within the maximum time frame of 150% in accordance to the student enrollment status.

When the student meets both measurements, the student is determined to be making Satisfactory Progress toward completion of the course of study and no institutional action is required or needed.

VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory progress.

The student's first evaluation will occur no later than mid-point of the course program.

Evaluation points occur based on the total length of the program measured in clock hours, and corresponding to the academic year of each program. The academic year for each program is 900 clock hours. Students are evaluated for Satisfactory Academic Progress as follows:

Career Development Institute, Inc.

Program Name	Evaluation Periods		
Vocational Nursing	450 Hours	900 Hours	1215 Hours

TRANSFER STUDENTS

Transfer students will be evaluated at the midpoint of the contracted hours or established evaluation periods, whichever comes first. Students meeting the minimum requirements for attendance and academic progress at any evaluation point are considered to be making satisfactory progress until the next evaluation.

ALL EVALUATIONS MUST BE COMPLETED WITHIN 7 BUSINESS DAYS FOLLOWING ESTABLISHED EVALUATION POINTS (PERIODS). ALL STUDENTS ARE NOTIFIED OF THEIR SAP RESULTS IN PERSON OR BY EMAIL.

When the student at an evaluation period misses one of the tests (qualitative or quantitative) the student will be informed via email or in person, that they have been placed in a financial aid warning status. Under the financial aid warning status, the student remains eligible for Title IV funding **ONLY** for that payment period under the financial warning status. A payment period is not considered completed until both the required instructional weeks and clock hours required in the payment period are satisfactorily completed by the student.

If the student fails to meet the satisfactory requirements at the end of a financial aid warning period, the institution will inform the student that they have lost eligibility for subsequent financial aid funds. The student will be informed of the appeal procedures and the student must initiate such procedures.

SAP APPEAL PROCEDURE

If a student is determined to not be making satisfactory Academic Progress (SAP) requirements, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory requirements, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 5 business days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the appeal is considered and accepted by the institution, the student will be eligible for Aid for one more payment period under a probation status. If the student appeal is not successful, the student will not receive any additional Title IV funds.

SAP PROBATION: If the student that is placed on probationary status fails to meet the SAP requirements by the end of the probationary period, the student would lose their financial aid for the subsequent payment period. The student would be able to continue the program on a cash-paying basis, given that the student meets the passing benchmarks by the end of the respective academic term.

SAP ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at each evaluation point based on actual hours to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For example: 360 (accrued hours) divided by 450 (scheduled hours) = 80%. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time frame in which a student must complete the educational course, does not exceed 150% of the approved length of the education course based on 67% attendance schedule, measured in clock hours completed. This will allow students to complete each course and avoid withdrawal from school. Students who exceed the maximum time frame will be allowed to continue on a cash pay basis. A leave of absence will extend the contract period and the maximum time frame by the same number of days taken in the leave of absence.

VA students will only be paid for the approved clock hours.

Note:
A student's contracted time may vary according to their status.

Program Name	Maximum Weeks	Maximum Schedule Hours
Vocational Nursing	84	2298

REGAINING ELIGIBILITY

If a student meets SAP requirements during a payment period, they would be eligible to regain financial aid for the subsequent payment period.

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COURSE INCOMPLETES

Course Incompletes will receive a grade of "I" on their transcript. The "I" grade is a permanent mark with no grade points assigned. "I" for the program will not be included in the calculation of the GPA for SAP. Incompletes credits are counted as attempted, but not earned and will be included in the calculation or the rate of the Progression in determining SAP.

WITHDRAWALS

A student who withdraws after any portion of the program will receive a grade of "W" or withdrawal on their transcript. The "W" grade is a permanent mark with no grade points assigned. "W" for the program will not be included in the calculation of the GPA for SAP. Withdrawal credits are counted as attempted, but not earned and will be included in the calculation or the rate of the progression in determining SAP.

REPETITIONS

Students who do not achieve a letter grade of 75% (C-) for Term I and 78% (C) or better for Terms II-IV are considered to have failed that course and must repeat the course. When students repeat a failed course, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempt will be counted in rate of progress calculations.

TRANSFER CREDITS:

Transfer hours awarded by the School have no effect on GPA calculations for SAP, but do affect the rate of progress calculation. A student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer credits have a financial value only.

NON-CREDIT, REMEDIAL COURSES.

Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

RE-ENTERING: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status as at the time of withdrawal.

Career Development Institute, Inc.

TUITION & FEES

*** Effective for students enrolled after March 31, 2026.**

Program Name	Tuition	Registration Fee	Material Fee	Total Cost
Vocational Nursing	**$35,774.00**	**$200.00**	**$2,988.00**	**$38,962**

Tuition: Refundable
Material Fees: Non-refundable*
Registration Fee: Non-refundable

***All equipment and materials are non-refundable after the cancellation period.**

MATERIALS FEE BREAKDOWN

Books - *The Human Body in Health and Illness*, Herlihy ($103.00) - *The Human Body in Health and illness, Study Guide*, Herlihy ($53.00) - *Foundations and Adult Health Nursing*, Cooper/Gosnell ($193.00) - *Foundations and Adult Health Nursing Study Guide*, Cooper/Gosnell ($59.00) - *Mosby's Drug Guide for Nursing Students* ($64.00) - *Comprehensive Review for the NCLEX-PN*, Silvestri ($76.00)	**$548.00**
Skills Lab Tote Bag ($250.00) **& Book** ($50.00)	**$300.00**
Uniforms & CDI Jacket	**$150.00**
ID Badge	**$25.00**
Physical/PPD	**$350.00**
Drug Screen	**$125.00**
Background Check	**$75.00**
CPR Certification	**$95.00**
ATI Package	**$675.00**
LiveScan	**$95.00**
Hurst Review	**$300.00**
HESI Testing	**$250.00**

Job placement assistance is provided, including employment search support.
*** No additional or specialized fees exist for distance education.

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Each student is given a gratis Student Identification Card. If this card is lost or stolen, the student is required to order a new one. The cost of a replacement Student Identification Card is $25.

Each student is also given a gratis Skills Laboratory Booklet. If this booklet is lost or stolen, the student is required to order a new one. The cost of a replacement Skills Laboratory Booklet is $25.

The NCLEX-PN application fee of $306.00 is provided gratis by the school for all students meeting graduation requirements.

EXTRA INSTRUCTION CHARGES

If a student reaches the expected graduation date stated on their contract and needs additional time to complete hours, then Career Development Institute, Inc. will extend additional training. The overtime tuition charge will be assessed for the remaining number of hours at the current rate (2026-2027 rate of $23.38 per hour).

TUITION AND FEE POLICIES

Institutional charges for the tuition are posted to the student tuition account on the basis of payment period. The registration fee will be assessed and posted in the student's tuition account within the first payment period. Books and supplies will be prorated by payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition."

TUITION AND FEES SCHEDULE BY PAYMENT PERIOD

Payment Period	First	Second	Third	Fourth	Total
Tuition	$10,521	$10,521	$7,366	$7,366	$35,774
Registration Fee (Non-refundable)	$200.00	$0.00	$0.00	$0.00	$200
Books and Supplies (Non-refundable)	$878.82	$878.82	$615.18	$615.18	$2,988
Total	$11,599.82	$11,399.82	$7,981.18	$7,981.18	$38,962

*** FULL TUITION must be paid two weeks before Term IV ends.**

FINANCIAL POLICY

All students must keep their finances current with Career Development Institute, Inc. If the student is delinquent paying tuition and/or fees past the five day grace period, a 10% interest charge will be added to the balance due to the school. If the student is 30 days delinquent paying tuition and/or fees, the student will be officially dropped from the program. A payment plan is an option that is available to the students. An addendum to the enrollment agreement is included in the student registration package. For more information, please call the Financial Aid Office.

Career Development Institute, Inc.

FINANCIAL ASSISTANCE

CDI, Inc. offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. CDI, Inc. participates in several types of Title IV programs, most of which are based on financial need. The school offers interest-free payment plans to students who wish to participate in a school payment plan. The payment plan can be a weekly, bi-weekly or monthly plan. There is a 10% late fee if the scheduled payment is more than 5 days late.

INSTITUTIONAL SCHOLARSHIP

CDI does not offer institutional scholarships or aid to students.

COLLECTIONS PROCEDURE

Tuition is to be paid on a monthly basis via cash, check, or credit card to our Financial Aid Officer. A receipt will be distributed upon payment. Monthly payment notifications are automated and sent via email. Students who have a past due balance will receive a written notice from our Financial Aid Office informing them of the amount owed and the due date for payment. This notice will also include information on the consequences for non-payment, which includes a 10% late fee for payments made more than 5 days past the due date. Every effort will be made to inform the student of this consequence, including emails, texts, and phone calls. If the student is 30 days delinquent in payment, the student will be dropped from the program. If a student's account remains past due for an extended period of time and we are unable to collect payment through other means, we may refer the account to a collection agency. We will make every effort to avoid this step and will work with students to resolve the debt before taking this action.

Career Development Institute, Inc.

FINANCIAL AID INFORMATION

OVERVIEW

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The School's Financial Aid Director uses this form to determine students' eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid.

Government guaranteed loans are an important part of financing, educational expenses. When students must borrow funds to finance their education, CDI, Inc. provides students with information to assist them in managing their loan effectively. Confidential loan counseling is available upon request.

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parent must pay to obtain a specific postsecondary education. Financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need." Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress that calculates your **Student Aid Index (SAI).**
Career Development Institute, Inc. utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Summary with the calculation of the Student Aid Index. The (SAI) is used as part of the equation for financial aid need; the new formula will be used with the 2024-2025 Award year.

Applicants may qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include but are not limited to: California Department of Rehabilitation; the GAIN program; the State Employment Development Department and Workforce Investment Act. All public and private agencies have certain requirements for eligibility. CDI partners with many of the above mentioned entities. Tuition assistance is also available through private lending institutions.

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FINANCIAL AID ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be a citizen of the United States or an eligible non-citizen;
- Be admitted as a regular student;
- Be enrolled in an eligible program;
- Be a high school graduate or its equivalent a GED;
- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
- Have a financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Agree to use any federal student aid received solely for education purposes.

If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If you Withdraw, a refund calculation will be completed and a refund of non-federal aid funds may be provided to you.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify student's identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID APPLICATION PROCESS

In order to determine eligibility for federal financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) on line at www.studentaid.gov Students is encouraged to complete the FAFSA as soon as possible. Career Development Institute, Inc. **School code: 041442**. In order to sign your FAFSA form electronically; students must register and create an FSA ID at www.studentaid.gov.

Once your FAFSA has been processed, a FAFSA Summary will be sent to you. The FAFSA Summary outlines information that you reported on the FAFSA, and it is important that you review the information. Corrections can be made to the FAFSA by logging on the FAFSA website. When you receive the Summary the Financial Aid Office will receive the electronic transmission of the FAFSA information from the federal processor. When students complete the FAFSA, the United States Department of Education verifies the information reported with the following federal agencies:

- *Social Security Administration* – for verification of your social security number and United States Citizenship Status

- *Department of Homeland Security* – for verification of eligible non-citizen status
- *Department of Justice* – for verification that an applicant has not been denied federal student aid by the courts as a result of a drug-related conviction
- *Department of Veterans Affairs* – for verification of veteran status Students who complete the FAFSA may be selected by the Department of Education for a process called **verification.**

VERIFICATION PROCESS:
The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the SAI) as shown in the ISIR or FAFSA Summary section indicated with an (*) next to the SAI. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

Under the school policy, the school will not disburse FPELL, Campus-Based aid, nor certify Stafford Direct Loans or Parent -PLUS loans, until the verification process is complete.
The new FAFSA rule allows the IRS to directly transfer federal tax information (FTI) into the FAFSA form. This is called the FUTURE Act Direct Data Exchange (FA-DDX).
In accordance with the Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act, much of the applicant's tax return information, including information from their spouse and/or parents, will come directly from the IRS and will not be viewable by the student and other contributors. Such information that is transferred and not edited will essentially be verified and need no further verification. **However, for instances where income and tax information cannot be obtained directly from the IRS**, the applicant will have to manually enter the necessary information into the FAFSA and **that manual entry may be subject to verification**.

The Financial Aid Office will notify students when they are selected for Verification and will provide guidance throughout the Verification process.

Students who are selected for Verification are required to submit the following to the Financial Aid Office.

1. An IRS Tax Return Transcript for student and spouse or parents, as applicable of the most current year.

2. Wage earning statements (W-2 forms) and miscellaneous income statements (1099 forms) for student and spouse or parents, as applicable.

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f tax returns transcripts are not available or s student has not filed, the following information is needed:

1. A copy of IRS form 4868(Application for Automatic Extension of time to File U.S. Individual Tax Return)

2. Wage earning statements (W-2 forms) and miscellaneous income statements (1099 forms) for student and spouse or parents, as applicable
3. Department of Education Verification Worksheet

There are a few ways to request a tax transcript:

1. **Get Transcript by MAIL** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

2. **Get Transcript ONLINE** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript." NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

3. **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

4. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

VERIFICATION EXCLUSIONS:
Applicants excluded from verification include:

1. **Death**—Applicant dies during the award year or before the deadline for completing the verification.
2. **Certain spouse or parents/status**—Spouse or parent's information is not required to be verified if the spouse or parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means or cannot be located because the address is unknown and cannot be obtained by the applicant.
3. **Completed verification**—if the student completed the verification at another institution prior to transferring to this school if all the following documents are

provided from that school: 1. Letter stating that the verification process was completed. 2. Copy of the application data that was verified, a copy of the signed SAR/ISIR.

4. **Not an aid recipient**

TOLERANCES:
Any discrepancy greater than $25.00, MUST be resolved.

TIME PERIOD FOR PROVIDING DOCUMENTATION:
Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2025, whichever is earlier.

