

# Sri Sai Krish Institute

"Together We Can Make a Difference"



## **Main Campus**

**12362, Beach Blvd, Suite 14**

**Stanton**

**CA 90680**

**Tel: 1-714-890-7023**

**Fax: 1-714-892-1383**

[www.ssk institute.org](http://www.ssk institute.org)

**Date of Catalog Print: January 1st, 2021**

**Effective Dates: January 1st, 2021 to December 31, 2021**



## TABLE OF CONTENTS

---

SCHOOL INFORMATION .....	4
Mission .....	4
History and Ownership .....	4
Campus Facilities .....	4
Accreditation and Approvals .....	5
Students with Disabilities .....	6
Program Delivery.....	6
Hours of Operation.....	6
Transfer / Experiential Credit and Advance Standing Requirements for the Vocational Nursing Program .....	6
Transfer / Experiential Credit and Advance Standing Requirements for the Nursing Assistant Program.....	7
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution .....	7
ADMISSION REQUIREMENTS AND PROCEDURES .....	8
General Admissions Procedure for all Programs .....	8
Admissions Requirements .....	8
Ability to Benefit .....	8
ACADEMIC POLICIES .....	9
English Instruction.....	9
Standards of Satisfactory Academic Progress .....	9
Qualitative Measurements .....	9
Quantitative Measurements.....	11
Clock Hours .....	11
Maximum Time in Which to Complete .....	11
Appeal and Reinstatement.....	11
ATTENDANCE POLICIES.....	13
Attendance/Tardiness, Make-Up Standards .....	13
Academic Probation.....	14
Disciplinary Probation.....	14
Leave of Absence.....	15
Termination .....	15
Financial SERVICES.....	16
Financial Aid .....	16
Federal Pell Grant.....	16
	1



Federal Direct Subsidized Loan .....	16
Federal Direct Unsubsidized Loan.....	16
Federal Plus Loan .....	16
Tuition & Fee Policies .....	16
Financial Aid Packaging Statement .....	17
Disbursement of Funds Policy.....	17
Tuition Payment.....	17
Disclosures to all students .....	18
Collection of Tuition .....	18
STUDENT ACTIVITIES AND SERVICES.....	20
Academic Advising.....	20
Research and Library Services.....	20
Placement Services .....	20
Student Identification Card .....	20
ACADEMIC CALENDAR Holidays & In- service days for 2021.....	21
GENERAL TERMS AND CONDITIONS.....	22
Dress Code.....	22
Standards of Conduct.....	23
Retention of Records.....	23
Transcripts .....	23
Student Grievance Procedure.....	24
SCHEDULE OF CHARGES.....	25
Student Tuition Recovery Fund (STRF) .....	26
Payment Policy .....	28
Cancellation and Refund Policies .....	28
PROGRAM .....	30
NURSE ASSISTANT TRAINING PROGRAM .....	30
VOCATIONAL NURSING PROGRAM .....	34
LICENSURE REQUIREMENTS.....	41
FACULTY .....	42
STAFF.....	43
Class Schedules.....	44
Nursing Assistant.....	44
Vocational Nursing Full Time Program .....	44
Vocational Nursing Part Time Program .....	44



DISCLOSURE STATEMENTS.....45



## SCHOOL INFORMATION

---

### Mission

---

The mission of Sri Sai Krish Institute is to provide excellent allied health programs in a secure environment of academic learning that will produce empathetic allied health workers. Sri Sai Krish Institute is committed to securing the success of its students by providing training that will result in career placement.

