January 1–December 31, 2021
Course Catalog

Updated January 25, 2021

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SCHOOL INFORMATION

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 programs stems from its founder, Janis K. Newton, who has more than 20 years 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 three 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's programs.

Career Development Institute, Inc. has in-house job placement assistance. Employers contact Career Development Institute, Inc. requesting qualified graduates.

MISSION AND EDUCATIONAL OBJECTIVES

Career Development Institute, Inc. believes in encouraging and supporting students to attain their professional goals in nursing by identifying their potential and building on their successes.

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 in courses and in research projects 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 coursework and clinical practicum opportunities.
C. To promote the idea of higher learning and striving to a high level of nursing by becoming a registered nurse and encouraging the attainment of an Associate or Bachelor's degree and the opportunities associated with a higher level of education.

As a Career Development Institute, Inc. graduate, you will be able to perform specific duties immediately upon employment. You will find that Career Development Institute'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.

STATEMENT OF INSTITUTIONAL PHILOSOPHY AND PURPOSE

Career Development Institute, Inc. is dedicated to training individuals in their chosen nursing career. It is our aim to provide students with the knowledge and skills proficiency that will make them employable for entry-level positions upon graduation. The students receive quality one-on-one attention in classes that are carefully limited in size, not to exceed forty students per class.

SCHOOL HISTORY

Career Development Institute, Inc. was founded February 4, 1998. 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 2005, the Vocational Nursing program was added due to the need to expand the nursing programs to the community.

In August 2003, Career Development Institute, Inc. became the only nursing school in California to be approved with a mobile classroom. The mobile classroom has enabled the school to reach out to other communities to teach nursing.

PHYSICAL DESCRIPTION OF THE SCHOOL

Career Development Institute, Inc. is located at 1830 S. Robertson Boulevard, Los Angeles, CA 90035 and all instruction is provided at this site. 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 microwaves 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.

ADMINISTRATION BUSINESS HOURS AND ADDRESS

Monday – Friday 9:00am - 5:30pm

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

SECURITY AND SAFETY

Students are responsible for their own security and safety and must be aware of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking areas, at clinical sites, or during any school activities. Students should immediately report any medical, criminal, or other emergency occurring to their Instructor, program director, or any school employee. Upon receipt of any medical or criminal emergency, the school will, on behalf of the student, obtain the services of medical or security professionals, as appropriate. Students are encouraged to promptly and accurately report all emergencies to school officials.

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 any articles found, so that the school may try to return such items to their proper owner.

HEALTH AND 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 according to the individual program needs. 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 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 specific program of study and unable to complete the program.

PROGRAM OFFERINGS

Program Title	Program CIP	Clock Hours	Months	Weeks	Document Awarded Upon Graduation
Vocational Nurse	51.3901	1532	17 P/T 13 F/T	72 53	Certificate

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.

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.

REQUIRED FEDERAL DISCLOSURE INFORMATION

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

ACCREDITATION AND APPROVALS

Career Development Institute, Inc. 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.

ADMINISTRATION AND 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.

Kimberly Cooper, RN, BSN Director of Nursing/Instructor

Ms. Cooper is a skilled and knowledgeable Registered Nurse with over 10 years of diverse professional experience. She is very effective in facilitating a high level of efficiency in students of all skill levels. Her excellent teaching skills and personable style are a plus to every class. Her nursing background includes medical/surgical and labor and delivery. She has a Bachelor of Science degree in Nursing from Mount Carmel College of Nursing.

Jennifer Miller, RN, BSN, M. Ed. Director of Education

Ms. 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 also is a registered nurse. Ms. Miller is passionate about nursing education and teaching and has more than 6 years experience in the field.

Anthony Bateman, Financial Aid Director

Mr. Bateman is the Financial Aid Director with a passion for success and enjoys helping new students achieve their healthcare careers and goals. Anthony has assisted VN Students through enrollment to graduation for more than ten years. He is trained and certified by the US Department of Education in the fundamentals of Title IV Financial Aid Administration.

Emily Bennion, BA, MA Ed, MS Admissions Representative/ Job Developer

Ms. Bennion is our admissions representative and job developer. She has a Bachelor's degree in English Literature, Master's degree in Education and finished an additional Master's degree in Counseling with an emphasis on College Student Affairs. Ms. Bennion actively assists graduates in securing jobs in prominent facilities in long-term care, acute care, sub-acute care and home health.

Instructors:
Kimberly Cooper, RN, BSN, Mount Carmel College of Nursing, Ohio
Jennifer Miller, RN, BSN, M. ED, Cornell University, NY, Columbia University, NY
Meghan Currie, RN, Penn State, Pennsylvania
Roxanne Workmon, RN, ADN, LA Harbor College, CA
Fae Brooks, RN, MSN, University of Phoenix
Christina Parrish, RN, BSN, Seattle Pacific University, Washington
Adrian Ang, RN, BSN, BS, MA, University of California, Riverside
Robyn Faehnrich-Palmer, RN, BA, MSN, California State University, Dominguez Hills
Christine Bezdeny, LVN, AA, Newbury College
Elsie Mallinin, LVN, BA, MA, University of the East, Manila, Philippines

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

ADMINISTRATION ORGANIZATIONAL CHART

Janis Newton, President
Kimberly Cooper, RN, Director of Nursing
Jennifer Miller, RN, Director of Education
Anthony Bateman, Financial Aid Director
Emily Bennion, Admissions/Job Developer

STUDENT HOLIDAYS FOR ALL PROGRAMS

HOLIDAY
New Year's Day
Martin Luther King, Jr.
Day President's Day
Memorial Day
Independence
Day Labor Day
Thanksgiving Day and Day
After Christmas Day

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

CATALOG UPDATE (5CCR 71810(a)

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.

Career Development Institute, Inc. makes every effort to ensure accuracy of the information contained in this catalog. The college 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.

VOCATIONAL NURSING PROGRAM

Certificate Program CIP:
51.3901
Occupational Code: 29-2061.00
Length in Hours: 1532 HOURS 53
weeks FT, 72 weeks PT
**All courses are taught residentially.

Course Description
The vocational nursing program includes a combination of class lectures 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.

Program Objectives
This course is designed to provide students with complete and comprehensive training in all areas of the vocational nursing field. The students will be taught how to promote quality of care in long-term care settings, as well as in acute and home care settings. The student must maintain a 75% average in Prerequisites and an 80% average in Terms I-IV and maintain 1532 clock hours in order to complete the program. A student must pass all exit exams in order to graduate and prepare the student for licensing by the state of California as a licensed vocational nurse. 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 conducted in English.**

Instructional Delivery Methods

A). Theory Classes – All theory classes are led by an approved nursing instructor according to the pre-determined cohort schedules and conducted via a private and secured Zoom.com classroom setting for 576 clock hours.