NOTIFICATION OF RESULTS OF VERIFICATION:
The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document, the student and the parent have an opportunity to cancel all or part of the award from any loan program.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):
If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2025, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, which the student is no longer eligible for the preliminary financial aid awards offered to the student.

The school then gives the applicants the following options:

1. The student may continue training on a cash payment basis.
2. The student may withdraw
3. The student may make other financial arrangements to cover the school cost.

REFERRAL PROCEDURE:
The school shall forward to the Secretary of Education, a referral of discovered fraud cases. Any fraud cases will be forwarded to:

The Office of Inspector General
US Department of Education
400 Maryland Avenue SW,
Washington DC 20202-1500.
Phone: 1-800-MIS-USED.
Email: **oig.hotline@ed.gov**

Career Development Institute, Inc.

FINANCIAL AID PROGRAMS AVAILABLE AT CDI, INC.
Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending Career Development Institute, Inc.

A list of these programs includes:

- **Federal PELL Grant**: (does not require repayment)
- **Cal Grant B & C**
- **Federal Supplemental Education Opportunity Grant**: Does not require repayment (FSEOG)***
- **Federal Direct Stafford Loans** - Subsidized: Must be repaid
- **Federal Direct Stafford Loans** - Unsubsidized: Must be repaid
- **Federal Direct Parent Plus Loans**: Must be repaid

Federal PELL Grant:
Unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Additional information is available at www.studentaid.ed.gov

Amounts can change yearly. The maximum Federal Pell Grant award is **$7,395** for the 2024–25 award year (July 1, 2024 to June 30, 2025). The amount you get, though, will depend on:

1. Your financial need,
2. Your cost of attendance,
3. Your status as a full-time or part-time student, and
4. Your plans to attend school for a full academic year or less.

The Financial Aid Administrator will give you all the information regarding your eligibility and amount of award. You may not receive Federal Pell Grant funds from more than one school at a time**.**

Cal Grant B & C:

The Cal Grant Program is a state-funded program administered by the California Student Aid Commission (CSAC). There are two types of Cal Grant programs available at Career Development Institute, Inc.:

- Cal Grant B
- Cal Grant C

Cal Grant B is an access grant and Cal Grant C is a short-term vocational grant. These state-funded Grant Programs are for California residents pursuing an eligible educational program. Preliminary selection for Cal Grants is determined by the

California Student Aid Commission. Final selection is determined by Career Development Institute, Inc.

Based upon CSAC's regulations, students can only qualify for one Cal Grant award.

For more information, contact the California Student Aid Commission at (888) 224-7268 or go to the California Student Aid Commission (CSAC) website. If you have been awarded a Cal Grant, we recommend that you create an account at WebGrants 4 Students to track your Cal Grant eligibility. If you encounter errors with your WebGrants ID and/or resetting your password, call the California Student Aid Commission Student Support Line at (888) 224-7268.

Federal Supplemental Educational Opportunity Grants (FSEOG):
FSEOG is for students with exceptional financial need. Priority is given to Pell Grant Recipients with a zero EFC. The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy. The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30).

Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. In order to ensure fair distribution of funds through the entire award year, the institution will make FSEOG awards by using student EFC and Pell Grant data to determine how to distribute the funds available.

The First selection of FSEOG recipients will be made from the students with "exceptional need," defined by this institution as students that have an expected family contribution (EFC) of Zero (0000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If there are available funds, the second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during award year.

Both selections will be made from the students, whose file has been completed, with no issues pending regarding the student's eligibility for Federal Aid.

Incomplete files will not be considered in the selection criteria due to possible lack of documentation.

Career Development Institute, Inc.

Direct Subsidized Loans:
Direct subsidized loans are available to students with financial need. Your school determines the amount you can borrow, and the amount may not exceed your financial need.

For a subsidized loan, the U.S. Department of Education pays the interest

1. While you're in school at least half-time,
2. During a period of deferment (a postponement of loan payments).

Note:
If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2024, and before July 1, 2025, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance. Interest rate is ***6.53% fixed.***

Unsubsidized Loans:
Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow by considering the cost of attendance and other financial aid you receive.

For an unsubsidized loan, you are responsible for paying the interest during all periods. Interest rate is ***6.53% fixed***. If you choose not to pay the interest while you are in school and during grace periods and **deferment** or **forbearance** periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Federal Direct Parent Plus Loans (For Dependent Students)
Federal Direct Parent Plus Loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct Parent PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

The U.S. Department of Education is the lender.

The borrower must not have an adverse credit history.

Loans have a fixed interest rate of ***9.08%.*** The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received.

Federal Direct Parent Plus Loan:
All student loans must be repaid. Bankruptcies do not discharge these loans.

- Direct Federal Stafford Loans

- Subsidized Loans – Interest earned while in school and during grace period is covered by USDE.
- Unsubsidized Loan – Interest earned while in school and during grace period may be delayed for payment, but will be added to the Loan balance.
- Parent Loans – called a Plus Loan, interest is paid at last disbursement of Loan.

Students are encouraged to keep their Loan debt as low as possible. These Loans are aggressively collected by the USDE and its contractors. Late penalties can be costly. Lack of payment can be very damaging to future credit. All loans are subject to repayment even if the student does not complete their education. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

Before a Loan is submitted to the USDE, students must be fully aware of the financial responsibilities.

DEADLINES:
Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

For more specific information on each program, please refer to the student guidelines available at:
https://studentaid.gov/understand-aid/types/loans

Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00p.m. (Eastern Time), Monday through Friday at 1-800-433-3243.

NOTE: Defaulting in Federal Loans may initiate action against you including but not limited to retention of Income Tax refunds and also ineligibility for additional Federal Student Aid. Balances of unpaid institutional charges are the responsibility of the student. Delinquent accounts will be assigned to collection agencies. Collection costs will be added to any outstanding balance.

Career Development Institute, Inc.

The following chart shows the annual and aggregate limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS
First-Year Undergraduate Annual Loan Limit	**$5,500—No more than $3,500 of this amount may be in subsidized loans.**	**$9,500—No more than $3,500 of this amount may be in subsidized loans.**
Second-Year Undergraduate Annual Loan Limit	**$6,500—No more than $4,500 of this amount may be in subsidized loans.**	**$10,500—No more than $4,500 of this amount may be in subsidized loans.**
Third Year and Beyond Undergraduate Annual Loan Limit	**$7,500—No more than $5,500 of this amount may be in subsidized loans.**	**$12,500—No more than $5,500 of this amount may be in subsidized loans.**
Graduate or Professional Student Annual Loan Limit	**Not Applicable (all graduate and professional students are considered independent)**	**$20,500 (unsubsidized only)**
Subsidized and Unsubsidized Aggregate Loan Limit	**$31,000—No more than $23,000 of this amount may be in subsidized loans.**	**$57,500 for undergraduates—No more than $23,000 of this amount may be in subsidized loans.** **$138,500 for graduate or professional students—No more than $65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.**

Direct Loan Entrance and Exit Interviews:

Before a first disbursement may be made to a first-time Direct Loan (Subsidized/ Unsubsidized loan) borrower, the student MUST complete entrance counseling that explains Loan obligation.

The Counseling MUST be done at: https://studentaid.gov/entrance-counseling/

Prior to graduation, the student will be required to complete the Online Direct Loan Exit Interview at https://studentaid.gov/exit-counseling/

Career Development Institute, Inc.

Disbursement:
For all Title IV (Financial Aid) programs are made via School Vouchers and are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement.

FEDERAL DIRECT STAFFORD LOAN REPAYMENT OPTIONS:
Students will begin repayment of their Federal Direct Stafford Loan when they graduate, withdraw, take a leave of absence, become administratively suspended and/or drop below half-time enrollment. At this time, the servicer of your Federal Direct student loan will be notified, and you will be informed regarding repayment options. The monthly payment amount can vary depending on how much loan debt the student has accumulated, the interest rate of the loans, and the repayment option the student selects. During the Direct Stafford Loan grace period, students will have the opportunity to select one of the repayment plans listed below:

Standard or Level:
This is the most common and least expensive payment option where students have fixed monthly payments of at least $50 for a 10-year period. If your monthly payments exceed 10% of your gross monthly income, you should consider one of the other repayment options.

Graduated:
This option allows the flexibility of having your payments start out low and increase over time. Generally, this is evaluated every two years. The option is good if you have limited income and expect higher earnings over the 10-year repayment period.

Income-Based:
Monthly payments are based on your income and your total loan amount over a period of 10 years. Payments can be adjusted annually to account for changes in your income. The repayment period of 10 years may be extended to 15 years under a special forbearance provision. Students should discuss the 15-year forbearance option with their loan servicer.

Extended Fixed or Extended Graduated:
Monthly payments are fixed or graduated over a period of up to 25 years. Extended repayment plans are available only to new Direct Loan Borrowers who currently have an outstanding Direct Loan balance of more than $30,000. You may choose to make payments using the level or graduated repayment schedule. The total interest costs are greater for the 25-year loan period versus the 10-year loan period.

Income Contingent:
This option allows the monthly payment to be adjusted each year based on the annual income (including your spouse's income if married), your family size, and the total

amount of your Direct loans. After 25 years, any unpaid loan amount will be forgiven. This plan is currently available only to Direct Subsidized or Unsubsidized Loan borrowers.

Federal Direct Loan Consolidation:
This allows you to combine multiple federal education loans into a single Direct Consolidation Loan which may allow students to extend the repayment period. Students should note that while extending the repayment period, they may pay more interest over the life of the Direct Consolidation Loan. The interest rate for a Direct Consolidation Loan is based on a weighted average of the loans being consolidated. Depending on your total loan balance, you may be able to lower your monthly payments. For additional information regarding Direct Loan Consolidation, contact the Direct Loan Consolidation Center at 1.800.557.7392.

Deferment and/or Forbearance of Federal Stafford Loans:
Students may be eligible to receive a deferment on their Federal Stafford Loans as long as the loan is not in a defaulted status. A deferment allows students to temporarily postpone payments on the Stafford Loan. Students may be eligible for a deferment if enrolled at least half-time at a postsecondary school, are in an approved rehabilitation training program for the disabled, unable to find full-time employment, and/or demonstrate economic hardship. If a student experiences difficulty meeting repayment obligation and is not eligible for a deferment, the servicer may grant them forbearance for a limited period of time. During the period of forbearance, the student's payments are postponed or 30 reduced, and sometimes the repayment period can be extended. Students will be charged interest on the loan during the period of forbearance. Students may be eligible for a forbearance if they are unable to make payments due to poor health or other unforeseen personal problems, are serving in medical or dental internships or residency, serving in a position under the National Community Service Trust Act of 1993, or obligated to make payments that are equal to or greater than 20 percent of their monthly gross income. Students can request deferments or forbearance by contacting the lender or agency that services their federal loans.

Direct Loan Deferments:
A deferment is a period in which repayment of principal and interest is postponed temporarily. During the deferment of a subsidized loan (Direct Subsidized and Direct Subsidized Consolidation Loans), the government pays the interest that accrues. For unsubsidized loans (Direct Unsubsidized, Direct PLUS, Direct Unsubsidized Consolidation, and Direct PLUS Consolidation Loans), you are responsible for the interest that accrues during the deferment period. If you have unsubsidized loans, any unpaid interest capitalizes (is added to the principal balance) when you enter repayment at the end of the deferment.

Forbearance:
If you are not eligible for a deferment you may still be eligible for forbearance. Forbearance is an arrangement to postpone or reduce your monthly payment amount for a limited and specific period during which you are charged interest. If you indicate a temporary inability, but willingness to pay the loan(s), you may ask for or be offered a forbearance. For all Direct Loans, interest that accrues during forbearance is the responsibility of the borrower. When you re-enter repayment at the end of the forbearance period, any unpaid interest capitalizes (is added to the principal balance). You must apply and qualify for forbearance and the U.S. Department of Education must approve the request in order for forbearance to be in effect.

- If you get a federal student loan you are responsible for repaying the loan amount plus any interest
- If the Student obtains a Federal Student Loan to pay for an Educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- The Federal or State government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA
This institution does not receive enough campus-based funds to satisfy all student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance. The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

- Family Contributions
- Other resources
- Federal PELL Grant
- Self Help (Stafford and/or, PARENT PLUS Loans)

DETERMINING NEED:
The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress to calculate your Student Aid Index (SAI).

Career Development Institute, Inc.

Student Aid Index (SAI):
Is a number that estimates how much federal financial aid a student might qualify for. It's calculated from information provided on the Free Application for Federal Student Aid (FAFSA) form. The Student Aid Index (SAI) is a formula-based index number ranging from -1500 to 999999.

Independent Student: An individual who meets one of the following criteria:

1. Where you born before January 2002?
2. As of today, are you married? (Separated but not divorced)
3. At the beginning of 2025-2026 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, etc.
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Have children who will receive more than half of their support from you between July 1, 2025 and June 30, 2026?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2026?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2024, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2024, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2024, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Dependent Student:
This is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

Dependent:
This is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

Parent(s):
For the purposes of the financial aid programs, "a parent" is the mother and/or father, or adoptive parents, stepparent or legal guardian – not foster parents.

Renewal Process: A FPELL:
Grant award is received for one award year (July 1 to June 30 of the following year) and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant.

DEFINITIONS RELATED TO FINANCIAL AID:

Academic Year:
A period of not less than: 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

Payment Period:
450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks. 1 St. Payment period: tuition for 450 hours, fees, books and supplies. 2nd. payment period: tuition for 450 hours. 3rd and 4th payment period: tuition for 350 hours.