In support of the Sri Sai Krish Institute mission, the institute's objectives are:

- To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;
- To provide students with all the materials, faculty and administrative support needed to successfully complete their program;
- To encourage and foster the value of life-long learning in our students;
- To provide students with the most up-to-date and comprehensive information available in their field of study;
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

### History and Ownership

---

Founded in 2012 by Ms. Vijayakumari Bhaskar as an exempt institution offering a nurse assistant and home health aide programs approved by the California Department of Public Health. Ms. Vijayakumari Bhaskar with assistance from her uncle Kristappa Sangavaram applied for and received California State approval from the Bureau for Private Postsecondary Education in at the end of 2013, allowing the institution to also offer Acute Care Nurse Assistant, Phlebotomy Technician, Medical Billing and Coding, Medical Assistant and Pharmacy Technician as well as a conditional approval for a Vocational Nursing program. The institution was granted approval by the Board of Vocational Nursing and Psychiatric Technicians in 2015. With the school now firmly established Kristappa Sangavaram retired handing over complete ownership to Ms. Vijayakumari Bhaskar. In August 2019, Accrediting Bureau for Health Education Schools (ABHES) granted Sri Sai Krish Institute Institutional Accreditation. Sri Sai Krish Institute is a fictitious business name of Sri Sai Krish Institute, LLC., a limited liability company owned by Ms. Vijayakumari Bhaskar.

### Campus Facilities

---

All class sessions are held at the main Sri Sai Krish Institute campus located at 12362 Beach Blvd., Suite 14, Stanton, CA 90680. The campus is situated on Beach Blvd., between Chapman and Lampson Avenues, some 10 blocks north of the Garden Grove (22) Freeway. The area of the institute is approximately 8,000 square feet, with front and back entrances. This space is divided into a reception



area, two administrative offices, two nursing skills labs and five classrooms. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof. Student and faculty lounge areas are available for relaxation. The facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free ample student parking (including handicapped) is available around the building. Students receive instruction on institute-owned equipment, hardware and software. Our nursing skills labs provide hospital beds, an EKG machine, mannequins and the latest in nursing-school technology. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access.

## Accreditation and Approvals

---

Sri Sai Krish Institute holds institutional accreditation by the Accrediting Bureau for Health Education Schools (ABHES). ABHES is located at: 7777 Leesburg Pike Suite 314 N, Falls Church, Virginia 22043, 703.917.9503.

Sri Sai Krish Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. CPPEA is governed by the Bureau for Private Postsecondary Education; information about the Bureau can be found at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Sri Sai Krish Institute is approved by US Department of Education to participate in Title IV/Federal Financial Aid programs.

### Vocational Nursing Program

Sri Sai Krish Institute Vocational Nursing Program is approved and accredited by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Contact information for Board of Vocational Nursing and Psychiatric Technicians is:

**Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945

Telephone Number: (916) 263-7800; Fax (916) 263-7855 <http://www.bvnpt.ca.gov>

### Nursing Assistant Program

Sri Sai Krish Institute Nursing Assistant Program is approved and accredited by the California Department of Public Health (CDPH) Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS). Contact information is:

**California Department of Public Health (CDPH) Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS)**

MS 3301, P.O. Box 997416, Sacramento, CA 95899-7416

Telephone Number: (916) 327-2445. Fax: (916) 324-0901



## Students with Disabilities

---

In compliance with the Americans with Disabilities Act, all our facilities are fully accessible with designated parking, handicap parking, handicap restrooms, handicap access to building. For additional accommodations must be requested through the school director.

## Program Delivery

---

All instructional delivery is conducted through direct classroom instruction. The lectures and labs are held on campus and clinical at an assigned clinical site(s). Sri Sai Krish Institute offers the following programs.

Program	In Class Clock Hours	Credential Awarded
Nursing Assistant	179	Certificate
Vocational Nursing	1670	Diploma

## Hours of Operation

---

### Office

9:00 AM to 7:00 PM Monday through Thursday 9:00 AM to 6:00 PM Friday

9:00 AM to 5:00 PM Saturday

9:00 AM to 5:00 PM Sunday

## Transfer / Experiential Credit and Advance Standing Requirements for the Vocational Nursing Program

---

### Credit Granting Policy

Credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA) will be considered for credit into the Institute provided the following are met:

- An official copy of the students' transcripts are on file with the Institute;
- Courses for consideration were completed within the last five years;
- A copy of the catalog containing the course description, which the student enrolled under, is provided to the Institute.