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 60 clock hours.

C). Clinical Rotations – All clinical-facility assignments are led by the approved clinical instructor and conducted at the appropriate affiliated clinical locations as assigned for 896 clock hours.

Program Overview

Course Number	Title	Hours
	Prerequisites	210
100	- CPR for the Professional Rescuer	8
100A	- Medical Terminology	8
101	- Anatomy and Physiology	50
102	- Nutrition	30
103	- Psychology	30
104	- Growth and Development	30
105	- Pharmacology	54
Term I	**Nursing Fundamentals**	394
	- Fundamentals of Nursing	16
	- Nursing Process	12
	- Communication	6
	- Patient Education	4
	- Communicable Disease	6
	- Gerontological Nursing	12
	- Rehabilitation Nursing	6
	- Medical-Surgical Nursing	30
	- Skills Lab	60
	- Clinical	184
Term II	**Medical-Surgical Nursing I**	382
	- Theory	78
	' Gastrointestinal Disorders	
	' Lymphatic Disorders	
	' Cardiovascular Disorders	
	' Respiratory Disorders	
	' Urinary Disorders	
	- Clinical	304
Term III	**Medical-Surgical Nursing II**	406
	- Theory	78
	' Endocrine Disorders	
	' Reproductive Disorders	
	' Sensory Disorders	
	' Neurological Disorders Care	
	' of the Surgical Patient	
	' Oncology	
	' HIV/AIDS	
	- Clinical	328
Term IV	**Maternity, Pediatrics, Leadership**	140
	- Maternity Theory	64
	' Clinical	24
	- Pediatrics Theory	40
	Clinical	58
	- Leadership/Supervision	18
	- Review	40
	Fundamentals of Nursing	6
	Medical-Surgical Nursing	12
	'	6
	'	6
NCLEX-PN Review	**NCLEX HURST REVIEW**	16

Term Descriptions

Prerequisites

This portion of the program will cover introductions to medical terminology, anatomy and physiology, psychology, growth and development, nutrition, and pharmacology. 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 psychological disorders, and know the types and effects of medications used to control them; compare and contrast Erikson's, Levinson's, and Havighurst's theories of development; explain sources of nutrition, and identify the role and importance of nutrition from both a physiological and cultural lens; and describe different classifications of medications, including their actions, possible side effects, adverse reactions, and nursing considerations.

Term I

Term I will 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; provide nursing diagnoses, goals, interventions, and evaluations/outcomes for patients in rehabilitation; review the importance of fluid and electrolyte balance, and recognize and define various disorders pertaining to such imbalances; discuss considerations when caring for older adults with skin disorders; and identify and describe different types of musculoskeletal disorders, along with their medical/surgical management.

Term II

This term will cover level one of medical-surgical nursing and system disorders of the GI tract, lymphatic, cardiovascular, respiratory 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.

Term III

This term will cover medical-surgical nursing and system disorders of the endocrine system, reproductive system, sensory system, and neurological system. It also covers care of the surgical patient and HIV, AIDS, 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
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.

NCLEX REVIEW
The mandatory NCLEX-PN Review Course is designed to prepare students for the NCLEX-PN exam. A comprehensive review of material is presented. Students take scheduled practice assessments and tutorials during this portion of the program, and complete their VN Exit Exams.

ACADEMIC INFORMATION & SCHOOL POLICIES

CHANGES TO PROGRAMS 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 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.

ADMISSIONS INFORMATION

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.

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.

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 Director of Admissions, and they can provide further assistance.

Admissions Requirements

The Vocational Nurse program offered by the school is open for enrollment to men and women 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.

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. Students must pass a CPAt exam with a score of 160 or above.
    b. If a student scores a 180 or above, then he/she does not need to take any additional entrance exam.
    c. If a student scores between a 160 and a 179 on the CPAt, then he/she must take the Reading Comprehension portion of the TEAS exam. The student 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 he/she may reapply to the program three months from the date of the last failed exam attempt.

e. Entrance Exam test results are also used to determine the student's minimum English language proficiency.

4. Interview successfully with a School Director, 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.
8. Submit the registration fee.

TECHNOLOGICAL REQUIREMENTS

9. A reliable high speed internet connection
10. Individual accessibility and possession of an appropriately functioning device capable of regularly accessing the internet and contect delivered by CDI with an actively functioning camera and microphone/speakers (laptop, desktop PC, tablet, mobile device, etc.)
11. 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 and/or the Blackboard system platforms

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 immunizations for the Vocational Nursing Program are required prior to clinical assignments.
- Drug testing may be required in certain clinical placement situations.
- 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

All Vocational Nursing students MUST have the following immunizations or titers no later than two weeks before clinical rotation begins:

- Hepatitis B (or sign a Hepatitis B declination form)
- Varicella (Chicken Pox)
- Rubella
- Rubeola
- Mumps
- Tdap
- Flu Shot

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 before Term I clinical rotations begin.*

CPR CERTIFICATION

CPR will be taught in Term I. Certification must be maintained throughout the entire program.

PREGNANCY

Students must inform the Director of Nursing or Director of Education 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.

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, he/she might be unable to take part in the clinical rotation, might be unable to get licensed as an LVN, and might be unable to 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.

CREDIT FOR PREVIOUS TRAINING

During the admission process, prior courses taken within the last two (2) years will be evaluated to determine if transfer credit will be granted. 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. Other courses the school determines are equivalent to the courses in the program.

Transcripts must be received prior to the first day of the course to receive this credit. A passing grade of a "B" or higher is required. For accepted coursework or training, the student may be required to demonstrate competency in those courses. Any previous education credits transferred into the school will not necessarily affect the total cost of the tuition.

Transfer credits are not used in determining grade point averages (GPAs). Clock hours associated with credit for previous training will be counted towards the maximum time frame. Recognition of credits earned at another postsecondary institution is limited to no more than 75 percent of the total hours required for completion of a designated program. Any financial credit awarded will not exceed a maximum dollar value of 30% of the total hours per credited subject.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS

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. Career Development Institute, Inc. does not have or maintain a matriculation agreement between any other college or university that provides for the transfer of credits earned in the Vocational Nursing Program.

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.

EXPERIENTIAL LEARNING

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

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, 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.

CLOCK HOUR CREDIT 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.

MAXIMUM TIME FRAME FOR COURSE COMPLETION

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half (1 ½) times the regular scheduled program length, as illustrated below. Leave of Absences and non-attendance termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

PROGRAM NAME	FRAME	SESSION	WEEKS
Vocational Nursing	80	4-5-Days/Week	53
	108	3-Days/Week	72

DISCLOSURE AND RETENTION OF STUDENT EDUCATIONAL RECORDS

Students have the right to 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.

Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by Career Development Institute, Inc. Written consent is required before educational records may be disclosed to third parties with the exception of regulatory education agencies.

A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Student records for a period longer than five years will be scanned, stored on external hard drives, and backed-up on the internet.

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. Career Development Institute, Inc. protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. The institution retains all student files. After five years the files are transferred to CD's.

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 $10.00 charge for education transcripts. The academic transcript can take up to two weeks to be processed. The request can be in writing or in-person.

NON-CREDIT COURSES

The school does not offer non-credit courses.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

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))

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 the 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.

When a student must be absent from class, the student is to call the school prior to the start of class. The student is to state the class they are enrolled in, give an explanation of why they will not be in class that day, and when the school can expect their return.

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 are allowed 4 absences per term, including Prerequisites. However, each of these absences must be made up in order to complete the required hours. This will involve the student making up the hours at school or at the clinical site on days of the week other than those scheduled for class.

ALL ABSENCES MUST BE MADE UP WITHIN THE TERM.

Absences will be reviewed on a monthly basis. The goal for review will be to assist the student in reducing absenteeism and to help him/her to achieve success in the VN Program. No student with an outstanding clinical/skills lab or theory makeup will advance to the next segment. If the clinical/skills lab or theory is not made up at the end of the current segment, the student will be dropped from the nursing program.

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.

Tardiness

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. Excessive tardiness may result in disciplinary actions to include, but not limited to, probation, suspension, or termination. Three tardy arrivals equates to one absence. Students who arrive more than 30 minutes late to class will be considered absent from class and marked absent on their official attendance record.

Leaving Early

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. Excess early departures from class may result in disciplinary actions to include, but not limited to, probation, suspension, or termination. Three early leaves equates to one absence. Students who leave more than 30 minutes prior to the scheduled end of class will be considered absent from class and marked absent on their official attendance record.

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.

MAKE-UP WORK ASSIGNMENTS

Students are required to make up all assignments and work missed as a result of absences. A missed quiz or exam must be made up within one week from the date it was originally given, with the highest grade not to exceed 75% in Prerequisites, 80% in Terms I-IV.

Make-up hours in clock hour programs must be done on campus or on clinical sites. Clinical hours must be completed at an assigned clinical site, arranged through the Program Director.

All missed hours must be made up within the term. Make-up hours will require the student to attend school on days of the week other than those scheduled for class.

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.

LEAVE OF ABSENCE

If a "Leave of Absence" is needed, a student must submit in writing to the Director of Nursing, the basis of the request, the expected return date and include the student's signature and the date of the request. Requests should be submitted in person or by mail to:

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

Submission of the request does not automatically reflect the school's approval. The request must be made in advance, unless unforeseen circumstances prevent the student from doing so. In addition, if unforeseen circumstances prevent a student from submitting any prior official written request, the school may grant the student's request for leave of absence and collect the written request at a later date. An initial Leave of Absence may be considered for up to 180 days, based upon the reason(s) provided by the student. For financial aid recipients, Leave of Absences are limited to a total of 180 days within a 12-month-period that begins on the first day of the initial Leave of Absence. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition and will retain all credit for clock hours and academic progress status they held. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established and the student will be permitted to complete the coursework they began prior to the leave of absence. If the student's Leave of Absent is NOT approved, the student will be considered to have withdrawn from the school.

NOTE: A Leave of Absence will only be granted if the student is within 15 consecutive absences from their last date of attendance, otherwise they will be terminated from the school and will not be allowed to take a leave.

For students that are Title IV and/or HEA programs loan recipients, failure to return will be considered dismissed as of the last day of attendance. The loan repayment process will be initiated and the grace period on any student loan will revert to start counting from the first day of leave. The loan payment will be due as stated on the promissory note.

TRANSFER STUDENT

A student who attended a school before their enrollment at Career Development Institute, Inc. is required to provide a Financial Aid history from each of the schools attended within the last six months before the enrollment at this school.

As a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment

period. No additional aid will be available to the student until all Financial Aid history is received by Career Development Institute, Inc.

STUDENT/INSTRUCTOR RATIO

There will be no more than 15 students per one (1) instructor in the clinical sites; There will be no more than 40 students per (1) instructor for theory.

SUSPENSION AND DISMISSAL

Career Development Institute, Inc. reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance do not meet the school's standards and/or who fails to abide by the rules and regulations. During suspension or dismissal, no financial aid is disbursed. All tuition must be paid in full, including credit from TFC in order to receive a transcript.

Students who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the Reinstatement Procedures outlined in this catalog. A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

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. Supportive documentation and/or information concerning any mitigating circumstances must be noted in the request. This reinstatement Review Board shall not consist of less than three (3) attending members. The Reinstatement Review Board shall be chaired by the School Director, and consist of, but not limited to the School Administrator, Financial Aid Director and/or a representative from the Education Department. The requesting prior student shall be notified of the Reinstatement Review Board within 5 days following the decision of the Board.

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 on the Addendum agreement. A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

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

A prior student who wishes to re-enroll (previously terminated enrollment), must submit to the Campus Director a letter requesting authorization for re-enrollment. 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, unless authorized by the Campus Director. 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 five (5) 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. 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. Students will only be allowed to re-enroll one (1) time.

FOOD AND DRINK POLICY
No food and/or beverages other than water are allowed in any of the classrooms. Children are not allowed at school during classes. This policy is for their safety.

SMOKING
Smoking is not permitted inside the school facilities or outside in the front of the school or in the back patio or parking lot.

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. **Students' cell phones are to be turned off during class hours to avoid any classroom disruption.** Students violating this policy may be subject to disciplinary action. During an exam, cell phones are to be turned off and placed at the front of the room with the instructor. No cell phones or purses 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 machines and computers without authorization from the School Administrator.

ACADEMIC STANDARDS

THE GRADING SYSTEM

Please refer to the "GRADING FORMAT" noted below, reflecting the performance evaluation by Career Development Institute, Inc. It is recommended that if a student receives an "I" (Incomplete), that he/she completes the make-up course work prior to course completion. If the student does not make-up the incomplete course work by the end of the module or term in which he/she received the incomplete grade, the incomplete will be considered an "F." Students should check with their instructor to arrange any/or all make-up (Incomplete) course work. Re- occurring course work make-ups may result in disciplinary action. Incompletes (I) are used in calculating the cumulative grade point average and does carry a value of zero (0). Depending on the module/term, grades may reflect attendance, homework, class participation, professionalism, quizzes, and exams.