Clock Hour:
A period of 50 to 60 minutes of supervised instruction during a 60 minutes period

Cost of Attendance:
Instructional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

Credit Balance:
A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit

balances are paid within 14 business days from the day the credit balance was generated, unless the student signs a written request for the school to keep the funds for future charges. Students are responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

Withdrawals:
Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence

Recoveries:
Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the Promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received and no arrangements are presented, the institution will refer the debt to the US Department of Education. The student will no longer be eligible for aid until informed by US Department of Education.

COST OF ATTENDANCE:
This institution uses the annual budgets published by the California Student Aid Commission. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Career Development Institute, Inc.

2025-26 Student Cost of Attendance

ALLOWANCE	WITH PARENTS	ON Campus Housing	OFF Campus Housing
TUITION AND FEES	ACTUAL INSTITUIONAL CHARGES		
BOOKS AND SUPPLIES	$ 1,089 PER ACADEMIC YEAR		
FOOD Per Month: Per Year:	$ 1,315 /MO $ 11,835 /YR	ACTUAL INSTITUIONAL CHARGES	$ 837 /MO $ 7,533 /YR
HOUSING Per Month: Per Year:	INCLUDED IN ABOVE		$ 1,691 .MO $ 15,219 /YR
TRANSPORTATION Per Month: Per Year	$ 202 /MO $ 1818 /YR	$ 139 /MO $ 1251 /YR	$ 221 /MO $ 1989 /YR
PERSONAL/ MISC Per Month: Per Year	$ 460 /MO $ 4,140 /YR	$ 365 /MO $ 3,285/ YR	$ 563 /MO $ 5,067 /YR
CHILD/ DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN		
LOANS FEES	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE		
TOTAL, Excluding Allowances based on actual institutional charges Per Month: Per Year	$ 2,098 /MO $ 18,882 /YR	$ 625/ MO $ 5,625 YR	$ 3,433 /MO $ 30,897 /YR

NOTE: The expense budgets shown on this table are based upon average expenses reported by students at the University of California, California State University, California Independent Institutions, and California Community Colleges in the 2021-22 Student Expenses and Resources Survey (SEARS), adjusted for inflation with the 2025-26 CCPI.

Career Development Institute, Inc.

VETERANS INFORMATION

Veterans Entitled to Educational Assistance under Chapter 31 and Chapter 33

Career Development Institute, Inc. permits any covered individual to attend and participate in program-required courses beginning on the date the individual provides the campus Financial Aid Office a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CDI, Inc. will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Note that this policy applies to the portion of tuition and fees expected to be paid for the term under Chapter 31 or 33. Covered individuals* whose educational assistance eligibility under Chapter 31 or 33 is less than the full amount billed for tuition and required fees each term or enrollment period may be required to remit payment or make other satisfactory arrangements to pay the difference between the amount of the student's financial obligation and the amount of the expected VA education benefit disbursement.

*For purposes of this disclosure, a covered individual is any enrolled student who is entitled to educational assistance under Chapter 31, Veteran Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill ® benefits.

Career
Development
Institute, Inc.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement for a course of instruction, and obtain a refund of charges paid through attendance at the first class session **(first day of classes)**, or the seventh day after enrollment **(seven days from date when enrollment agreement was signed)**, whichever is later.

After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Career Development Institute, Inc.

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more then 60 percent of the enrollment period in the entire course has elapsed **(including absences),** there will be no refund to the student. 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, and if the student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A registration fee of **$200.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

For the purpose of determining the amount a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

a) The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
b) The Institution terminates your enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the Institution; absences in excess of the maximum set forth by the Institution; and or failure to meet financial obligations to the school.
c) The student has failed to attend class for 14 consecutive days. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
d) The student fails to return from a leave of absence.

Refunds: If any refunds are due based on the Return to Title IV calculations **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date.

Career Development Institute, Inc.

DETERMINATION OF WITHDRAWAL

A withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

1. The date you notify the **Financial Aid Office** of your intent to withdraw. Only the **Financial Aid Office** would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
3. The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy.

Career Development Institute, Inc.

RETURN OF TITLE IV

Special note to students receiving Unsubsidized/Subsidized/Parent PLUS, Pell, SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled, to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refunds: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is:
1) Unsubsidized Loans from FFELP or Direct Loan.
2) Subsidized Loans from FFELP or Direct Loan.
3) PLUS (Parent) FFELP or Direct Loan.
4) Pell Grant.
5) Federal SEOG.
6) Other.

This order would apply in accordance to the aid programs available at the institution.

Career Development Institute, Inc.

POST WITHDRAWAL DISBURSEMENT:
If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of Parent PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion. Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

Hypothetical State of California Refund Example:
Assume you, upon enrollment in a 400-hour course, pay $2,000 for tuition, $75.00 for registration and withdraw after completing 100 hours (25%). The pro- rate refund to the student would be $1,425.00 based on the calculation stated below.

Tuition plus registration: $2,075.00
$2,000 divided by 400 hours = $5.00 per hour (quotient)
Less registration fee: ($75.00)
100 hours completed x $5.00 hour = $500.00 tuition charge
Total for calculation: $2,000.00

Add the registration fee of $75.00 to the tuition of $500.00 and the total charges of attending school is $575.00, which is deducted from the total amount paid of $2,000.00. Refund due is $1,425.00.

For programs greater than 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

Career Development Institute, Inc.

LEAVE OF ABSENCE

Leave of Absence (LOA) Policy
If a Leave of Absence (LOA) is needed, a student must submit a written request to the Director of Nursing stating the basis for the request, the expected return date, and including the student's signature and the date of the request. Requests should be submitted in person, by email to the Director of Nursing, or by mail to:

Career Development Institute, Inc.
Attn: Director of Nursing
1830 S. Robertson Boulevard
Los Angeles, CA 90035

Submission of a Leave of Absence request does not automatically reflect the school's approval. All LOA requests must be approved by the school. Requests should be made in advance whenever possible; however, if unforeseen circumstances prevent a student from submitting a prior written request, the school may grant a Leave of Absence and collect the written request at a later date.

An initial Leave of Absence may be granted for up to **180 days**, based on the reason(s) provided by the student. A student may request more than one Leave of Absence within a 12-month period beginning on the first day of the initial Leave of Absence.

A Leave of Absence will only be granted if the student is in **good academic standing** and has **not met or exceeded the maximum number of allowed absences** at the time of the request.

If the student's Leave of Absence request is **not approved**, the student will be considered withdrawn from the school. If the Leave of Absence is approved, the student may return prior to or at the conclusion of the approved Leave of Absence period and resume training without incurring additional tuition charges for the approved LOA period. Upon return, a **revised course completion date** will be established, and the student will be permitted to complete the coursework begun prior to the Leave of Absence.

Return From Leave of Absence
Students returning from an approved Leave of Absence will not be placed back in **their original cohort, class schedule, or clinical group**. Re-entry is contingent upon program and clinical availability, regulatory and accreditation requirements, maintenance of satisfactory academic and financial standing, and completion of all required documentation (including, but not limited to, physical examination, immunizations, background check, drug screening, and CPR certification).

When space is available, the school will make reasonable efforts to place the student in the next available cohort or appropriate course sequence. If space is not available at the time the student is approved to return, the student may be required to wait until a future start date, which may extend the overall program completion timeline.

Failure to Return
Failure to return from an approved Leave of Absence by the agreed-upon return date may result in the student being administratively withdrawn from the program in accordance with school policy.

Financial Aid Considerations
For students who are **Title IV and/or HEA program loan recipients**, failure to return from an approved Leave of Absence may affect loan repayment terms, including the exhaustion of some or all of the student's grace period. If the student does not resume attendance, the school will treat the student as a withdrawal for financial aid purposes.

Financial Aid and Cal Grant Eligibility During Leave of Absence
Students approved for a Leave of Absence are advised that eligibility for Title IV Financial Aid and Cal Grant funding may be affected, as eligibility is contingent upon attendance and enrollment status. A student's failure to return from an approved Leave of Absence may result in changes to financial aid eligibility, loan repayment status, and/or the return of funds in accordance with applicable federal and state regulations. Students are responsible for contacting the Financial Aid Department regarding continued eligibility and any potential impact to their financial aid or Cal Grant awards prior to taking a Leave of Absence.

Career Development Institute, Inc.

ATTENDANCE POLICY

The school emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market.

Students are encouraged to schedule medical, dental, and personal appointments before or after school hours and should notify their instructor if they plan to be tardy or absent. Regardless of reason, a student will be counted as absent or tardy if time in class is missed. All absences will impact attendance requirements.

Students are responsible for understanding the attendance requirements and the impact of any absences on successful completion of a particular module or term and the entire program.

It is important that the school has a record of attendance for each student. Instructors will take daily attendance at any time during class hours. Students must be in attendance each day for credit to be given. Failure to do so will result in no credit given for that day's attendance.

Specific hours of attendance are part of graduation requirements and Financial Aid. Failure to meet the required hours of training will result in denial of graduation status and Financial Aid. Students are expected to be on-time to class every day, and complete the required work to the best of their ability, as they would on their job.

Career Development Institute, Inc. views absences just as employers do. Students cannot develop job skills when they are not in attendance. Attendance is mandatory and records are maintained each class day. Students who fail to maintain satisfactory attendance may be subject to academic probation, or immediate termination without warning at the discretion of the director, instructor, or administration depending on the gravity of the violation.

Students on probation must complete required assignments, and maintain consistent attendance, or face possible dismissal. During probation, any additional infractions may result in immediate expulsion from the school without further written or verbal warnings.

Students are allowed five (5) absences in Term I, four (4) absences in Terms II & III, and two (2) absences in Term IV*. If a student is absent more than the allowable number, they will be dropped from the VN program. A student is allowed only two (2) clinical absences in Terms I-IV. Theory tardies and clinical tardies are counted separately. If a student has three clinical tardies, it is equivalent to one of their two

allotted clinical absences, and the student must make up an entire clinical day. If a student has three theory tardies, it equals one theory absence.

If a student is absent from clinical more than the allowable number, they will be dropped from the VN program. Each absence must be made up within the term, in order to complete the required hours. This will involve the student making up the hours at school (or online) or at a clinical site on days of the week other than those scheduled for class. The student may not pick the days and/or times to makeup. These will be chosen for them. Once the schedule is complete, no changes will be made. Again, **ALL ABSENCES MUST BE MADE UP WITHIN THE TERM.**

If a student is absent for an assigned make-up day, this absence will count as an additional absence, which could result in the student exceeding their allowable number of absences in the term, which would lead to the student's program dismissal.

*Note: Some clinical/skills lab dates and rotations cannot be made up. The maternity and pediatrics clinical rotations are examples of such mandatory dates. It is imperative that a student not miss these scheduled days. Failure to attend these mandatory clinical/skills lab sessions may result in delayed graduation, or a student's dismissal from the Vocational Nursing Program.

Theory:

- Any student who arrives after the scheduled start time or who leaves before the scheduled dismissal time, regardless of cause, will be marked tardy. Three tardies is equal to one absence. A student who is more than **30 minutes** late or who leaves more than 30 minutes before class is dismissed, regardless of cause, will be marked absent. Students will only need to make up hours missed out of class.

- Students MUST call or email the instructor, if they are going to be late or absent.

- All absences MUST be made up. If a student misses a 6-hour theory class, they will be given a 6-hour assignment related to the material missed. This may include presentations, essays, exams, workbook assignments, or any other kind of assignment.

- If a student is absent or tardy for an exam/quiz, they must take an alternate version of the exam/quiz within one week from the date of the absence (or last absence of a series of absences). The highest score that a student can earn on the exam/quiz is the minimum passing score. It is the student's responsibility to contact the instructor to schedule the make-up exam or quiz. Failure to schedule and retake the exam/quiz within the allotted time will result in a score of 0%. *A*

student can make-up two exams. If a third exam is missed for any reason, a zero will be given.

Clinical:

- Any student who arrives after the scheduled start time or who leaves before the scheduled dismissal time, regardless of cause will be marked tardy. Three tardies is equal to one absence. A student who is more than **15 minutes** late to clinical or who leaves more than 15 minutes before clinical is dismissed, regardless of cause, will be sent home and marked absent.

- If any clinical time is missed, the student must make up the FULL clinical day.

- The student may only miss two (2) clinical days in Terms I-IV (Note: Term IV clinical dates are very difficult to acquire and there might be no space for make-ups. Therefore, it is imperative that a student NOT miss these clinical days.)

- If a student misses orientation at a clinical site, then there might not be an opportunity to make up this orientation. A missed orientation could jeopardize the student's ability to attend clinical and progress in the VN program.

- If a student is dismissed from the clinical site by their instructor due to a violation of conduct or professional behavior, the dismissal will be recorded as a clinical absence.

- If a student is not in full uniform (with white shoes), including not carrying a stethoscope, student ID badge, pen light, and watch with a second hand (that is NOT a smart watch), the student will be sent home for the day, incurring an absence.

- Any missed clinical hours must be made up at a designated clinical site on days of the week other than those scheduled for class/clinical, including after school hours, and on the weekends. The student may not pick the days, times, or facility to make up clinical hours. These will be chosen for the student. Once the schedule is completed by the director, NO changes will be made. If a student is absent for an assigned make-up day, this absence will count as an additional absence, which could result in the student exceeding their allowable number of absences in the term, which would lead to the student's program dismissal.

- It is the responsibility of the student to check their Blackboard Attendance Journal for their make-up location and date(s) and to contact the Assistant Director of Nursing if they have any questions.

- Absences are regularly posted on Blackboard and reviewed by the Assistant Director of Nursing. The goal for the review will be to assist the student in reducing absenteeism and to help them to achieve success in the VN Program. No student with an outstanding clinical make-up will advance to the next term. If the clinical is not made up at the end of the current term, the student will be dropped from the nursing program.

- Clinical make-ups will often take place on weekends. Clinical make-ups are not guaranteed. If a student is absent from clinical, it is not guaranteed that there will be site availability for clinical make-up. If a student is unable to make up a missed clinical day during the term, then the student will be dropped from the VN program.