The granting of credit for previous education or experience for the Vocational Nursing program is based on the Vocational Nursing Practice Act and Regulations, Section 2535, and the Board of Vocational Nursing and Psychiatric Technician (BVNPT) guidelines. All credit granted plus work completed in the Program shall meet the requirements of clinical and theory hours approved by the BVNPT.

If the Director determines the credits are acceptable for transfer, credit will be given for those courses and the student will be scheduled to take only those courses needed to fulfill the



requirements for graduation. Transfers of credit decisions are final and not appealable. There is no charge for an evaluation of credit. Transfer credits are not utilized in calculating grade point average.

### **Transfer Credit**

Transfer credit accepted for previous education includes the following courses:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nursing assistant course (theory component)
- Other courses the Institute determines are equivalent to courses in the program (i.e. Anatomy and Physiology, Psychology, Nutrition, Mental Health, Pharmacology, Growth and Development, and Microbiology)

### **Transfer / Experiential Credit and Advance Standing Requirements for the Nursing Assistant Program**

---

Sri Sai Krish Institute does not accept hours or credit earned at other institutions, through challenge examinations or achievement tests, or experiential learning for the Nursing Assistant program.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

---

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





## ADMISSION REQUIREMENTS AND PROCEDURES

---

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, a standardized entrance assessment is administered, and the student receives information regarding funding options.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### General Admissions Procedure for all Programs

---

1. Complete a prospective student questionnaire form.
2. Speak with an Admissions Advisor about the program that interests you.
3. Receive and review the school catalog.
4. Receive, review and initial the School Performance Fact Sheet.
5. Receive a tour of the campus.
6. Review, complete and sign an enrollment agreement.

### Admissions Requirements

---

1. All applicants are required to complete a prospective student questionnaire form for admission.
2. All applicants must attend an initial personal interview with an Admissions Advisor and receive a tour of the campus.
3. All applicants must be at least 17 years of age to be considered for admission.
4. All applicants must pay a \$100 non-refundable applicant fee to apply.
5. All prospective students must take an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on verbal and 210 on quantitative. Passage of the Wonderlic will be accepted as proof of having the required English language proficiency.
6. All applicants must have a high school diploma or GED, and proof must be presented to the institute.
7. Applicants for the Vocational Nursing program must also take the Test of Essential Academic Skills (TEAS-V) published by Assessment Technologies Institute, LLC (ATI). The Test of Essential Academic Skills (TEAS®) measures basic essential skills in the academic domains of reading, mathematics, science and English and language usage. The test is intended for use primarily with adult nursing program applicant populations. A minimum score of 45 is required for acceptance into the program.

The administration will review the information of the required documents for admission and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

### Ability to Benefit

---

Sri Sai Krish Institute does not admit ability-to-benefit students.



## ACADEMIC POLICIES

---

### English Instruction

---

Sri Sai Krish Institute does not offer English as a Second Language instruction. All instruction occurs in English.

Sri Sai Krish Institute students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

English language proficiency is documented during the admission interview and receipt of prior-education documentation, or the successful completion of the Wonderlic Basic Skills Test (WBST) test as stated in the admission process.

### Standards of Satisfactory Academic Progress

---

Students are required to achieve a level of competence in all coursework, which includes didactic, laboratory, and in the clinical environment, that is consistent with the level of expertise required to perform the job or pass the licensing exams for their chosen vocation.

In order for students to be considered in a good academic standing, they must be making Satisfactory Progress.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

### Qualitative Measurements

---

The Qualitative Measurement portion consists of a student's grades, calculated into a cumulative Grade Point Average (GPA). The GPA is calculated on a weighted scale, using course hours and quality points based upon the course final grade. The GPA is the calculated average of the course grades for the entire program of study to date. A student must maintain a minimum GPA of 2.00 or a "C" to be considered making Satisfactory Progress. Only letter grades are posted to the student's official school transcript. Course withdrawal will not affect a student's grade point average (GPA).