Career Development Institute, Inc's grading system is as follows:

VN Prerequisites

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	77% - 78%	Satisfactory	2.0
C-	75% - 76%	Satisfactory	1.7
F	< 75%	Failing	0.0

VN Terms I - 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
F	< 80%	Failing	0.0

If a student falls below passing on any quiz, exam, or homework assignment, then the student must schedule a time to meet with the instructor to review the test/quiz/assignment, and schedule an appointment with the Director of Education or designated appointee. A remediation plan will be developed and carried out with the student and the Director of Education or designated appointee.

If a student misses an exam or quiz, the student will have one week from the date the exam/quiz was given to take an alternate version of the exam/quiz. For any late exam/quiz, the highest score possible is 75%, 80% in Terms I-IV of the VN program.

Clinical Grading

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 a final evaluation at the end of the clinical rotation experience. If a student fails to meet the clinical or written objectives at any level, she/he must repeat the entire level. The theory and clinical portions of the program are co-linked. If a student fails the clinical portion of the program, then she/he fails the theory portion as well. Likewise, if a student fails the theory portion of the program, then she/he fails the clinical portion as well.

SATISFACTORY ACADEMIC PROGRESS POLICY

This institution expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Under the guidelines of the institution's accrediting body, the student must:

1. Maintain a cumulative academic average of "C-" or 75% (or "B-" or 80% in Terms I-IV) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands-on practical exams.
2. All absences must be completed within the term.
3. Complete the course within a maximum time frame of one and one-half (1 ½) time the length of the course, as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 72 weeks (including grace time for absences), he or she must complete within 108 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

REMEDIATION

Every effort will be made to remediate students who fail to reach expected competency levels. Students failing to meet the performance criteria whether written or clinical will be placed on probation and must meet with the Instructor and/or School Director in an effort to develop a remediation plan. Remediation plans for performance may include but are not limited to: special assignments in the content area; individual/group tutorial in the campus skills lab; additional clinical days; additional practice exams.

A student will be placed on remediation if he/she falls below passing on any quiz or test or accumulates less than a passing score by midterm. This entails the student meeting with the instructor, Director of Nursing, Director of Education, or designee and completing the prescribed remediation plan.
Note: This will require the student to come to school on days of the week other than those scheduled for class.

EVALUATION PERIODS

Students receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each term.

If at the end of a payment period (term) the student fails to maintain a passing grade point average or fails to successfully complete the clock hours (percentage required to maintain a progress level - pace rate - that would allow the student to complete the course within the maximum time frame in the course, as published in the school catalog), the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period (term).

If at the end of a payment period (term) following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the course of study within the maximum time frame as published in the school catalog, the student will be placed in an ineligible status for financial aid funds. The student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

ACADEMIC PROBATION POLICY

If a student fails to achieve a cumulative grade point average of 75% or “C-” (80% or “B-“ in Terms I-IV of the VN program), the student will be placed on Academic Warning until a cumulative grade point average of 75% or “C-” (80% or “B-“ in Terms I-IV of the VN program) is attained. During that warning period, the student must maintain, at a minimum, a grade point average of 75% or “C-” (80% or “B-“ in Terms I-IV of the VN program) on all course work. If the student is unable to maintain a 75% or “C-” or better (80% or “B-“ in Terms I-IV of the VN program) during the warning period, Academic Probation will be in effect. Any student dismissed for failure to meet the academic requirements of the institution,

may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog.

If a student maintains a grade point average of 75% or “C-” and/or achieves a cumulative grade point average of 75% or “C-” (80% or “B-“ in Terms I-IV of the VN program), the warning/probation will be removed. However, if the student has failed to maintain a 75% or “C-” grade point average (80% or “B-“ in Terms I-IV of the VN program) and/or will be unable to achieve a cumulative grade point average within the allowable maximum time frame for the course, the student will be dismissed from the program.

APPEAL PROCEDURES

If a student wishes to appeal the non-satisfactory status, he/she must initiate the process by submitting a written request to the Director of Education. The request is to be presented within 10 days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserves special consideration. It must also include the measures that the student has taken to resolve those circumstance in a manner that would not interfere with his/her progress again.

The Director of Education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student’s appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consists of three (3) current staff members and (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds.

A student who wishes to appeal any disciplinary action and/or decision made by an instructor or administrator, must submit a written letter to the School Director to be reviewed by the Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by the School Director, and consist of, but not limited to the School Administrator, and a representative from the Education Department. 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.

GRADUATION REQUIREMENTS

Students must complete all course work and have a cumulative 75% grade point average (80% or "B-" in Terms I-IV of the VN program) along with having completed the total scheduled program hours in order to be considered for graduation. Students must also pass all required exit exams. Upon completing the program satisfactorily, a graduate will receive a certificate. Graduate 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.

NON-PUNITIVE (PASS/FAIL) GRADES

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

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 an inadequate laptop/desktop PC, tablet or similar device without the necessary communication capabilities will prevent students from joining, participating and/or graduating all of the required classes currently available at CDI, Inc.

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 30 days following the student's withdrawal. The student is obligated to pay for educational services 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.

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. The student must complete the necessary coursework by the agreed-upon deadline or the grade will changed from ‘I’ to ‘F.’

REPEATED COURSES

The school enforces the “one repeat” rule for all nurse assistant and nurse assistant/home health aide/restorative nurse aide courses. Students who do not successfully complete a course within two (2) attempts will not be permitted to continue. The school enforces the “one repeat” rule for all Prerequisite and Core Courses (Terms) in the VN program.

Students who do not successfully complete a Prerequisite or core requirement for the VN program may be granted one chance to repeat the course at the discretion of the school’s directors. Students who do not successfully complete a prerequisite or core requirement within two (2) attempts will not be permitted to continue. The maximum timeframe will be enforced.

Students may be required to repeat a module (NA), prerequisites, or term (VN) in order to satisfy graduation requirements. Students will be allowed to repeat a module (NA), prerequisites, or term (VN) one time. Once a student repeats a module (NA), prerequisite, or term (VN) in which he/she receives a grade, the final grade will replace the original grade. The cumulative grade point average is then recalculated. The original grade is maintained on the student’s grade card but not calculated in the new grade point average. The time needed to repeat the module must be within the maximum timeframe for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing and credit with respect to the evaluation of the student maintaining satisfactory progress.