Skills Lab:

- Skills lab attendance for all days is mandatory and critical. If a student misses a skills lab day, there is no guarantee of an available make-up day. In this case, a student would not be able to progress in the program.

- If a student arrives to the skills lab after the stated start time or leaves before dismissed, they will be marked tardy. If a student arrives more than 30 minutes late for skills lab or leaves more than 30 minutes before dismissed, the student will be sent home and will receive an absence for the day. NO EXCEPTIONS!

- If a student is absent from skills lab and a make-up date is available, the student MUST make up a FULL skills lab day at CDI on the scheduled date. Skills lab hours and the skills proficiency test must be completed before starting the clinical rotation.

VN ATTENDANCE STATUS

A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half-time or less than half-time enrollment is calculated based on the student work load in a payment period.

POLICY ON ACCOMMODATIONS FOR MISSED CLASSES AND EXAMS

Religious Accommodation

If a student's religion prohibits attendance on specific days, the student must inform the Admissions Counselor and the Director of Nursing at the time of enrollment or before the start of the program. Specific holidays and dates must be communicated prior to the start of the program. Absences for religious holidays will not count toward the total

number of excused absences allowed in a given term; however, all missed hours must be made up within the term in order to progress to the subsequent term.

Make-up hours may require the student to attend classes or clinical assignments on days or times not ordinarily scheduled. While the School and its directors will make reasonable efforts to provide accommodations, completion of missed clinical hours is contingent upon space and availability at clinical facilities and the student's willingness to be flexible with scheduling. Absence on a scheduled make-up day will count toward the total number of allowable absences in the term.

Disability Accommodation

If a student has a disability that may impact attendance, the student must inform the Admissions Counselor and the Director of Nursing prior to enrollment or before the start of the program. Documentation of the disability is required to substantiate the need for accommodations. Absences resulting from the disability will not count toward the total number of excused absences, provided documentation is submitted and accommodations are approved by the school.

All missed hours must be made up within the term to progress. Make-up schedules may include attending classes or clinical assignments on days or times not ordinarily scheduled. Completion of missed clinical hours is contingent upon space and availability at clinical facilities and the student's willingness to adjust to the scheduling of make-up assignments. Absence on a scheduled make-up day will count toward the total allowable absences in the term.

The school is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and will provide reasonable accommodations to ensure equal access to education while maintaining program requirements and safety standards.

Career Development Institute, Inc.

DISTANCE LEARNING POLICIES

Distance Learning Attendance:

- You must remain on camera, with your face visible the entire time that class is in session. You may not use a picture in place of the camera.
- You will be marked tardy if not visible for less than 30 minutes. You will marked absent if not visible for more than 30 minutes.

Standards of Distance Learning Conduct in the Classroom:

- You must have access to a computer with a built-in camera.
- You must remain on camera, with your face visible the entire time that class is in session. You may not use a picture in place of the camera.
- You must have reliable internet.
- No driving, shopping, working, attending appointments, etc. during class time. If doing so, the student will be asked to leave and will receive an absence for the day.
- Students must dress professionally and not wear pajamas or revealing clothing.
- Do not eat during class.
- No gum chewing.
- There is no texting during class.
- For any day missed, you must obtain the information from a classmate, instructor, and/or Blackboard.
- Abide by the policies and procedures of the school, as outlined in the Catalog.

While taking a Virtual Exam:

- You must have reliable internet. No extra time will be given due to technical difficulties.
- If you do not have reliable internet, you will be asked to take your exams at CDI.
- You must use a computer with a built-in camera and remain on camera the entire time.
- Microphone must be ON during an exam.
- Your eyes and face must be visible.
- You must keep your gaze centered on the computer screen.
- Your desk must be clear. You may only have your computer on your desk.
- The instructor will scan your desk and testing area before the exam begins.
- You are not allowed to refer to any notes, texts or internet resources during the exam.
- You must not communicate with any other person by any means while testing.
- You must not leave the room during the exam for any reason.

- If the instructor suspects cheating for any reason, the proctored exam will be stopped and a zero will be received.

**If these guidelines are not followed, the student will be asked to leave and receive an absence for the day.*

Blackboard Learning Platform Policies:
All student course work and assignments will be posted in Blackboard, CDI's online learning platform, unless otherwise indicated by the instructor. Students are responsible for continually checking Blackboard for assignments, due dates and times, instructor-student communication, and instructor announcements. It is highly recommended that students download the Blackboard app and allow "Push Notifications" for "New content and discussions," "New discussion responses,""New grades and feedback," and "Additional due date reminders." Students are also responsible for regularly (daily) checking their email for school and instructor announcements.

Students can also use Blackboard to keep track of their attendance and grades. Students must check their attendance on both the "Attendance" tab AND the "Attendance Journal" folder under Course Content. The "Attendance Journal" will note the specifics of the absence, including the precise number of minutes/hours that were missed. Since this is a clock-hour program, we are required by the BVNPT to keep track of this information and for students to make up all time missed. Students will receive their make-up schedules in the "Attendance Journal;" it is the student's responsibility to regularly check this journal to obtain their make-up schedule, or to reach out to their instructor if unable to locate.

Please note that late submissions of assignments will be penalized. Please be sure to not just note the date that the assignment is due, but the time as well.

Career Development Institute, Inc.

FOOD, SMOKING, PHONE, EQUIPMENT POLICY

FOOD AND DRINK POLICY
No food and/or beverages other than water are allowed in any of the classrooms. Chewing gum is not permitted at the CDI campus or clinical sites.

SMOKING
Smoking is prohibited in front of **ALL** businesses on Robertson Boulevard and residential areas. The CDI campus is a non-smoking campus.

TELEPHONES/CELL PHONES
School telephones are not intended for personal use by students. Students are allowed to use the school's phones for **emergency purposes only**. Emergency calls to students may be placed to the school at 310-559-0225. **Students' cell phones are to be turned off and put away during class hours to avoid any classroom disruption.** Students violating this policy are subject to disciplinary action. During an at-school exam, cell phones are to be turned off. During an at-home exam, cell phones must be turned off and placed in a different room. No cell phones are allowed in meetings with instructors, directors, or staff members.

OFFICE/CLASSROOM EQUIPMENT
Students are not allowed to use any of the school's office or classroom equipment, including the copy/fax/scanning machines and computers without authorization from a school staff member.

Any violations of the regulations listed may serve as cause for immediate dismissal from the program.

Career Development Institute, Inc.

GROUNDS FOR DISCIPLINARY ACTION

The administration of the school reserves the right, in the exercise of their judgment, to discipline or dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory academic performance.
2. Unsatisfactory attendance.
3. Use of drugs, narcotics, alcohol (or under the influence), gambling, profanity.
4. The use of marijuana or smelling of marijuana.
5. Inappropriate clothing worn during training.
6. Ill-preparedness for clinical, including not carrying a stethoscope, pen light, ID badge, or watch with a second hand (that is not a smart watch)
7. Failure to abide by the Rules and Regulations of the school, as outlined in this Catalog.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating
11. Falsifying school records.
12. Carrying a concealed or potentially dangerous weapon.
13. Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student (s).
15. Solicitation which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Slander, negativity, violence, insubordination, inappropriate language or inappropriate remarks towards the school, instructors, administrative staff, or fellow students.
18. Use of social media to express negative feelings about the school, its administrators, staff, instructors, or clinical partners.
19. Posting any pictures/videos of clinical facilities (the building's interior, staff, patients) to any social media.
20. Bullying: verbally, emotionally or physically.
21. Fraternization with patients, employees of clinical facilities, faculty or peers.
22. Posting **any** pictures of patients on **any** social media.

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admission by following the procedure set forth under Reinstatement as noted in this Catalog.

Career Development Institute, Inc.

CONSUMER INFORMATION

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

In effort to assist the student in making a more educated decision about enrolling, the institution provides disclosures on paper and in the catalog on its website.

California State

- Institutional Performance Fact Sheet

Federal Disclosures

- Right-to-Know Act - How are our students doing?
- Gainful Employment Disclosure
- Crime statistics report and procedures (Clery Act)
- Constitution & Citizenship Day (Sept 17th)
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED classes availability
- Copyright protection policy
- Admission disclosure
- Voting information

Career Development Institute, Inc.

STUDENT EDUCATIONAL RECORDS & TRANSCRIPTS

Students have the right to access, inspect, review, and challenge information contained in their educational records. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records.

The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student, with the exception of regulatory education agencies. Career Development Institute, Inc. protects the privacy and confidentiality of all student records. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution.

Student records are retained indefinitely in a protected database. The school is not responsible for loss of records due to but not limited to: nature, war, and destruction as a result of severe weather, vandalism, or acts of terrorism.

Permanent transcripts of the student's progress are maintained by the school and are available upon written request by the student. There is a $15.00 charge for official transcripts. The academic transcript can take 7-10 days to be processed.

Career Development Institute, Inc.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible” student under FERPA is a student who is 18 years old of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Career Development Institute, Inc. receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right, to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Career Development Institute, Inc. in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

   A school official also may include a volunteer or contractor outside of CDI, Inc. who performs an institutional service of function for which the school would

otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Career Development Institute, Inc.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CDI, Inc. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

   FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

   To other school officials, including teachers, within Career Development Institute, Inc., whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)- (a)(l)(i)(B)(2) are met. (§99.31(a)(l)) The student's enrollment or transfer, subject to the requirements of §99.34.(§99.31(a)(2)).

   To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported

education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a) (4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)) To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) Information the school has designated as “directory information” under § 99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non forcible sex offense, subject to the requirements of §99.39. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. §99.31(a)(13)) The general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14)) To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)

Career Development Institute, Inc.

STUDENT TUITION RECOVERY FUND DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:
"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (916) 574-8900 or toll free (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Career Development Institute, Inc.

DRUG-FREE SCHOOLS & CAMPUS REGULATIONS

The Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Career Development Institute, Inc (CDI) is in compliance with these regulations. The school adopts and implements a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. The school has a program that complies with the regulations such as:

1. Annually notifying each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; and a description of available treatment programs.
2. Developing a sound method for distributing annual notification information to every student and staff member each year.
3. Conducting a biennial review on the effectiveness of its alcohol and other drug programs and the consistency of sanction enforcement.
4. Maintaining its biennial review material on file.

The school's DFSCR policy addresses the legal and responsible use of alcohol. It addresses the academic, health, personal and safety risks associated with alcohol and other drug use through education, services and resources that focus on prevention of alcohol and other drug abuse. Through wide dissemination of this policy, the school community will be informed of its contents, as required by the Drug-Free Workplace and Drug-Free Schools and Campuses Act.

It is a goal of the school to provide a safe, productive, and healthy environment in which all members of the school community can learn, work, and grow from a wealth of different school experiences. The school is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse. The school recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning, and well- being of individuals as well as the school community. Therefore, in compliance with the U.S. Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the school offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, developed or are in recovery from problems with alcohol and other drugs.

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects the school's commitment to provide an environment of excellence in teaching, research and learning. As members of the school community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

The school's comprehensive approach to addressing substance abuse emphasizes:

1. Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
2. Providing continual prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.
3. Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

CDI's school policy on alcohol and other drug use respects all legal requirements including, but not limited to:

1. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.
2. The Drug–Free Workplace Act of 1988 sets forth special requirements for employees on federal contracts and grants. It requires the school to provide notice of a conviction for a violation of any criminal drug statute occurring in the workplace by an employee engaged in the performance of work under federal contract or grant; and to report to the funding agency within ten calendar days after notice from an employee of a conviction for a violation of any drug statute occurring in the workplace.
3. California Drug Free Workplace Law. Employees or contractors of any state agency are prohibited from the unlawful manufacture, distribution, dispensation possession or use of a controlled substance as defined in the Controlled Substances Act. The employer or contractor must publish a statement regarding the prohibition and any sanctions that will be imposed and establish a drug-free awareness program.
4. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.

Career Development Institute, Inc.

DRUG SCREEN POLICY

All students must take a drug test prior to starting the clinical rotation, and/or at a random time during the clinical rotation. Career Development Institute, Inc. will schedule the drug screen exam. Students must test negative in order to participate in the clinical rotation. The purposes of the Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the zero tolerance policy related to illicit use of substances as stated in the School Catalog. Students must abide by Career Development Institute, Inc.'s drug screen policy, in addition to the drug screen policies of each health care agency in which they are assigned for clinical practicum. Area agencies require that students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

In the event that a student is suspected of illicit use of substances while participating in clinical practicum, the director of the program must be notified immediately and the behavior indicating that a student may be under the influence of drugs must be validated by two professional persons (faculty, nurses, physicians, etc.). The suspected individual will be asked to have a drug screen done immediately at their own expense and to have a report sent to the director of the program as soon as possible (within 24 hours). The person will be dismissed from all Career Development Institute, Inc. activities until the issue is resolved. If the test is positive for the use of medication that has not been prescribed for the student, the student will be dropped from the VN program.

Student failure to submit to a drug screen, or an attempt to tamper with, contaminate, or switch a sample, will result in the student not being allowed to meet the course objectives for clinical practicum; therefore, progression in the program will not be permitted.