#### Grade Chart

Letter Grade	Numeric Grade	Description Legend	Quality Points
A	90 - 100%	Excellent	4
B	80 - 89%	Good	3
C	75 - 79%	Satisfactory	2
F	0 - 64%	Failure	0
P		Pass (Clinical)	
F		Fail (Clinical)	



W		Withdrawn	
I		Incomplete	
R		Repeat	

Calculation of a student's GPA is weighted based upon the number quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in this course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, a course is defined as being 24 clock hours and the final grade received is a "C". As defined in the above Grade Chart, the "C" grade is worth 2.00 quality points. For a 24 hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grade of "A", "B", "C", and "F" enter into the GPA calculation. All courses with a grade of "A", "B", "C", are also included in the Rate of Progress/Passed Measurement calculation as hours attempted and as hours earned. All didactic and laboratory courses with a grade of F are also included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of "P" is given for courses designated as pass/fail. A grade of "P" does not enter into the GPA calculation. A grade of "P" is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.

A grade of "F" is given for courses designated as pass/fail does not enter into the GPA calculation. A clinical course with a grade of "F" is included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of "W" is listed on the transcript for any course a student officially withdraws from before the end of the scheduled course. Grades of "W" do not enter into the GPA calculation. A grade of "W" is included in the Rate of Progress/Passed Measurement calculation at hours attempted, but not as hours earned.

A grade of "I" is listed on the transcript for any courses that have not been successfully completed. A grade of "I" indicates that the student was in attendance for the entire term, but has not successfully completed all necessary coursework or homework in order to receive a punitive grade. Should missing coursework not be made up within the required period of time frame, the grade of "I" will be replaced with an "F". Should a student receive a grade of "I" and successfully undergo the remediation process, the course grade will be changed to a grade of "C". Should a student receive a grade of I and not be placed on remediation, the course grade will be changed to a punitive grade. A grade of "I" does not enter into the GPA calculation. A grade of "I" is included in the Rate of Progress/Passed Measurement calculation as credits attempted, but not earned.

A grade of "R" is given solely in the event that a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an "R." A grade of "R" is not entered into the GPA calculation. A grade of "R" is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.



## Quantitative Measurements

---

The Quantitative Measurement portion consists of a student's satisfactorily completed program hours, as by a Rate of Progress/Passed Measurement calculation. The Rate of Progress/Passed Measurement is the percentage of successfully completed hours of the total hours attempted.

The Rate of Progress/Passed Measurement has two components: the attempted hours and the actual hours earned. To determine the Rate of Progress/Passed Measurement of a student, the total of actual hours earned is divided by the total attempted hours. The maximum time frame for successful completion of programs of study is defined as 150% of the scheduled program length. Programs are measured in both clock and credit hours; however, for the calculation of maximum time frame and the Rate of Progress/Passed Measurement clock hours will be used. Periods of non-enrollment are not considered in the calculation of the maximum timeframe. Any student who has not reached program completion by the maximum timeframe will be terminated.

## Clock Hours

---

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.

## Maximum Time in Which to Complete

---

The maximum time frame for successful completion of programs of study is defined as 150% of the scheduled program length. Programs are measured in both clock and credit hours; however, for the calculation of maximum time frame and the Rate of Progress/Passed Measurement clock hours will be used.

Program	Clock Hours in the Program	Midpoint of Maximum Time Frame	Maximum Time Frame
Nursing Assistant	179	134.25	268.5
Vocational Nursing	1670	1252.5	2505

When students are terminated from one program (Academic Expulsion) they may be allowed to start in a different program under a probationary status. The student will then have to meet certain requirements.

Students who are academically terminated from one program and wish to transfer to another program must submit a written appeal according to the terms outlined in section Appeal and Reinstatement. Admission to the new program requires the approval of the school director. If the appeal is granted, the student will be admitted to the new program on a probationary status and must follow the terms of the academic plan provided to him or her.

## Appeal and Reinstatement

---

Students who have failed to maintain satisfactory progress will be notified in writing that they have been terminated from their program. Students with mitigating circumstances wishing to appeal the cancellation may do so, in writing, to the school director. Mitigating circumstances may include but



are not limited to illness or injury of the student or immediate family member; death of a relative; or other special circumstance. The school director will evaluate the appeal and determine whether the student may be allowed to continue on an Academic Plan status.