NCLEX-PN® REVIEW AND VN EXIT EXAMS

Students enrolled in the Vocational Nursing Program are required to successfully complete the National Council Licensure Examination for Vocational Nursing® (NCLEX-PN) Review portion of the program in order to complete the Vocational Nursing Program. The NCLEX-PN review consists of subject and comprehensive assessments. In order to successfully complete the review portion of the Vocational Nursing Program, a student must complete the review, and complete all assessment benchmarks. Students who fail to meet the set benchmarks will be required to continue review and remediation until satisfactory quantitative progress has been made. The school will not release program paperwork allowing the student to sit for the NCLEX-PN® examination, if the student has not completed the mandatory review and passed the required benchmark, as they have not met all the VN program requirements.

CDI is committed to assisting its students in achieving a passing score on the NCLEX-PN. CDI requires that you comply with the following process prior to CDI submitting your application to the BVNPT for NCLEX-PN testing:

1. Complete each of the Assessment Technologies Institute (ATI) practice examinations as scheduled.
2. All tuition must be paid in full before sitting for the Exit Exams.
3. Attend and complete all NCLEX-PN Review sessions, as scheduled.

4. Achieve at least Level Two on all seven (7) content areas of the following ATI proctored examinations, as scheduled:
    i. Adult Medical-Surgical Nursing (Score of 66% minimum to pass)
    ii. Maternal-Newborn
    iii. Nursing Care of Children
    iv. Fundamentals of Nursing Practice
    v. Mental Health Nursing
    vi. Pharmacology of Nursing Practice
    vii. Leadership and Management for Nursing Practice
5. The Comprehensive Predictor Examination will be administered after successful completion of all content areas. The Comprehensive Predictor proctored exam requires achievement of a score of 95% or higher on the Individual Performance Profile ("predicted probability of passing the NCLEX-PN on the first attempt" according to ATI).
6. Schedule an exit meeting with the Directors of Nursing and Education.

Note:

i. All practice examinations must be completed "as scheduled" prior to taking any proctored examinations.

ii. Failure to achieve a Level Two on any of the seven (7) content areas listed with the first attempt will result in MANDATORY remediation. The student will have to retake the failed exam. All retakes are taken at the student's own expense. Each retake costs $50. The student may retake an exit exam on any of the seven (7) content areas listed one time for a total of two attempts.

iii. Failure to achieve Level Two (or the stated percentage) on any of the seven (7) content areas listed on the second attempt will result in a comprehensive remediation plan that will result in the student incurring additional costs, expenses, and time (ATI Virtual).

iv. Failure to take the exams "as scheduled" will result in a $50 exam late fee.

v. A score of 95% or higher is not achieved on the Comprehensive Predictor Examination, which is to be taken immediately after passing the seven (7) content areas. The comprehensive Predictor Examination may only be retaken once at the students own expense.

vi. Failure to achieve a 95% or higher on the second attempt will result in a comprehensive remediation plan that will result in the student incurring additional costs, expenses, and time (ATI Virtual). The student may also be required to retake one or more exit examinations, at his/her own expense.

vii. You will not graduate from the VN program until you pass the 7

ATI subject exams, the ATI Comprehensive Predictor examination, and complete the NCLEX Review Course.

viii. Upon the last day of class, you will have 60 days to complete ALL Exit Exams and submit your application to the BVNPT for authorization to test. If the student exceeds 60 days, the student will be required to complete remediation, which may result in the student incurring additional costs, expenses and time.

ix. 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.

The school may not release program paperwork allowing the student to sit for the NCLEX-PN examination if the student is not in good standing, completed all scheduled hours of the mandatory review and passed the required benchmarks within the 60 day time-frame, as they have not met all of the VN program requirements.

PROGRAM COMPLETION / GRADUATION / AUTHORIZATION TO TEST (NCLEX-PN)

In order to complete a program, graduate, or receive a transcript the student must be in good standing.

AUTHORIZATION TO TEST (NCLEX-PN)

Upon completion of the mandatory NCLEX-PN Review Course and satisfactory completion of the 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 ATI proctored Exit Exams, in addition to the ATI 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 all financial obligations to CDI are met, CDI will re-submit your application to test and send transcripts to the BVNPT.

FINANCIAL INFORMATION

TUITION AND FEES

Course	Tuition Fee	Material Fee	Registration Fee	Total Cost
Vocational Nurse	$29,998.00	$1,587.00	$200.00	$31,785.00

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

MATERIAL FEE BREAKDOWN

Vocational Nurse

Books	$457.00
Equipment	$113.00
Uniforms	$ 82.00
Physical/PPD/Drug	$175.00
Background Check	$ 75.00
CPR Certification	$ 60.00
BVNPT Application	$150.00
ATI Package	$475.00

Job placement assistance provided, including employment search support.

TUITION AND FEE POLICIES

Institutional charges for the tuition are posted to the student tuition account on the basis of payment period. Registration fee, books and supplies for the entire course will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition**."**

TEXTBOOKS, EQUIPMENT AND SUPPLIES

Textbooks, equipment and supplies are non refundable.

EXTRA INSTRUCTION CHARGES

If a student reaches the expected graduation date stated on his/her 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 (*2020-2021 rate of $19.58 per hour)*.

TUITION AND FEES SCHEDULE
Vocational Nurse

Payment Period	First	Second	Third	Fourth	Totals
Tuition (Refundable)	$9,059.80	$9,059.80	$5,939.20	$5,939.20	$29,998.00
Registration Fee (Non-refundable)	$200	$0.00	$0.00	$0.00	$200.00
Books & Supplies (Non-refundable)	$479.30	$479.30	$314.20	$314.20	$1,587.00
Total	$9,739.10	$9,539.10	$6,253.40	$6,253.40	$31,785.00

FINANCIAL POLICY

All students must keep their finances current with Career Development Institute, Inc. If the student is 30 days delinquent paying tuition and/or fees, a 10% interest charge will be added to the balance due to the school. If the student is 60 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.

FINANCIAL ASSISTANCE

CDI 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 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 30 days late.

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 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 Expected Family Contribution. 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 Report with the calculation of the Expected Family Contribution.

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.

INSTITUTIONAL SCHOLARSHIP

CDI does not offer institutional scholarships or aid to students.

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 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 making satisfactory academic progress toward graduation;
- 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;
- Have completed U.S. Selective Service requirements, if applicable;
- 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.

APPLICATIONS FOR AID, PROCEDURES, AND FORMS

The free Application for Federal Students Aid (FAFSA) form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the Financial Aid Office. Forms and internet assistance are available at this school during school hours. In addition to FAFSA, CDI requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. We recommend students and parents to use the FAFSA on the web using the IRS information retrieval and utilizing their USDE PIN number to execute promissory notes, signatures on FAFSA loan entrance and exit counseling and access to the loan records.