Students who test positive for one or more illicit drugs may not begin or continue in clinical practicum and therefore cannot meet the objectives for clinical courses. Students who test positive for illicit drugs (in their first drug screen required by Career Development Institute, Inc.) are notified by the program director. If the student denies having used an illicit drug, the student will be given the option of re-testing at their own expense within the following 24 hours of the notification – the student must provide proof of the date and time of the drug screen re-test to the program director. HOWEVER, A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN A CLINICAL EXPERIENCE AT ANY TIME A DRUG SCREEN RESULT IS POSITIVE! If the second drug screen test is also positive, the student must withdraw from

the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If the student is readmitted and tests positive for substance abuse a second time, the student is not eligible for continuation or readmission to Career Development Institute, Inc. If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program (pending adequate attendance), BUT THE STUDENT WILL BE REQUIRED TO HAVE AT LEAST ONE RANDOM DRUG SCREEN AT THEIR OWN EXPENSE DURING THE TIME THEY CONTINUE IN THE NURSING PROGRAM. (This random drug screen will be at a time determined by the student's instructor/program director, and proof that the drug screen was conducted within 24 hours of written notification to the student must be submitted to the program director within the 24 hours.) If the random drug screen is positive, the student must withdraw from the nursing program, and they are not eligible for continuation or readmission to Career Development Institute, Inc.

Career Development Institute, Inc.

DRUG & ALCOHOL PREVENTION PROGRAM (DAAPP)

Purpose
Career Development Institute, Inc. (CDI) is dedicated to the safety, health and welfare of its students, faculty, and staff. The unlawful use and or abuse of drugs and alcohol can have a negative impact on the safety and well-being of college students and on our educational environment.

The primary purpose of the following guidelines are in support of the Drug and Alcohol Abuse Prevention Program (DAAPP) developed and implemented in an effort to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. CDI aspires to educate, call our community to action, help those in need, and be in full compliance with the Drug- Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA)

Guidelines

I. Entities Affected by this Policy
Persons covered by the Drug and Alcohol Abuse Prevention Program (DAAPP) are employees of CDI and students who enroll in our program for any type of academic credit.

II. Standards of Conduct
CDI complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol including the possession of illegal drugs and drug paraphernalia on school premises and the sale or use of alcoholic beverages on CDI premises. (Please see Drug-Free Schools and Campuses Regulations in the School Catalog.)

III. Disciplinary Procedures
CDI believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. If a student/employee is suspected of violating the Drug-Free Schools and Campuses Regulations of the CDI, the school will perform an investigation to determine the appropriate course of action. An Incident Report (student or employee) detailing alleged violations of the Standards of Conduct by a CDI student/employee will need to be completed to initiate the Disciplinary Actions/Due Process procedures.

IV. Disciplinary Sanctions
Violations of the CDI Standards of Conduct refer to a student's failure to meet their responsibilities. Violations are subject to General Disciplinary Action in accordance with school policy as stated in the School Catalog.

Sanctions: The Director of Nursing has the authority to issue sanction(s) including, but not limited to, the following:

a. Written reprimand
b. Loss of privileges/access
c. Removal from course
d. Warning
e. Suspension
f. Expulsion
g. Termination (employee)
h. Referral for prosecution (student and/or employee)

V. DAAPP Information Dissemination

Notification of the information contained in the DAAPP is distributed to all enrolled students registered in the VN Program in the following methods:

- Admissions application notification to all applicants
- Catalog and/or Registration guide
- CDI main website (Consumer Right To Know)

Notification of the information contained in the DAAPP is distributed to all employees on the first day of employment and annually thereafter.

VI. Program Resources for Individual and Group Counseling

A list of local resources with descriptions of drug and alcohol counseling treatment, rehabilitation or reentry programs available to students are provided below:

The Ness Counseling Center

The Ness Counseling Center is committed to providing an array of low-fee services such as therapy-individuals, couples and families, assessments, monitored visitations, drug and alcohol counseling, domestic violence treatment, anger management, parenting, sexual addiction, drug testing, live scan fingerprinting located at:
8512 Whitworth Dr.
Los Angeles CA, 90035
You can get help by calling 310-360-8512 or the hotline info@thenesscenter.org
Types of Services
Mental health, individual and family counseling, drug and alcohol treatment, domestic violence, anger management, parenting, intensive outpatient
Payment Structure & Forms, Insurance accepted

Southland Outpatient Recovery Center

Southland Outpatient Recovery Center is an alcohol rehab and drug rehabilitation center that is located at
431 West Compton Boulevard Compton, CA 90220
You can contact Southland Outpatient Recovery Center by calling (310) 637-0341.

Types of Services
Mental Health and Substance Abuse Treatment, Outpatient Treatment, Services for Minors, Dual Diagnosis, HIV - AIDS, Gay and Lesbian, Seniors, Pregnant Women, Women, Men, Court Appointed Clients, Spanish Speaking Payment Structure & Forms Medicaid Assistance, Medicare Assistance, Private Pay, Military Insurance, Self Pay.

Get Off Drugs Treatment Center
Get off Drugs Treatment Center is a drug treatment and alcoholism treatment program that is located at
1416 South Tamarind Street
Compton, CA 90220
You can contact Get off Drugs Treatment Center by calling (562) 422-5212.
Types of Services
Residential Long-Term
Rehab Payment Structure
& Forms Self Pay

Behavioral Health Services
Behavioral Health Services is a drug treatment and alcohol rehab center that is located at 15519 Crenshaw Boulevard
Gardena, CA 90249
You can contact Behavioral Health Services by calling (310) 679-9031x1211.
Types of Services
Outpatient Treatment, DUI Offenders, Court Appointed Clients, Spanish Speaking Payment Structure & Forms
Private Pay, Self Pay

New Beginnings Interfaith Drug and Alcohol Treatment Care Center
New Beginnings Interfaith Drug and Alcohol Treatment Care Center is an alcohol rehab and drug treatment program that is located at
3119 Torrance Blvd
#36D Torrance, CA 90503
You can contact New Beginnings Interfaith Drug and Alcohol Treatment Care Center by calling (310) 904-6782.
Types of Services
Methadone Maintenance, Hospital Inpatient Treatment, Gay and Lesbian, Residential Beds for Children, Methadone Detox, Transitional Housing, Men, Women, Seniors. Payment Structure & Forms, Sliding Scale Fee

VII. Oversight Responsibility

The Director of Nursing and the Financial Aid Officer shall serve as the main contacts that will have oversight responsibility of the Student DAAPP including,

but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to students, and the biennial review report.

VIII. Assessment of Program Effectiveness and Biennial Report

The Director of Nursing and the Financial Aid Officer will review documented infractions of the student conduct policy on an annual basis. The assessment includes reviewing the incident(s) and the outcome(s) to ensure that college policy regarding drug, alcohol and other substance abuse violations and sanctions are imposed and consistently enforced.

The Director of Nursing and the Financial Aid Officer will conduct an annual review to determine program effectiveness and implement changes as necessary. The school director and financial aid director will prepare a biennial review report as required to be in full compliance with the Education Department General Administrative Regulations (EDGAR) 34 CFR Part 86.100.

A review of the number of documented cases regarding students of concerns referred through the school director and financial aid director will be gathered for statistical purposes and to ensure prevention and awareness activities are delivered appropriately to all student populations.

Under the leadership of the school director an assessment to measure student perceptions and behavior will be conducted periodically. This data will be analyzed to continuously determine the most appropriate interventions.

IX. Policy History

The DAAPP for students and policy with accompanied guidelines will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures and programs; and to consider expansion of evaluation, prevention, and awareness activities.

X. Related Documents

Drug and Alcohol Abuse Prevention Program (DAAPP), Drug Free Schools and Campuses Regulations (34 CFR Part 86), Drug Free Schools and Communities Act (DFSCA) Administrative Rule.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUGS

ALCOHOL

Alcohol is a legal drug. Nonetheless, it is a depressant and is the leading drug of abuse in America. Use of alcohol may affect judgment and decision-making abilities, slow down the central nervous system and brain function, and reduce coordination and reflex actions. Alcohol use (even low doses) may increase the incidence of a variety of aggressive acts, including physical altercations, threats, and domestic abuse. Higher

doses may cause marked impairments in mental functions, severely altering a person's ability to learn and remember information.

Very high doses may cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver. A 12-oz. can of beer, a 5-oz. glass of wine and a 1.5-oz. shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not speed up the body's ability to metabolize alcohol – only the passage of time will free the body from the effects of alcohol.

Signs and Symptoms of Abuse

- Dulled mental processes
- Lack of coordination
- Slowed reaction time
- Poor Judgment
- Reduced inhibitions

Alcohol consumption causes a number of marked changes in behavior. Even small amounts alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car.

Health Effects of Alcohol

- Decreased sexual functioning
- Liver cancer, fatty liver, hepatitis, cirrhosis
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and skin
- Kidney disease
- Ulcers
- Increased acid in the stomach
- Insomnia
- Gout
- Contributes to high blood pressure and strokes
- Heart muscle disease or heart failure
- Use during pregnancy can cause fetal alcohol syndrome, increased risk of miscarriages, premature births, stillbirths, and low-weight babies
- Increased blood sugar levels which makes diabetes worse
- Increased severity of mental health problems such as bipolar disorders, posttraumatic stress disorder, depression, anxiety, and addition.

<u>MARIJUANA</u>

Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana

can have negative physical and mental effects. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same "high". Prolonged use leads to dependence, and the drug can become the center of users' lives. The active ingredient in marijuana is Delta-9 Tetrahydrocannabinol, or THC.

Signs and Symptoms of Abuse

Several regularly observed physical effects of marijuana include:

1. Substantial increase in heart rate
2. Bloodshot eyes
3. Dry mouth and throat
4. Increased appetite
5. Chronic sore throat

Use of marijuana also has mental effects that may include:

1. Impaired or reduced short-term memory and comprehension
2. Altered sense of time
3. Changed sensory perception--sight, smell, hearing, touch
4. Reduced ability to perform tasks requiring concentration and coordination, such as driving a car

Research also shows that people do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

Health Effects of Marijuana

Emphysema-like symptoms
Respiratory track and sinus infections
Lowered immune system response
Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

<u>INHALANTS</u>

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed. Because they are common products, inhalants often are a young person's first attempt at "getting high". Inhalants can severely impair judgment and driving ability. They also cause severe disorientation, visual distortion and confusion. There is evidence that tolerance to the effects of inhalants develops with continued use so, users need to increase use to obtain the same high. Studies have shown that dependence on inhalants continues even when the user goes on to use other drugs.

Inhalants include: Nitrous Oxide, laughing gas, propellant aerosol cans, Amyl Nitrite, poppers, snappers in ampules, Butyl Nitrite, rush, bullet, climax, aerosol sprays, aerosol paint cans, containers of cleaning fluid, gasoline, glue and paint thinner.

Signs and Symptoms of Use

Inhaling solvents allows the substance to reach the bloodstream very quickly.
The immediate negative effects of inhalants include:

1. Nausea
2. Sneezing
3. Coughing
4. Nosebleeds
5. Fatigue
6. Poor coordination
7. Loss of appetite

Solvents and aerosol sprays also may decrease heart and respiratory rates.
Amyl and Butyl Nitrite cause rapid pulse, headaches and involuntary passing of urine and feces.

Health Effects of Inhalants

1. Hepatitis
2. Brain damage
3. Debilitating effects on the central nervous system
4. Weight loss
5. Fatigue
6. Electrolyte imbalance
7. Muscle fatigue
8. Permanent damage to the nervous system

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

<u>COCAINE</u>

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Although cocaine has been used in the past as a topical anesthetic, its therapeutic uses have almost been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Cocaine powder is sniffed or snorted. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine powder can also be injected into the bloodstream when it is mixed with water. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Inhalation of cocaine fumes from freebasing produces effects that are very fast in onset, very intense and momentary in duration. Crack is cocaine that is processed into tiny chips having the appearance of

slivers of soap. Crack has become a very popular form of cocaine, since it is inexpensive and relatively easy to use. It is smoked in a pipe or rolled with tobacco in a cigarette.

Signs and Symptoms of Use

- Dilated pupils
- Increased pulse rate
- Elevated blood pressure
- Insomnia
- Loss of appetite
- Tactile hallucinations
- Paranoia
- Seizures
- Anxiety, agitation
- Periods of increased activity followed by fatigue and depression
- Wide mood swings
- Difficulty in concentration

Health Effects of Cocaine

Cocaine stimulates the central nervous system. Its effects include:

1. Dilated pupils
2. Elevated blood pressure
3. Elevated heart rate
4. Elevated respiratory rate
5. Elevated body temperature
6. Death by cardiac arrest or respiratory failure

OTHER STIMULANTS

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases. Amphetamines can be swallowed in pills or capsules, smoked as “crank” and “ice” or injected. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure.

Signs and Symptoms of Use

- Mood changes
- Impaired concentration
- Impaired mental functioning
- Swings between apathy and alertness

- Restless, anxious and moody behavior

Health Effects of Other Stimulants

1. Increased heart and respiratory rates
2. Elevated blood pressure
3. Sweating
4. Headaches
5. Blurred Vision
6. Dizziness
7. Sleeplessness and anxiety
8. Rapid or irregular heartbeat
9. Tremors
10. Poor coordination
11. Physical collapse
12. Physical exertion while using stimulants can be dangerous because of the drugs' effects on the body's temperature-regulating and cardiovascular systems and can cause deaths in otherwise healthy young athletes.

DEPRESSANTS

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The main classes of medical depressants are barbiturates and benzodiazepines. When regular users suddenly stop taking large doses, they can develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

Signs and Symptoms of Use

The effects of depressants are in many ways similar to the effects of alcohol.
Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause:

1. Slurred speech
2. Staggered walk
3. Altered perception
4. Mental clouding and drowsiness
5. Respiratory depression
6. Coma and death

Health Effects of Depressants

Physical and psychological dependence

Tolerance to the drug, leading the user to increase the quantity consumed.