The student's appeal must include the following:

- 1) The reason why the student failed to meet the SAP standard(s) AND
- 2) What has changed in the student's situation so that he or she will now be able meet the SAP standards AND
- 3) Supporting documentation.

If an appeal is granted and the student is reinstated, the student will be placed on an Academic Plan status. A student with this status is required to regain SAP standing by the point specified in academic plan; the terms will be included in the notice forwarded to the student when the appeal is granted. The terms will generally require students to meet or exceed the attendance requirements, pass all courses with a grade of "C" or better, and may include additional stipulations, such as tutoring. Each month the student's progress will be reviewed based on the Academic Plan; if a student fails to meet the requirements of the Academic Plan, he or she will be terminated.

The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time not to exceed the Maximum Timeframe. Students will generally be limited to one appeal during the course of their education, regardless of the reason or other circumstance. If a student regains SAP status, he or she regains the ability to appeal one additional time.



## ATTENDANCE POLICIES

---

### Attendance/Tardiness, Make-Up Standards

---

Students are expected to attend all classes, be on time for classes, remain in class for the entire duration of the class, and be an active participant in their classes. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.

#### Definition of Absent:

Students that arrive more than 15 minutes after class begins.

Students that leave more than 15 minutes before class ends.

Students that return from break more than 15 minutes after class begins.

Three tardies is equivalent to one absence.

#### Definition of Tardy:

Students that arrive 1 to 15 minutes after class begins.

Students that leave class 1 to 15 minutes before class ends.

Students that return from break 1 to 15 minutes after class begins

Students who accumulate a total of three or more late arrivals and/or early departures will be placed on probation for the remainder of the course/module and be required to see the program director for the counseling.

It is student responsibility to make up the absence time, as well as complete any assignments, exams, or their work missed. Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- Prior to making up time, obtain a make-up slip from the front office, or from the Instructor.
- Attend the makeup class or clinical with the assigned Instructor.
- Have the instructor with whom you assigned to sign your make-up slip when you complete the hours.
- Upon returning to your regular class, give the make-up slip to your instructor.
- All students must confer with their instructor and/or their program director for other acceptable methods of making up time.

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT), students must complete the board approved program hours for the (Theory, Skill Lab and clinical) in order to graduate from the program. Students in the Vocational Nurse program must refer to their handbook for further information regarding their specific attendance and make-up work policies.

Any student who does not attend at least 100% of the scheduled class time will be placed on academic probation for the next course/module. The chief academic officer will determine the status of the academic progress of the student. Otherwise, one of the following actions may be taken:



- The chief academic officer may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the next course/module,
- The chief academic officer may determine that the student is not maintaining academic progress and the student will be withdrawn from the course/module; or
- The chief academic officer may determine that the student is not maintaining academic progress in general, and the student will be withdrawn
- The chief academic officer may determine regarding student dismissal for the following reasons: Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures and failure to meet the terms of attendance probation.

## Academic Probation

---

Students may be placed on academic probation during any course (didactic, lab and/or clinical evaluations) if a grade of less than a “C” is achieved.

If a student is placed on academic probation, he/she must meet with the instructor and program director to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan of action identifies the areas of concern and the goals for improvement. The probation plan of action is designed on an individual basis and is not calculated into the overall course grade, nor is it considered “extra credit”. The consequence of failing to meet the level of expectations and failing to ultimately receive a passing grade for the course will result in the offer of a remedial plan of action.

A plan for improvement will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations as defined within the probationary plan of action and has completed the course in satisfactory academic standing. Student receives a final passing grade for the course after being placed on probation. This final grade will be reflected on the student’s transcript.

## Disciplinary Probation

---

During the course of study students must adhere to Sri Sai Krish Institute’s Standards of Conduct at all times. Disciplinary probation status is given as a consequence when a student disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate any of the stated school or program policies may be placed on disciplinary probation. A written disciplinary probation is an official notice for a specified period of time during which a student must demonstrate conduct that conforms to Sri Sai Krish Institute’s Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally in the form of termination. Disciplinary probation status does not prohibit a student being placed on academic probation.