FINANCIAL AID PROGRAMS AVAILABLE AT CDI

Federal Pell Grant Program

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended. SAR or ISIR must be submitted to the Financial Aid Office prior to the last day of enrollment. A valid ISIR requires signatures of the student, spouse and/or parents, and when the ISIR has been corrected.

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 FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.
Current Maximum Annual award: $6,195.00.

Disbursement: Based on payment period via voucher made payable to the student, which goes directly to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.
Maximum Annual Award: $4,000

Disbursement: Made based on per payment period via a voucher made payable to the student that goes directly to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If FSEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program (*Not applicable with current CDI Programs*)
Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct *Subsidized* Loan - Stafford Loans
Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. Students pay a combined origination/guaranty fee of a variable percentage, but not to exceed the current established rate directly from the U.S. Department of Education.

Students may receive both subsidized and unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized federal Stafford Loan be determined prior to determining eligibility for the unsubsidized loan.

The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First year $3,500; second year $4,500 and third year $5,500. (Max aggregate Subsidized $23,000)

Federal Direct *Unsubsidized* Loan - Stafford Loans

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

1. Unsubsidized loans are not need based. Students may borrow up to the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
2. The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment.

Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Program.

Maximum Annual Award:

- Dependent student **with parent** loan: first year $5,500; second year $6,500 and third year $7,500. (Max aggregate $31,000)
- Dependent student **without parent** loan or independent students: first year $9,500; second year $10,500 and third level $12,500. (Max aggregate $57,500)

Disbursement: Vouchers 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.

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.

The U.S. Department Of Education Title IV Student Financial Aid Programs
The college is approved for, and does participate in the following USDE Title IV programs intended to defray the cost of attending for those students eligible for financial aid considerations:

Pell GRANT (FREE) AID – This aid does not have to be repaid
Federal Pell Grant Program (FPELL): $6,195.00 current maximum annual limit

Federal Supplemental Educational Opportunity Grant Program (FSEOG): (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT
This aid must be repaid. These loans are not discharged by bankruptcy.

Direct Federal Stafford Loans

- Subsidized need-based loan (Interest earned while in school and during grace period is covered by the USDE)
- Unsubsidized loans no-need based (Interest earned in school and during grace period may be delayed until the repayment period and will be added to the loan balance)**
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made).

Students are encouraged to keep their loan debt as low as possible. These loans are aggressively collected by the USDE and its contractors. Interest liability on late payments is very expensive. Defaulting on a student loan is very damaging to credit history and future borrowing power.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.
(**) Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designate to the course of study at this institution.

For more specific information on each program please refer to the student guides available at: https://studentaid.ed.gov/sa/types

AWARD CONCEPT, SELECTION OF RECIPIENTS, & PACKAGING CRITERIA

The school emphasizes the SELF-HELP CONCEPT of student 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. ALL LOANS MUST BE REPAID.

The SELP-HELP CONCEPT list types of financial assistance in the following order:

1. Family Contributions
2. Other Resources
3. Federal Pell Grant
4. Self Help (Stafford and/or, PLUS Loans)

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.

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 12 months is stated below.

Elements included in the budget:
Tuition: Actual cost
Registration Fee: Actual cost
Books and Supplies: Actual cost

Estimated Living Cost Allowance	Student Living with Parent	Student living off campus
Room and board	$6,032	$13,408
Transportation	$1,008	$1,136
Personal/Misc.	$3,168	$3,552

(The cost of uniforms is included in the school charges)

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the cost of attendance. Payment plans are available at CDI and/or private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is our policy to discourage students from borrowing loan funds unless necessary.

All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student.

For more information on the aid programs, please contact the Financial Aid Office. All school charges must be paid in full before graduation.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

A student shall have the right to cancel an agreement for a program of instruction until midnight of the seventh business day* after the day on which the student attended the first class of the program of instruction.

Cancellation period
For programs under 50 days – one (1) business day for each 10 program day
For programs over 50 days – 7th business day following first class.

Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement. The written notice of cancellation need not take a particular form and however expressed, is effective if it indicates the student's desire not to be bound by the agreement. If the student cancels the agreement, the student shall receive no liability, and the institution shall refund any consideration paid by the student within 45 days after the institution receives notice of the cancellation or date of post mark.

*Business day means, a day on which that student is scheduled to attend a class

session.

A student has the right to withdraw from a program of instruction at any time. If a student withdraws from a program of instruction after the period allowed for cancellation of the agreement, the institution shall remit a refund as provided in Section 94870 with 45 days following the student's withdrawal.
The state refund calculation is as follows:

A. Deduct a non-refundable registration fee not exceeding two-hundred dollars ($200) from the total tuition charge.
B. Deduct a non-refundable Student Tuition Recovery Fund fee based upon tuition cost.
C. Divide this figure by the number of hours in the program.
D. The quotient is the hourly charge for the program.
E. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours scheduled or possible hours by the hourly charge for instruction.
F. The refund would be any amount in excess of the figure derived in paragraph (E) that was paid by the student.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction.

The institution shall provide a pro-rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

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.

For the purpose of determining the amount you owe, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

(1) The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
(2) The institution terminates the student's enrollment as provided in the agreement.
(3) The student failed to attend classes for a three-week period.
(4) The student fails to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

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 noncollection 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."

RETURN OF TITLE IV FUNDS POLICY

Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences, or date when the student failed to return from an approved leave of absent.

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 school 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 school will notify the student or parent of the loan amount it wished 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 PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The school will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the school 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 school during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

RECOVERIES

Recoveries resulting from unearned Title IV are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs are still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayments arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution.

If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

TITLE IV REFUND POLICY

The Federal Title IV refunds policy operates independently of the Career Development Institute, Inc. refund policy. A student who has received Title IV funds and withdraws may owe the institution for charges no longer covered by returned federal aid. The formula determines the percentage of time that the student completed the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order.

1. Unsubsidized Loans from FFELP or Direct Loan
2. Subsidized Loans from FFELP or Direct Loan
3. Perkins Loans
4. Plus (Graduate Students) FFELP or Direct Loan
5. PLUS (Parent) FFELP or Direct Loan
6. Pell Grant

7. Academic Competitiveness Grant (ACG)
8. National Smart Grant
9. Federal SEOG

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of $50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

If the school was required by this calculation to return some of the funds it has collected as tuition payment back to the programs, the student's tuition account would be adjusted accordingly. If the tuition was paid in full, but the school returned funds to the programs, the tuition account will show that the student owes that amount by the school to the programs.

Those funds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

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.

<u>California State</u>

- Institutional Performance Fact Sheet

<u>Federal Disclosures</u>

- 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

DEFINTIONS RELATED TO FINANCIAL AID

The following definitions are common terms used within the financial aid terminology:

Academic Year: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hour/36 Quarter credit 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/12 semester credit hours/36 quarter credit hours. 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/Semester credit hours/Quarter Credit 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.