HALLUCINOGENS

Hallucinogenic drugs distort the senses and often produce hallucinations-- experiences that depart from reality. Some negative health effects may last six months to a year following prolonged daily use. Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Signs and Symptoms of Use

- Impaired concentration
- Confusion and agitation
- Muscle rigidity
- Profuse sweating
- A sense of distance and estrangement
- Muscular coordination worsens and senses are dulled
- Blocked and incoherent speech
- Dilated pupils
- Elevated body temperature
- Increased heart rate and blood pressure
- Loss of appetite
- Sleeplessness
- Tremors

Health Effects of Hallucinogens

- Persistent memory problems
- Speech difficulties
- Mood disorders, such as depression, anxiety and violent behavior
- Paranoid and violent behavior
- Hallucinations
- Convulsions and coma
- Heart and lung failure

NARCOTICS

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone).

Narcotics can be smoked or eaten (opium), injected, taken orally or smoked (morphine), inhaled, injected or smoked (heroin). Opiates also are known as: heroin, smack, horse, brown sugar and black tar.

Signs and Symptoms

1. A feeling of euphoria that is often followed by:
2. Drowsiness
3. Nausea and vomiting
4. Constricted pupils
5. Watery eyes and itching
6. Low and shallow breathing
7. Clammy skin
8. Impaired respiration
9. Convulsion
10. Coma
11. Possible death

Health Effects of Narcotics

Easy addition

Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms

DESIGNER DRUGS

Illegal drugs are defined in terms of their chemical formulas, but underground chemists can modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs, which do not meet these definitions. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphoriants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.

Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage, and the designer drugs still cause illusions, hallucinations and impaired perception.

Some designer drugs are: Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE) and analogs of PCP.

Career Development Institute, Inc.

CAMPUS SECURITY & CRIME AWARENESS (CLERY ACT POLICY)

Purpose
To establish a policy and procedure for the collection and disclosure of campus crime information in compliance with the Jeanne Clery Crime Awareness and Campus Security Act of 1990.

In compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act, information pertaining to specific crime categories at Career Development Institute, Inc. is being reported and made known to students and employees that will include:

1. Murder/Non-negligent homicide
2. Negligent Manslaughter
3. Forcible Sex/Non-forcible Sex Offenses
4. Robbery
5. Burglary
6. Motor vehicle theft
7. Aggravated assault
8. Arson
9. Hate crime
10. Liquor law violations
11. Drug law violations
12. Illegal weapons possessions

The school shall publish and distribute an Annual Campus Security report to current and prospective students and employees disclosing crime statistics and shall make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees.

The school shall maintain a public log of all crimes reported to them, or those of which they are made aware that contains the nature, date, time and general location of each crime and disposition of the complaint.

Background
Campus security and safety are important issues for students and their families. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), provides students and families, as higher education consumers, with the information they need to make informed decisions. The Clery Act requires that institutions disclose institutional safety and security policies, along with statistics for offenses committed on campus. The information is a compilation of data reported in the

campus records and incidents that were reported to local law enforcement agencies. Crimes statistics are disclosed each year for the previous three calendar years. Statistics for all schools nationwide are made available to the public by the Department of Education's website located at http://ope.ed.gov/security.

Annual Campus Security Report

Notices of this report are published in the School Catalog and Employee Handbook. Since crime can occur anywhere and at any time, it is our sincere hope that you will read this policy and follow the included guidelines. If you suspect a crime has been committed, notify the Director of Nursing or any key manager or supervisor. If you witness a crime in progress, call 911 to alert local law enforcement agencies, and then notify the Director of Nursing or any key manager or supervisor.

While the school employs electronic security systems, there is no such thing as a fail-safe security system. Even the most elaborate security precautions are not a guarantee against crime. The best safety measures are the ones you perform using common sense. You should always remain alert and aware of your surroundings. Secure your vehicles and do not leave valuables in your car. Do not leave your personal items unattended. Avoid walking alone, particularly at night. Be cautious, use good sense, and look after your friends and classmates.

Timely Warning & Emergency Notification

A TIMELY WARNING is issued if a crime occurs on Career Development Institute, Inc. campus. If any crime is committed and reported, the Director of Nursing or designee will authorize the issuance of a timely warning. For purposes of this policy, "timely" means as soon as reasonably practicable after an incident has been reported to the school personnel.

In order to determine if a timely warning is required, and to determine the content of the warning, the Director of Nursing will consult with all relevant outside authorities, including local emergency responders and the police department.

Career Development Institute, Inc. will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to:

1. The nature of the incident
2. When and where the incident occurred
3. When it was reported
4. The continuing danger to the school community
5. The risk of compromising law enforcement efforts

Upon confirmation of an emergency affecting the school community, the Director of Nursing or designee will, without delay, take into account the safety of the students and employees, determine the content of the notification and initiate the emergency

notification system, and respond to the emergency. Emergency notifications may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

The school will post applicable messages about the dangerous condition on the school website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

Forms of Notification

The following forms of communication may be used to provide timely warnings and emergency notifications:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact

Emergency Response Procedures

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified through the e-mail notification or text message system, via building fire alarm systems, and/or other situationally-appropriate means to best protect the health and safety of students and employees. The fire alarm system will be used to order an emergency evacuation of the building. All students, instructors, and staff must immediately evacuate the building whenever the fire alarm sounds. Failure to evacuate will be a cause for disciplinary action for both students and employees.

The e-mail and text message alert system may be used to order a "lockdown". A lockdown order requires all students and employees to quickly enter a classroom, office of other room which can be locked, lock the door and attempt to hide from view of the hallways. Students or employees in large, unsecured areas should either find a secure area or quickly evacuate the building and proceed to a safe distance away from the building.

Prior to initiating the Emergency Response system, the Director of Nursing (or other designated official) will confirm that an emergency exists, determine the appropriate methods of communication, and determine the message content.

Timely Warning Protocols

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within the Clery geography that is reported to the campus security authorities or a local law

enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees. A warning is being issued as soon as the pertinent information is available. In the event of a situation which, in the judgment of the campus security authority, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the school designated official.

Events that qualify for timely warnings include, but are not limited to, the following:

1. Burglary
2. Homicide
3. Motor Vehicle Theft
4. Arson
5. Hate Crimes
6. Manslaughter
7. Sex Offenses
8. Robbery
9. Aggravated Assault
10. Any crime considered to represent a threat to the public

In order to determine if a timely warning is required, and to determine the content of the warning, the Director of Nursing will consult with all relevant outside authorities, including local emergency responders and the police department.

The school will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to:

1. The nature of the incident
2. When and where the incident occurred
3. When it was reported
4. The continuing danger to the school community
5. The risk of compromising law enforcement efforts

Upon confirmation of an emergency affecting the school community, the Director of Nursing or designee will, without delay, take into account the safety of the students and employees, determine the content of the notification and initiate the emergency notification system, and respond to the emergency. Emergency notifications may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

The school will post applicable messages about the dangerous condition on the school website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

The following forms of communication may be used to provide timely warnings:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact

Campus Security Authority:
Janis Newton (310) 559-0225 Ext. 111 (cell) 310-339-8211
Jennifer Miller (310) 559-0225 Ext. 102

Incident Reporting
Any staff, instructor, or student observing or having knowledge of a criminal act or other emergency situation should first contact appropriate local emergency response personnel by calling 9-1-1. Students witnessing any such event should also report it immediately to the Director of Nursing or any member of the faculty or staff. For nonemergency events, students may submit an Incident Report Form to the Director of Nursing.

Employees of the school are required to report any incident in which they have been involved or which they have witnessed on the campus or on the public areas adjoining the campus. Incidents will be reported on an Incident Report Form and forwarded immediately to the Director of Nursing (or other available senior official as appropriate).

Copies of all Incident Report Forms will be maintained by the Director of Nursing for use in data compilation for the Annual Campus Security Report. Forms for the previous three calendar years will be archived for audit purposes.

Security of and Access to Campus Facilities
Students should only be on the campus during scheduled school hours, or while attending to other legitimate academic or administrative functions at Career Development Institute, Inc. All visitors are required to ring the bell outside of the locked front door. A faculty member will view the camera, confirm an appointment, buzz the visitor into the building, greet the visitor and have them sign in at the front desk. Further, students are prohibited from being on the campus at any time when the building is not open and faculty is not present.

Security of the building is an ongoing concern of all faculty. All faculty are expected to be security-conscious and vigilant at all times. All security violations, including unauthorized visitors, should immediately be reported to the Director of Nursing or other senior official.

Law Enforcement and Security Personnel
Career Development Institute, Inc. does not employ security personnel. All requests for security assistance are handled by law enforcement agencies. The Director of Nursing

is responsible for ensuring that all crimes occurring on campus are reported to the appropriate local law enforcement agency.

Informational Programs
This policy is reviewed during new student and new employee orientations. These sessions promote awareness of crime and crime prevention, along with promoting awareness of rape, sexual assault, and acquaintance rape. During these orientations, students and employees are also told about good practices in crime prevention including securing their autos and other personal property and how to report a crime, emergency, or other incident.

Other Safety Policies and Related Topics
Career Development Institute, Inc.'s Drug and Alcohol Policy prohibits the possession or use of illegal controlled substances on the school's premises or at any school-related activity. In that regard, the Drug and Alcohol Policy is considered part of this Campus Security Policy. The Drug and Alcohol Policy is posted to the school's website and published in the catalog.

Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are forbidden inside the school's premises.

Further, possession of ammunition, long blade knives, or any other type of weapon without written permission is not allowed on the campus or at any other location when participating in a school-sponsored activity.

Sexual Assault Prevention and Awareness
Career Development Institute, Inc. is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. Remember to remain aware of your surroundings, do not walk alone outdoors especially at night, do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation.

In the unlikely event that a sexual assault occurs on campus, students should immediately notify their Director of Nursing or any available staff or instructor they are comfortable confiding in. Upon being notified, the school will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. The school personnel will, to the best of their ability, attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive. If a sexual assault occurs to a student off-campus, the school will assist

an alleged victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred upon request of the student.

The school provides referral to local agencies that provide counseling and other support services. If an alleged victim of sexual assault on-campus elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the School President. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions, up to and including permanent expulsion from the school, will be carried out by the President.

The following principles apply to any such investigation/ disciplinary process:

1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
2. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
3. Accuser shall be informed of their options to notify law enforcement.
4. Accuser shall be notified of available counseling services.

Missing Person Notification

If any member of the school has reason to believe that a student may be missing for a period of more than 24 hours without any known reason or if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, this should be immediately reported to the police authority. No later than 24 hours after determining that a person is missing, the Director of Nursing or designee will notify the emergency contact of a missing person. If the student is under 18 years of age and is not emancipated, the school will notify the student's custodial parent or guardian within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the school will inform the local law enforcement agency that has jurisdiction in the area within 24 hours.

Students are advised that their contact information be registered confidentially with the Admissions Office and that this information be accessible only to authorized school officials, and that this may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Regardless of whether they name a contact person, unless the local law enforcement agency is the entity that made the determination that student is missing, Career Development Institute, Inc. will notify the local law enforcement agency within 24 hours of the determination that the student is missing.

PROCEDURES:

Responsibility: The Director of Nursing (or designee) will be responsible for collecting, processing and publishing annual campus crime data, although other staff members may assist with these functions.

Data Collection: All crimes, security incidents, serious injuries, or severe illness incidents known to employees which occur on-campus or on the public areas adjoining the campus should be recorded on an Incident Report Form. The forms will be forwarded to the Director of Nursing.

The Director of Nursing (or designee) will also request information annually from the appropriate local police department of any incidents, crimes, and/or arrests recorded in their records during the calendar year disclosure period on non- campus or public property.

Data Processing: The internal Incident Report Forms, police department data, and any other available information will be combined and cross-referenced to form the crime statistics. The data collection/reporting period is the calendar year. The Director of Nursing (or designee) will cross-reference data from different sources to prevent duplicate reporting of one incident. All incidents must be categorized appropriately for reporting purposes. If a particular incident fits into none of the appropriate reporting categories, it will not be reported.

Annual Distribution & Publishing: The annual Campus Security Report will be published by October 1 each year. The report is published on the website which is available to all students and employees and to new student applicants and potential employees. The report will also be published in the catalog. Further, students and employees have an opportunity to request a copy.

Documentation: The Director of Nursing (or designee) will maintain all data used in the creation of the annual Campus Security Report, a printed copy of the Report, and a printed copy of the student/employee notifications.

Printed Copy Upon-Request: Although the Campus Security Report is published electronically and through catalog and handbook, the law requires that a printed copy be distributed to any student, prospective student, or prospective employee upon request. Any member of the staff receiving such a request may print and distribute the Campus Security Report or refer the inquirer to the Director of Nursing (or designee).

ANNUAL SECURITY REPORT (ASR)

Career Development Institute, Inc. is concerned about the safety and welfare of its students, faculty and staff, and visitors, and is committed to providing a safe and secure

campus. The school has very little serious crime, but the potential exists. Career Development Institute, Inc. has implemented policies and procedures designed to protect all persons on the campus.

The school has taken a number of steps to insure that our campus remains safe. Most recently, the school has completed installation of video surveillance cameras in all facilities of the school building.

The school is diligent in maintaining its buildings and grounds, with special concern for safety and security. Repairs of a safety and security nature are made promptly. For example, outdoor lights are checked on a regular basis to insure that burned out or damaged bulbs are replaced quickly. In addition, each year classroom buildings are inspected by an outside expert to insure that the buildings meet state and federal fire code. Defects are given priority and repaired promptly. The instructors, staff, and students are given basic training course in CPR and first aid in cases of emergency situations.

Smoke detectors and fire extinguishers have been strategically placed in all school buildings. Vandalizing the alarm system, covering smoke detectors or illegally discharging fire extinguishers are serious offenses. Every effort will be made to identify persons who compromise public safety through such acts.

Career Development Institute, Inc. reports to the Department of Education and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

I. Primary crimes, including

(A) Criminal homicide:
1) Murder and non-negligent manslaughter; and
2) Negligent manslaughter.

(B) Sex offenses:
(1) Rape;
(2) Fondling;
(3) Incest; and
(4) Statutory rape.