## Leave of Absence

---

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period.

Students must adhere to the following procedures when requesting a LOA.

- Students in need of a LOA must contact the department directors. LOA requests must be supported by the appropriate documentation.
- Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- The chief academic officer will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, the student will be withdrawn.

## Termination

---

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites
- Manifests violent behavior
- Fails to maintain satisfactory academic progress
- Fails to meet satisfactory clinical standards
- Fails to meet school's attendance policy or standards
- Fails to meet financial obligations to the institute
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs
- Fails to attend class for two weeks (14 calendar days)





## FINANCIAL SERVICES

---

### Financial Aid

#### Federal Pell Grant

---

The Pell Grant program is designed to assist undergraduate students. Eligibility for this award is based primarily on the student and his/her parents' income and assets, family size, and number of family members in school. Pell grants are awarded to qualified students and do not have to be paid back. All students wishing financial assistance should apply for a Pell Grant.

#### Federal Direct Subsidized Loan

---

A direct subsidized federal loan is for eligible students. Only students with demonstrated financial need are eligible and the amount is determined by the school. The US Department of Education pays the interest on the loan while the student is in school and he or she gets a grace period of six months after graduating.

#### Federal Direct Unsubsidized Loan

---

A direct unsubsidized federal loan do not require students to demonstrate financial need and they are responsible for paying interest on the loan during all periods. If the student chooses not to pay the interest while in school, the interest will accumulate and be added to the principal. The students cannot receive more than their unmet need (Cost of Attendance minus all other Estimated Financial Aid). Students may receive the lesser of the amount for the Grade Level and Program or their remaining unmet need.

#### Federal Plus Loan

---

The Federal Plus Loan program allows parents of dependent students to borrow funds up to the amount of the student's unmet financial need for the cost of attending a program. This is a loan that must be repaid along with any interest.

### Tuition & Fee Policies

---

As of 03/01/2021 institutional charges for the tuition charges are posted to the student tuition account on the basis of clock hours by clock hours. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first clock hours. Subsequent charges will be posted as needed. Please refer to "Tuition by Clock Hours".



Vocational Nursing Program						
	total	cost per clock hour	1-450 hrs	451-900 hrs	901-1285 hrs	1286-1670 hrs
<b>tuition</b>	\$ 26,600.00	\$ 15.93	\$ 7,167.66	\$ 7,167.66	\$ 6,132.34	\$ 6,132.34
<b>books/supplies</b>	\$ 3,300.00	\$ 1.98	\$ 889.22	\$ 889.22	\$ 760.78	\$ 760.78
<b>registration fees</b>	\$ 100.00	\$ 0.06	\$ 26.95	\$ 26.95	\$ 23.05	\$ 23.05
<b>total</b>	\$ 30,000.00					

## Financial Aid Packaging Statement

---

SSKI will consider each eligible student's financial aid package on an individual basis and will utilize Pell Grants as a first consideration.

### Reinstatement of Eligibility for Financial Aid

Eligibility for financial aid can be reinstated at any time after the student has:

- Met the terms of satisfactory progress academic progress (refer Page 8 – 11)

NOTE: Students placed on Academic Probation will remain eligible for Financial Aid, however all Title IV funding including disbursements may be placed on hold. If a student does not make progress towards meeting the CGPA minimum within the next consecutive grading period, the student's enrollment will be terminated.

## Disbursement of Funds Policy

---

SSKI will first confirm that the students meet the eligibility criteria before students can receive any federal or state offers. Recipients will receive no more than that which they are eligible to receive. Funds will first cover institutional charges via a direct entry into the student's account. The student will receive an offer letter by the institution of each disbursement from aid credited to the student's account. All funds in excess of any institution tuition charges such as fees, other charges are refunded to the student via check within 14 days. Once the students has accepted the offer and returned required paperwork, SSKI begins preparing financial aid funds to eligible students for disbursement. Offer amounts are generally disbursed equally over all payment periods in an academic year, with disbursements scheduled for the 1st week of each term.