Clock Hour: A clock hour is a time period of 50 to 60 minutes of supervised instruction, during a 60 minute time 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 balance was generated. Students must be responsible for budget, their own funds and for securing that the funds are used for educational related expenses. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance.

Dependent Student: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parent's income and assets data. Parent information relates to the parent the majority of the students support when parents are separated or divorced.

Expected Family Contributions: The application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

Financial Aid Eligibility Citizen/Eligible Non-Citizen:

You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card)
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
- Refugee
- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa holder (T-1, T-2, T-3 etc.)
- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

If you are in the U.S. under one of following conditions, you are not eligible for financial aid:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

Independent Student (2019-2020 FAFSA):

An individual who meets one of the following criteria:

1. Were you born before January 1, 1997?
2. As of today, are you married? (Separated but not divorced)
3. At the beginning of the 2020-2021 school year, will you be a graduate or professional student?
4. Are you 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. Do you have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?
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, 2021?
8. At any time since you turned age 13, were both of 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 were you in legal guardianship?
11. At any time on or after July 1, 2019, 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, 2019, 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 unaccompanied youth who was homeless?
13. At any time on or after July 1, 2019 did the director of a runaway or homeless youth basic center or transitional living program determine that you were unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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

Payment Period: 450 Clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

Need: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

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

Recoveries: Recoveries resulting from unearned Title IV are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs are still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date.

Students may make repayments arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date. The order of payment of refunds is, 1. Unsubsidized Loans from FFELP or Direct Loan, 2. Subsidized Loans from FFELP or Direct Loan, 3. Perkins Loans, 4. PLUS (Graduate Students) FFELP or Direct Loan, 5. PLUS (Parent) FFELP or Direct Loan, 6. Pell Grant, 7. Academic Competitiveness Grant (ACG), 8. National Smart Grant, 9. Federal SEOG. This order would apply in accordance to the aid programs available at this institution.

Transfer Student: A student who attended a Post-Secondary institution before the enrollment at CDI is required to provide a Financial Aid history from each of

the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid history is received by Career Development Institute, Inc.

Verification Process: Federal regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the school policy, the school will not disburse FPELL or campus-based aid, nor certify Stafford/Plus loan applications, until completion of the verification process.

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

Exclusions:
Applicants excluded from verification include:

- Death of the student.
- Not an aid recipient.
- Applicant verified by another school. Your FAFSA data must be the same as it was at the previous school, and the prior school must provide a letter
- to this school stating that it verified her application and provide the transaction number of the pertinent valid ISIR.
- Post enrollment. If you were selected for verification after ceasing to be enrolled at this school and all (including late) disbursement were made.

Required Verification Items:
Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

For all applicants:

- Household size
- Number in college
- Supplemental Nutrition Assistance (SNAP, formerly food stamps)
- Child support paid

For non-tax filers:

- Income earned from

work For tax filers:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax-exempt interest

Documents Required:
AGI, taxes paid, and other tax data

The department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return and **not change it.** It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieval data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the

IRS- if the data is changed, the student/parent will need to provide other documentation.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or thought the FOTW correction process, they must document AGI, taxes paid and untaxed income by providing an IRS tax return transcript.

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must request a tax return transcript, but because that document only contains the information on the original return, they must also request a tax account transcript, which contains only the data that was altered.

Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, he/she must use IRS Form 4506-T rather Form 4506T-EZ.

The students and parents are required to complete and sign the verification worksheets developed by the Department, which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There are two distinctive verification forms. One is for independent students where students and spouse (if applicable) data is required. The second form is for dependent

students where student and parental data is required.

Household size
To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by him/her and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. If the student completed the Department's verification worksheet, no further documentation for this item is required.

Number in College
The Financial Aid Officer documents this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and, if he/she is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and it can be written to the document household size as well.

Completion of the Department's sample verification worksheet will satisfy requirements for both items.

SNAP benefits (food stamps)
If the ISIR indicated that someone in the parents' or student's household received SNAP benefits, the student must provide a signed statement indicating receipt of the benefit. A completed verification worksheet from the Department does this. The institutional FAO at his/her option may require the student to show documentation from the agency that supplied the benefit or alternative documentation to satisfy this requirement.

Child support paid
If the ISIR indicated that the student or parent paid child support in 2018, the student will need to provide a statement signed by him/her or, he/she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the children it was paid for. A completed verification worksheet accomplishes this.

Time Period for Providing Documentation:
Applicants must provide the required documentation within 120 days from the last day of attendance.

Applicant Responsibilities: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:
(Continued)

- Number of family members in the household.

- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.

Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that, an update due to marriage is required to better represent the student ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

Consequences of failure to provide documentation within specific time period(s): If the student cannot provide all required documentation within 120 days from the ISIR processed date, the school cannot complete the verification process.

The school would advise the applicants via regular mail or e-mail and that 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:

- The student may continue training on a cash payment basis.
- The student may withdraw, or
- The student may make other financial arrangements to cover the school cost.

Interim Disbursements: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

Tolerances: Any discrepancy greater than $25.00 MUST be resolved. **Notification of Results of Verification:** The school shall notify the applicants 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 awards by aid programs 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.

Referral Procedure: The school shall forward to the Secretary of Education, a referral of discovered fraud cases.

STUDENT RESOURCES

ORIENTATION

All new students attend an orientation prior to their first class session. Each department makes presentations as a means of making students aware of all student services that are available. Students will be informed of the date and time of orientation during the enrollment process.

TUTORING AND 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.

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.

DEPARTMENT OF SOCIAL SERVICES

- 12860 Crossroads Parkway South, City of Industry, CA 91736 – Phone 562-908-8669
- 14545 Lanark St., Panorama City, CA 91402 – Phone 818-901-3185
- 923 E. Redondo Blvd., Los Angeles, CA 90302 – 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.

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 the administrator. The administrator will assist any student who would like to use the reference books outside the facility.

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.

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.

CHILDCARE

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	*Creative Learning*	*Children First Child Dev.*
927 N. Fairfax Ave.	3735 Motor Ave.	4415 W. 165th St.
W. Hollywood, CA	Los Angeles, CA	Lawndale, CA 90260
323-654-9920	310-838-6711	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.

HOUSING

Career Development Institute, Inc. does not offer student housing. The approximate cost for a one bedroom apartment in the vicinity of our campus ranges from approximately $1,500 - $2,500/month (Source: rent.com as of April, 2020).

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.

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

STUDENT PARKING

Student parking is available in areas adjacent to the school building on Robertson Blvd. There's strictly no parking on Cresta Avenue and the residential areas, and CDI 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.