(C) Robbery.
(D) Aggravated assault.
(E) Burglary.
(F) Motor vehicle theft.
(G) Arson

II. Arrests and referrals for disciplinary actions, including

(A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.

(B) Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

III. Hate crimes, including

(A) The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and

(B) The number of the following crimes that are determined to be hate crimes:

(1) Larceny-theft.
(2) Simple assault.
(3) Intimidation.
(4) Destruction/damage/vandalism of property.

IV. VAWA amendment offenses: Dating violence, domestic violence, and stalking.

DEFINITIONS OF REPORTABLE CRIMES AND OTHER ASSOCIATED TERMS

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sexual Assault: Any nonconsensual sexual act proscribed by federal or Illinois law, including when the victim lacks capacity to consent.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

1. Forcible (Rape, Fondling): Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.
2. Forcible (Incest, Statutory Rape): Unlawful, non-forcible sexual intercourse.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence:

1. A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (42 U.S. Code Section 13925 (a)(8)); or
2. Physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member, which includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, and persons who share or allegedly share a blood relationship through a child.

Dating Violence:

1. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
2. Threatening to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person.
3. The existence of a dating relationship in 1 or 2 above shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
   (A) Fear for the person's safety or the safety of others; or
   (B) Suffer substantial emotional distress.

   For the purposes of this definition:

(i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, threatens or communicates to or about a person, or interferes with a person's property
(ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
(iii) Substantial emotional distress means significant mental suffering or anguish that may require medical or other professional treatment or counseling.
(iv) Meeting this definition is considered a crime for the purposes of Clery Act reporting (42 U.S. Code Section 13925 (a)(30))

2. (A) Knowingly and without lawful justification, on at least two separate occasions, following another person or placing the person under surveillance or any combination thereof and
(i) t any time transmitting a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person, or
(ii) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person; or
(B) when, having been previously convicted of stalking another person, knowingly and without lawful justification on one occasion,
(i) follows that same person or places that same person under surveillance; (ii) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person (720 ILCS 5/12-7.3).
3. Stalking may be accomplished by physical act or electronic means, such as computer or cell phone.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases are classified as motor

vehicle theft where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.) Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence of drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devises utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrest for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
Destruction/Damage/Vandalism of Property To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The school will issue an annual report of criminal reports made to the school management and other law enforcement agencies of crimes occurring on school property.

The school will issue timely warnings to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes. If it is determined that a threat continues to exist because of

a reportable offense, the school will issue timely warning to members of the campus community.

Report Distribution Date: October 1, 2022 Occurances REPORTED within the 2019, 2020, and 2021 Calendar Years					
Crimes Reported	**2019**	**2020**	**2021**	**Location: C=Campus N=Non-campus P=Public**	***Hate Crime? (see note)**
(i) Criminal homicide:					
A. Murder and non-negligent manslaughter	0	0	0	C N P	0
B. Negligent manslaughter	0	0	0	C N P	0
(ii)Sex Offenders:					
A. Rape	0	0	0	C N P	0
B. Fonding	0	0	0	C N P	0
C. Incest	0	0	0	C N P	0
D. Statutory Rape	0	0	0	C N P	0
(iii) Robbery	0	0	0	C N P	0
(iv) Aggravated assault	0	0	0	C N P	0
(v) Burglary	0	0	0	C N P	0
(vi) Motor Vehicle Theft	0	0	0	C N P	0
(vii) Arson	0	0	0	C N P	0
(vii) Liquor law violations	0	0	0	C N P	0
Arrest and referrals for disciplinary actions insluding:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	C N P	0
(B) Pesons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violation, drug law violations, and illegal weapons possession	0	0	0	C N P	0
Hate crimes: As listed under 34. CFR 668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	C N P	0
(B) Simple Assault	0	0	0	C N P	0
(C) Intimidation	0	0	0	C N P	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	C N P	0
New Reporting as of 10/01/2020					
Incidents of sexual assault		0	0	C N P	0
Domestic Violence		0	0	C N P	0
Stalking		0	0	C N P	0

NOTE: - Crimes reported undre any of the ctegory listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This Institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected cri,oma; activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialling 911.

Career Development Institute, Inc.

ORIENTATION

All new students attend an orientation prior to their first class session. The orientation is led by the Director of Nursing and the instructor. Students will be informed of the date and time of orientation during the enrollment process.

Career Development Institute, Inc.

TUTORING & ADVISING

The staff of Career Development Institute, Inc. makes every effort to maintain close communication with its students. An open-door policy, with the faculty and staff readily available to assist students, is in effect. Students are encouraged to meet with their instructors and directors to discuss any academic concerns. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office.

Career Development Institute, Inc. provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or program directors. If a student fails a quiz or exam, **tutoring is mandatory and will take place after class on a scheduled date assigned by the instructor. This date is non-negotiable.** This tutoring requirement is designed to help the student get caught up and achieve proficiency. Consequences for repeated failure to attend mandatory tutoring include placement on academic probation (which could hinder a student's federal financial aid status) and possible termination from the program.

The school offers remedial plans to all students who fail to reach expected competency levels. This is accomplished with special assignments, individual/group tutorial in the skills lab, additional clinical days, and additional practice exams. However, the school does not offer a formal remedial course.

Career Development Institute, Inc.

HOUSING

Career Development Institute, Inc. does not offer student housing and has no responsibility to find or assist a student in finding housing. The approximate cost for a one bedroom apartment in the vicinity of our campus ranges from approximately $1,400 - $3,000/month (Source: apartment.com as of 2025).

DEPARTMENT OF SOCIAL SERVICES

Address	12860 Crossroads Parkway South	14545 Lanark St	3185 923 E. Redondo Blvd
City	City of Industry, CA 91736	Panorama City, CA 91402	Los Angeles, CA 90302
Phone #	Phone 562-908-8669	Phone 818-701-8200	Phone 310-419-5402

REFERRAL SERVICES

Upon application to Career Development Institute, Inc., out-of-area applicants will receive information about local or dormitory housing available. In Southern California, while it is not necessary, auto transportation is desirable. Housing is not owned or maintained by Career Development Institute, Inc.

Career Development Institute, Inc. is located near excellent hospitals. Should the need arise, Career Development Institute, Inc. will refer student(s) to an appropriate medical facility.

Career Development Institute, Inc.

LIBRARY & STUDENT LOUNGE

LIBRARY

A reference library is located on the first floor and is available to all students to help provide information that may aid them in their program of study. Students may check out reference books by completing a “Book Check-out Form” and providing it to an office staff member. The office staff member will assist any student who would like to use the reference books outside the facility.

STUDENT LOUNGE

The student lounge is located on the first floor for the convenience of all students. A vending machine provides a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students for a clean environment. Please dispose of all eating and drinking containers in the appropriate refuse container located in the student lounge.

Please empty all drinking containers in the restrooms before disposing in the trash receptacle.

Please do not leave food overnight in the refrigerator. To maintain sanitary conditions, all food that is left in the refrigerator for more than one day will be thrown out, along with its container.

Career Development Institute, Inc.

CLASSROOM TEMPERATURES

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

Career Development Institute, Inc.

CHILDCARE

Children are not allowed at school during classes. This policy is for their safety.

Career Development Institute, Inc. offers assistance to students who are looking for childcare provisions for their children. The administration has details of childcare providers in the area, including nursery schools. Students are asked to contact the administration for more information. Some nearby childcare centers include:

ABC Little School 927 N. Fairfax Ave. W. Hollywood, CA Phone #(323) 654-9920	Children First 4415 W. 165th St. Lawndale, CA 90260 Phone #(310) 371-3265

Career Development Institute, Inc. has no affiliation with any of the above nursery schools; these facilities are not considered recommendations of any kind.

Career Development Institute, Inc.

VISITORS

Children are not permitted in the classrooms, and anyone bringing a child will be dismissed for the duration of the class. All visitors must be approved by the administrator at least 24 hours in advance and must sign-in upon arrival.

Career Development Institute, Inc.

LOSS OF PERSONAL PROPERTY

The school does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to give the administration all articles found so that they can be rightfully returned to their owner.

Career Development Institute, Inc.

STUDENT PARKING

Student parking is available on **Robertson Boulevard only!** There is all day free parking on the west side of Robertson Blvd. There is 2-hour free parking on the east side of Robertson Blvd. **There is no parking allowed in the residential areas.** Disciplinary action will take place for failure to park on Robertson Blvd. Career Development Institute, Inc. is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all times. Parking fees are the sole responsibility of the student.

Career Development Institute, Inc.

STUDENT TRANSPORTATION

Public bus transportation lines #17 Metro and #7 Santa Monica/Blue Bus stop at the corner of Robertson Blvd. and 18th Street.

Career Development Institute, Inc.

STUDENTS WITH DISABILITIES

Accommodations will be made for students with disabilities, so long as the student is able to perform the duties required of a vocational nurse.

In accordance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act (ADA) as amended, Career Development Institute, Inc. abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by the School "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Director of Nursing and/or Assistant Director of Nursing has met with the student, and determined that the functional limitations of the disability require accommodation, auxiliary aids, and/or services.

Career Development Institute, Inc. is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the School. To request an accommodation, auxiliary aids, or services, please contact the Director of Nursing and/or Assistant Director of Nursing. Students should submit requests with supporting documentation at the time of enrollment or prior to beginning the first day of classes.

Career Development Institute, Inc.

CAREER SERVICES

Career Development Institute, Inc.'s (CDI) Career Services Center is a vital part of the student's educational program. CDI employs a Job Development staff member to work directly with students and employers. As a student nears program completion, they will meet on an individual basis with the Job Development staff member to finalize employment preparation. Our Job Developer offers instruction and guidelines for students/graduates in areas such as career planning and job search techniques, resume preparation interview planning and preparation, understanding the importance of professional image, interview follow-up, workplace etiquette, time management skills, and successfully navigating the workplace.

Students and graduates are encouraged to take advantage of every opportunity to work with our Job Developer to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the Job Developer. Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform the Job Developer of these efforts.

The Job Developer is the liaison between the graduate and the employer. They are in constant communication with various owners, administrators, director of staff development, and supervisors who are new to and familiar with our training programs, and will refer the graduate for an employment interview. Career Development Institute, Inc. provides placement assistance to all graduates in good standing.

Career Development Institute, Inc. does not guarantee employment for its graduates. It is the final responsibility of the graduate to demonstrate to the employer the ability to communicate their knowledge and skills, which the employer is looking for during the interview. However, those graduates who have demonstrated a strong determination in interviewing and follow-up are most often successful in reaching their goals. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Job Developer will work diligently with each graduate until they successfully obtain employment.

These employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited to anyone with a criminal background.

Note: All graduates will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement at a later time.

Career Development Institute, Inc. is always available to assist, in future years, an alumnus who contemplates a change in employment. Only student/graduates of Career Development Institute, Inc. are eligible for placement assistance.

LIST OF EMPLOYMENT POSITIONS WITHIN THE FIELD

1. Licensed Vocational Nurse
2. Director of Staff Development
3. Private Duty Nurse
4. Home Health Care Services
5. Insurance Carrier
6. Scientific Research and Development Services
7. Office Nurse
8. General Medical and Surgical Positions
9. Medical Office Manager

Career Development Institute, Inc.

VOTING INFORMATION

Download Voter Registration Forms: forms can be downloaded in English, Spanish and multiple other languages by visiting: https://www.eac.gov/voters/national-mail-voter-registration-form/

Request A Voter Registration Form By Phone: students may request that a Voter Registration form be mailed by calling the Registrar-Recorder/County Clerk's general information telephone numbers: (562) 466-1310 or (800) 481-VOTE, 24 hours a day.

Career Development Institute, Inc.

STUDENT GRIEVANCE PROCEDURES

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Assistant Director of Nursing for resolution.

COMPLAINT PROCEDURE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the Assistant Director of Nursing, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the Assistant Director of Nursing within 48 hours of the incident.

The Assistant Director of Nursing will verify that the student has made a verbal attempt to resolve the concern with the instructor of other staff member. If the student has followed the above steps, the Assistant Director of Nursing will meet with the Director of Nursing to call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted that is to be signed and dated. The Director of Nursing will chair a committee meeting that will consist of not less than three (3) representatives, but not limited to, the following:

1. Director of Nursing
2. Assistant Director of Nursing
3. School Instructor

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaints will be resolved within 30 days from the receipt date of the incident report. Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education
(Department of Consumer Affairs)
1747 N. Market Blvd. Suite 225 Sacramento, CA 95834

Career Development Institute, Inc.

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 dial directly: (916) 574-8900, or by completing a complaint form, which can be obtained on the bureau's Internet Web www.bppe.ca.gov.

Career Development Institute, Inc.

DRESS CODE

The personal appearance of the student identifies this person to the public as a professional. The image projected reflects upon the student as an individual, on the sponsoring school, and on the nursing profession.

If a student arrives to class in violation of the dress code, they will either be written up with a warning, or sent home (incurring an absence), depending on the extent of the violation. If a student arrives to class in violation of the dress code and has already been written up two previous times for violations of the dress code since the start of the program, then they will be automatically sent home for the day.

Uniforms:

- Student uniforms are to be worn during clinical rotation, skills lab, and theory on campus. At no time is the school uniform to be worn during the course of paid employment.
- Uniforms are to be clean, neatly pressed, and in good repair. A white thermal under uniform can be worn. A CDI nursing jacket (available to order) can be worn over the uniform, if allowed by the clinical facility.
- Students must wear white socks and all white leather shoes. No emblem or colored trim of any kind.
- A school issued photo identification badge is to be worn on the right upper-side of the shirt.
- All students are required to have, as part of their uniform, a watch with a second hand. Students are NOT permitted to have a smart watch of any kind in skills lab or at the clinical facility.