STUDENT TRANSPORTATION

Public bus transportation lines, #17 and #10, stop at the corner of Robertson Blvd. and 18th Street.

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.

CAREER SERVICES

Career Development Institute's 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 developers offer 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 networking, completing job applications, the characteristics of the 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 the Career Services Center to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the job developers. Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform their Career Services 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 he/she successfully obtains 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. Although a high school diploma or GED may not be a requirement for enrollment into your respective program, without a high school diploma or GED, your employment opportunities may be limited.

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 placed in an active, placement-seeking category.
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. Private Duty Nurse
3. Home Health Care Services
4. Insurance Carrier
5. Psychiatric Technician
6. Scientific Research and Development Services
7. Office Nurse
8. General Medical and Surgical Positions
9. Medical Office Manager

CONSTITUTION & CITIZENSHIP DAY (Sept 17th)

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

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.

SCHOOL CODES AND ETHICS

PROFESSIONALLY DRESSING FOR SUCCESS

Professional dress is recommended at all times. Because a variety of equipment is used during training, certain types of clothing, such as shorts and open shoes, may not be worn for obvious safety reasons. For VN students, uniforms will be provided in Term I. Students are required to wear a clean, nursing uniform and shoes as provided by the school to all classes, skills lab and clinical rotations. Hair must be tied back and out of the student's face. Students are required to have good hygienic practices – clean hair, nails, and body. Jewelry should be kept to a minimum – wedding rings and small post-type earrings. False or acrylic fingernails are not permitted. Nails must be trimmed short and kept clean, and only clear nail polish is permitted. Students are required to use deodorant and may not wear perfume or cologne because of possible chemical sensitivities of others. Tattoos must be covered with clothing. Students who are dressed inappropriately will be asked to return home and change into the appropriate attire. Furthermore, employers will occasionally visit the campus, sometimes unannounced. Therefore, all students will always want to look their best.

This Dress Code Policy was established in order to enable our students to become comfortable with the type of work-related apparel expected by the employers who interview and hire our graduates. A student should wear their uniform when they interview for a job. Dressing the part of a successful professional raises our self-esteem and confidence. This policy is part of Career Development Institute's expectations for graduation.

Note: Individual programs may enforce a more stringent dress code policy. Please refer to the respective Student Handbook or syllabi for any specific program requirements.

STUDENT BEHAVIOR AND CONDUCT

Students are expected to conduct themselves in a professional and business-like manner. The effectiveness of any training program is dependent upon the 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 their professional expectations.

Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their classmates, instructors, and the administrators. Students must adhere to high standards of scholarship and conduct. Those whose conduct reflects discredit upon himself or herself or the school may be subject to termination. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one's self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

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 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
2. Failure of the module or 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 administration, will make a determination of the effect on 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.

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 he or she is 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 Education, or Program Director. 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, if warranted.

STUDENT/EMPLOYEE FRATERNIZATION

Employees of CDI 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 School President, Director of Education, or Program Director.

NO WEAPONS POLICY

CDI prohibits all persons who enter school property 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.

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.

DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS (DFSCR)

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 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.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

Purpose

Career Development Institute, Inc. 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 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 an 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 his/her responsibilities and are subject to General Disciplinary Action in accordance with school policy as stated in the CDI Student Handbook and School Catalog.

Sanctions: The School Director 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 LV Program in the following methods:

- Admissions application notification to all applicants
- Catalog and/or Registration guide
- Online student handbook
- 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 school director and financial aid director 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 school director and financial aid director 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 school director and financial aid director 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-birth-weight babies
• Increased blood sugar levels which makes diabetes worse
• Increased severity of mental health problems such as bipolar disorder, posttraumatic stress disorder, depression, anxiety, and addiction

MARIJUANA

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 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.

INHALANTS

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.

COCAINE

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

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 Cleary 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. Further, a notification is sent to all students and employees annually.
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 School Director 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 School Director 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 School Director 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 School Director 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 School Director 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 School Director (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 School Director 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 School Director 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
Kimberly Cooper (310) 559-0225 Ext. 102 (cell) 614-477-0179

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 School Director or any member of the faculty or staff. For nonemergency events, students may submit an *Incident Report Form* to the School Director.

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 School Director (or other available senior official as appropriate).

Copies of all *Incident Report Forms* will be maintained by the School Director 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 are 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 School Director 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 School Director 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'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 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 Program Director 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 his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety, this should be immediately reported to the police authority. No later than 24 hours after determining that a person is missing, the School Director 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 School Director (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 School Director.

The School Director (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 School Director (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 School Director (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 School Director (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.
W eapons: 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.

Report Distribution Date: October 1, 2020

Occurrences REPORTED within the 2017, 2018 and 2019 Calendar Years

Crimes Reported	2017	2018	2019	Location: C=Campus N=Non-campus P=Public Area	* 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 Offenses:					
(A) Rape	0	0	0	C N P	0
(B) Fondling	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
(viii) Liquor law violations	0	0	0	C N P	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	C N P	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	C N P	0
Hate crimes: As listed under 34. CFR668.46 (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
Dating Violence		0	0	C N P	0
Stalking		0	0	C N P	0

NOTE - Crimes reported under any of the category 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 criminal 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 dialing 911.

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.

GROUNDS FOR DISCIPLINARY ACTION

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

1. Unsatisfactory academic performance.
2. Unsatisfactory attendance.
3. Excessive tardiness.
4. Use of drugs, narcotics, alcohol (or under the influence), gambling, profanity.
5. Inappropriate clothing worn during training.
6. Failure to abide by the Rules and Regulations of the school.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of school enrollment agreement.
9. Cheating
10. Falsifying school records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the school and/or its student (s).
14. Solicitation which reflects unfavorably upon the school and/or its students.
15. Vandalism of school property.
16. Slander, negativity, violence, insubordination, inappropriate language or inappropriate remarks towards the school, instructors, administrative staff, or fellow students.
17. Use of social media to express negative feelings about the school.
18. Bullying: verbally, emotionally or physically.
19. Fraternization with patients, employees of clinical facilities, faculty or peers.
20. Posting <u>any</u> pictures of patients on <u>any</u> 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-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

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 Director 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 School Director, 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 School Director within 48 hours of the incident.

The School Director 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 School Director will 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 School Director will chair a committee meeting that will consist of not less than three (3) representatives, but not limited to, due to the personal circumstances of each concern, the following:

1. School Director
2. School Director of Nursing
3. School Director of Education

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

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.

1830 S. Robertson Boulevard, Los Angeles, CA 90035 (p) 310-559-0225 ● (f) 310-559-7114

cdi.edu