Hair:

- If you have long hair, you must have your hair pinned up off your shoulders away from your face at all times. This applies to male and female students.
- Beards, mustaches and sideburns must be clean and neatly trimmed at all times.
- Extreme hair style and hair color are not allowed at clinical.

Makeup and Perfume:

- Makeup is to be natural looking.
- Personal cleanliness and good body hygiene are a must in the medical environment and the classroom. Colognes, perfumes or aftershave lotions are not allowed.

Nails:

- Fingernails must be kept short (not beyond the end of the finger). Acrylic fingernails are not permitted.

- No nail polish is permitted.

Jewelry:
- Small, inconspicuous stud earrings may be worn. No dangling earrings, or necklaces or bracelets should be worn. Additional body piercing is not allowed in clinical.
- A wedding band and an engagement ring are the only other jewelry that may be worn.

Shoes:
- No open-toed shoes or slippers are permitted on campus.
- When in uniform, shoes must be close-toed, white, without canvas, and clean. No slip-ons.

No visible tattoos are allowed at clinical facilities.

Prior to appearing for the first clinical experience, a "dress rehearsal" may be held at school. The following will be evaluated:

- Neatness and appropriate fit of uniform
- Condition of shoes and uniform
- Hair length and style
- Nail length/polish

*****Carrying a stethoscope, pen light, ID badge, and watch with a secondhand (not a smart watch) is considered a mandatory part of the uniform.**

Clinical sites may have additional dress requirements and these requirements will need to be observed.

If a student is not in uniform while present at the clinical site, the student will be sent home for the day, incurring an absence.

Career Development Institute, Inc.

STUDENT BEHAVIOR & CONDUCT

Student Behavior & Conduct

Students are expected to conduct themselves in a professional and business-like manner. The effectiveness of any training program depends on full cooperation between students and school staff. Career Development Institute, Inc. has created a professional, work-like environment in which students can grow and develop according to professional expectations.

All students are expected to extend their best efforts to work harmoniously and conscientiously with classmates, instructors, and administrators. Students must adhere to high standards of scholarship and conduct. Conduct that reflects negatively on oneself or the school may result in disciplinary action, up to and including termination. Learning how to communicate and interact with a variety of people, cope with frustration, solve problems, discipline oneself, and maintain professional appearance and behavior are essential components of professional development.

Professional Communication & Behavior

1. Students must demonstrate respectful, courteous, and professional behavior in all interactions with peers, instructors, administrators, clinical staff, and patients.
2. Excessive escalation of routine matters, persistent complaints, or communication that creates an **undue burden on school staff or administrators** is not acceptable and may be considered unprofessional conduct. Students are expected to communicate issues respectfully, through appropriate channels, and in a manner that allows for constructive resolution.
3. Students are responsible for maintaining confidentiality and respecting the rights of others, including patient privacy. HIPAA regulations and any other applicable healthcare privacy laws must always be followed.
4. Discussions of patients, patient family members, or health-related information must only occur in appropriate, private settings and with individuals who have a legitimate need to know.
5. Students must not remove, photocopy, or share any personal patient, family, or health-related information outside of authorized instructional settings.
6. Written assignments must not contain patient identifying information and must be submitted confidentially to the instructor for feedback and grading.

7. Students are expected to demonstrate professional, respectful, and timely communication with all instructors and school staff. This includes responding appropriately to requests, notifying faculty of absences or early departures, and seeking clarification when needed. Inappropriate communication—whether verbal, written, or electronic—or failure to communicate when it is reasonably expected may result in disciplinary action, up to and including dismissal from the program.
8. Students must practice professional conduct in all verbal, written, and electronic communications. Foul language, inappropriate jokes, harassment, or disrespectful comments are prohibited.

Expectations

Students are expected to:

- Communicate concerns respectfully and through proper channels.
- Cooperate with instructors, staff, and peers in maintaining a safe, professional, and effective learning environment.
- Exercise self-discipline, patience, and professionalism, even in challenging situations.
- Understand that repeated escalation of routine matters or excessive, burdensome communication may result in disciplinary action.

Career Development Institute, Inc.

IN-PERSON ADMINISTRATIVE MEETING COMPLIANCE POLICY

Students enrolled in the Vocational Nursing (VN) Program are required to comply with all formally scheduled administrative meetings as a condition of enrollment and professionalism. When the School Administration or Program Leadership requires an in-person meeting, the student must attend in person as directed and at the designated time and location.

In-person attendance is mandatory when specified. Requests to substitute virtual attendance, phone calls, emails, or written communication in place of required in-person meetings will not be accepted unless prior written approval is granted by administration under exceptional documented circumstances.

Students are prohibited from audio recording, video recording, photographing, or otherwise capturing any portion of an administrative meeting without explicit written authorization from Administration. This includes cell phones, smart watches, personal recording devices, or any other recording technology.

Failure to attend a required meeting, refusal to comply with in-person attendance expectations, or engaging in unauthorized recording is considered a serious violation of program policy and professional standards.

Non-compliance with this policy may result in disciplinary action up to and including dismissal from the VN Program.

By remaining enrolled, students acknowledge this policy and agree to comply with administrative meeting expectations as part of maintaining professionalism and continued eligibility within the program.

Career Development Institute, Inc.

ACADEMIC HONOR CODE

Academic honesty, integrity, and ethics are required of all members of the school community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of Career Development Institute, Inc. (CDI) at all times. Academic integrity and honorable behavior are essential parts of the professionalism that will be required well beyond graduation from CDI.

The general public, professional organizations, and accrediting bodies hold individuals in the health care industry to a high standard and expect us to monitor the professional behavior of our colleagues. As future health care professionals, students at CDI have a responsibility to follow this model and guide their actions to serve the best interest of their fellow students, faculty, and potential patients by maintaining the highest degree of personal and professional integrity. Students are representatives of their profession in and out of the academic environment. Therefore, allegations of misconduct by any student of CDI will be taken very seriously.

Work for which students receive credit must be the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of CDI or attempts to gain an unfair advantage over others. Examples of honor code violations include, but are not limited to:

1. Cheating
   a. Using unauthorized materials such as books, notes, cell phones, PDA accessories, or “cheat” sheets to answer examination questions.
   b. Taking advantage of information considered unauthorized by an instructor regarding examination questions.
   c. Copying another student’s homework, written assignments, electronic media, or other data.
   d. Assisting or allowing someone else to cheat.
   e. Failure to report cheating to an academic official of the school.
2. Plagiarism
   a. Representing the ideas, expressions, or materials of another without references providing credit.
   b. Paraphrasing or condensing ideas from another person’s work without proper citation.
   c. Failing to document direct quotations and paraphrases with proper citation.
3. Other forms of academic dishonesty
   a. Fraud, deception, and the alteration of grades, attendance, or official records.
   b. Changing examination solutions after the fact, inventing, changing or falsifying laboratory data or research.

c. Purchasing and submitting written assignments, homework, or examinations.
d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer.
e. Misrepresenting oneself or one's circumstances to gain an unfair advantage.
f. Collaborating with another person(s) without instructor approval.
g. Selling or providing term papers, course work, or assignments to other students.

There are four possible consequences for violating CDI's Honor Code:

1. Failure of the assignment or exam
2. Failure of the term
3. Expulsion from the school
4. Rescinding of a certification

All violations of the Honor Code will be reported to the school's administration to investigate. Individual reports will also be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with the administration, will make a determination regarding student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty jeopardizes the quality of education provided and depreciates the genuine achievements of others. It is everyone's responsibility to actively deter it. Ignoring the presence of academic dishonesty is not acceptable. All members of the school community share the responsibility to challenge and make known acts of apparent academic dishonesty. Students, faculty, and staff are all responsible for understanding and upholding the school's policy.

Policy on Cheating Determinations by ATI or HESI

Career Development Institute, Inc. (CDI) utilizes third-party testing companies, such as ATI and HESI, for standardized examinations and exit exams. These companies independently monitor and evaluate testing integrity.

1. **Authority of ATI/HESI**
   - If ATI or HESI concludes that a student has engaged in cheating or academic dishonesty, the determination rests solely with the company.
   - CDI does not have access to the proprietary methods, data, or evidence used by ATI or HESI in reaching their decision.
2. **Appeals Process**
   - Any student wishing to contest a finding of cheating must appeal directly to ATI or HESI, not to CDI.
   - If the student chooses not to appeal, or the appeal is denied and the finding of cheating is upheld, CDI will accept and enforce the company's conclusion.
3. **Consequences of Cheating**

- A student found to have cheated on any exam, including exit exams, will be **immediately terminated** from the nursing program.
- Terminated students are **not eligible for re-enrollment** at CDI.
- If a cheating determination is made on an exit exam, the student will be terminated and will not be permitted to complete the NCLEX-PN Readiness Program.
- If a student has already passed all exit exams but ATI or HESI later determines that cheating occurred on any prior exam(s), the student's graduate status will be revoked and they will **no longer be recognized as a graduate** of CDI.

Career Development Institute, Inc.

REMOTE & IN-PERSON EXAM TESTING INTEGRITY RULES

To ensure fairness, academic honesty, and compliance with program and regulatory standards, all students are required to adhere to the following testing integrity rules for **both remote and in-person examinations**.

General Testing Expectations (All Exams)

- Students must follow all instructions provided by faculty or proctors.
- Academic honesty is expected at all times.
- Any behavior that gives the appearance of cheating or compromise of exam integrity may be treated as a violation, regardless of intent.

Remote Examination Rules

Testing Environment

- The testing area must be **quiet, well-lit, and free of distractions**.
- **Nothing is permitted on the desk or testing surface** except the computer being used for the exam.
- The surrounding area must be free of notes, books, papers, or unauthorized materials.

Prohibited Items

- **Cell phones, smart watches, tablets, or any electronic devices** are strictly prohibited and must be removed from the testing area entirely.
- **Headphones, earbuds, AirPods, or any listening devices** are not permitted.
- Hats, hoods, or sunglasses may not be worn unless prior accommodation has been approved.

Camera & Monitoring Requirements

- The student's **camera must remain on at all times** during the exam.
- The student's **face, eyes, and upper body must be clearly visible** throughout testing.
- **Eyes must remain directed toward the computer screen and camera**. Repeatedly looking off-screen, downward, or away from the camera is prohibited.
- Students may not leave the camera view unless instructed by proctoring staff.

Conduct During the Exam

- Talking, whispering, reading questions aloud, or communicating with others is prohibited.
- No other individuals may be present in the room.
- Screen sharing, screen recording, or use of unauthorized software or applications is prohibited.

Career Development Institute, Inc.

In-Person Examination Rules

Testing Environment

- Students must arrive on time and be seated as directed by faculty or proctors.
- **Nothing is permitted on the desk** except approved testing materials (e.g., exam paper, scratch paper if authorized, and writing utensil).
- Personal belongings must be placed in designated areas as instructed.

Prohibited Items

- **Cell phones, smart watches, tablets, headphones, earbuds, or any electronic devices** are not permitted in the testing area.
- Hats, hoods, sunglasses, or other head coverings may not be worn unless approved as an accommodation.

Conduct During the Exam

- Students must remain seated and **eyes must remain on their own exam** at all times.
- Looking around the room, at another student's exam, or in any direction that raises concern for academic dishonesty is prohibited.
- Talking, whispering, signaling, or communicating with others is not permitted.
- Students may not leave the room unless authorized by the proctor.

Violations & Consequences

- Any violation or suspected violation of testing integrity rules may result in:
  - Immediate termination of the exam
  - A score of zero for the assessment
  - Disciplinary action up to and including dismissal from the program
- All incidents will be documented and reviewed by administration in accordance with policy.

By participating in any examination, students acknowledge their responsibility to comply with all testing integrity requirements.

Career Development Institute, Inc.

SEXUAL HARASSMENT & VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct and will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures anywhere on school property, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member, or other employee of the school shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit sexual advances will adversely affect that person's application, enrollment, grades, or educational experience. Similarly, no faculty member shall promise, imply, or grant any preferential treatment in connection with any student or applicant with intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that they are a victim of sexual harassment by any student, applicant, faculty member, or other school employee should bring the matter to the attention of the School President, Director of Nursing, or Director of Education. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials.

The school will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate action.

Career Development Institute, Inc.

STUDENT & EMPLOYEE FRATERNIZATION

Employees of Career Development Institute, Inc. are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of the school policy, and may result in disciplinary action by the school.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent communication with a student (via phone, email, letters, notes, text messaging, social networks, etc.) unrelated to course work or official school matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a school employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Assistant Director of Nursing, Director of Nursing, or School President.

Furthermore, it is the policy of Career Development Institute, Inc, that students not fraternize on a personal level with staff or patients on or away from the clinical site throughout the vocational nursing program. Fraternization with clinical facility staff or patients is inappropriate and considered professionally unethical behavior. Fraternization includes but is not limited to: In-school or after-hours personal contact and/or sexual contact; Inappropriate touching or gestures; Inappropriate communication; Flirting; Communication between students and facility staff or patients on social media.

In addition, students are not to buy/bring items or gifts for clients/patients nor should items/gifts be accepted from clients/patients. Students are not to give personal phone numbers, addresses, social media contacts or any personal information to facility staff/clients/families/significant others or patients. Nor are students to give facility staff/clients/families/significant others or patients personal information related to or about other students.

Upon receipt of a complaint, the Director of Nursing at Career Development Institute, Inc. will place the student on leave from the school pending an investigation of allegations. Following the completion of an investigation, appropriate corrective measures, if warranted, will be taken up, and may include dismissal from the vocational nursing program.

Career Development Institute, Inc.

NO WEAPONS POLICY

Career Development Institute, Inc. prohibits all persons who enter school property or the school's affiliated clinical sites from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the school.

Career Development Institute, Inc.

COPYRIGHT PROTECTION POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For detail, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.