## Tuition Payment

---

SSKI accepts several methods of payment including cash or debit card, check or money towards student payments. SSKI participates in the following federal sponsored financial aid loan or grant programs: Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan



Program, and Pell Grant. These grants and loans are available to any student who qualifies under the specific requirements for each financing program. General information on this program is provided below, for specific information or to apply for this program, please see the Financial Aid office.

## Disclosures to all students

---

Any student who obtains a loan to pay for an educational program has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

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

GRANTS are funds given to you that do not have to be repaid (such as Pell Grants) however, LOANS are funds that must be repaid, usually with interest (Federal Direct Loans).

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## Collection of Tuition

---

SSKI shall require the following maximum charges due upon enrollment:

- For a program that is completed in one term or four months, Sri Sai Krish Institute shall require payment of all tuition and fees on the first day of instruction.
- For a program designed to be longer than four months, Sri Sai Krish Institute shall not require more than four months of advance payment of tuition and shall provide a payment installment plan. When 50 percent of the program has been offered, Sri Sai Krish Institute shall require full payment.
- If a Sri Sai Krish Institute student makes a request to provide payment in full after the student has been accepted, enrolled, and the date of the first-class session is disclosed on the enrollment agreement, Sri Sai Krish Institute shall accept payment in full for tuition and fees.
- The limitations listed above shall not apply to any funds received by Sri Sai Krish Institute through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

A late fee of \$10.00 will be charged if payment is not made by the 10th of each month, and an additional \$5.00 will be charged if the payment is not made by the 15th of the month. A service fee of \$25.00 will be assessed on any returned check. If one payment is returned, all future payments must be made by cash or cashier's check. Any student account that remains past due for over 20



days will be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current: Withholding of Diploma, Suspension of Placement services, Termination from the program.



## STUDENT ACTIVITIES AND SERVICES

---

Sri Sai Krish Institute offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

### Academic Advising

---

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, administrative directors, chief operating officer, and chief academic officer have a sincere interest in the personal welfare of each student and therefore employ an open-door policy. Students requesting professional counseling services will be referred to local counseling agencies in the Orange County area.

### Research and Library Services

---

In addition to an onsite resource center/library, Sri Sai Krish Institute will provide an online library that is accessible to all students. The online library will integrate EBSCO host online services to form a virtual library capable of conducting college-level researches. A student may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business and health directories. A student may conduct a search by title, author, subject area, or key words.

### Placement Services

---

Sri Sai Krish Institute does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

### Student Identification Card

---

Every student will be provided with an ID card that is supposed to be worn at all times while in premises and clinical sites. Students without an ID card will not be permitted to access any of the institute's resources.



## ACADEMIC CALENDAR HOLIDAYS & IN- SERVICE DAYS FOR 2021

---

Vocational Nursing	Start Date	End Date
Part Time	05/25/2021	01/31/2023
Part Time	09/07/2021	05/08/2023
Part Time	12/02/2021	07/29/2023

### Tentative Holidays & In- Service Days for 2021

January 1, 2021	New Year's Day
February 15, 2021	President's Day
May 31, 2021	Memorial Day
July 4, 2021	Independence Day
September 6, 2021	Labor Day
November 11, 2021	Teacher In- Service Day
November 25-Nov 28, 2021	Thanksgiving Day
Dec. 24, 2021- Jan. 7, 2022	Winter Break



## GENERAL TERMS AND CONDITIONS

---

Sri Sai Krish Institute provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the school encourages students to include their families, friends, and significant others in the educational process. In addition, Sri Sai Krish Institute sponsors activities and organizations to foster integration of personal and professional development.

At the end of every course, Sri Sai Krish Institute students fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, and admissions and academic departments. Student services are primarily handled by the director of student services.

The institute reserves the right to postpone training in the event of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days.

The institute reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

### Dress Code

---

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice. The dress code is as follows:

- ✓ Sri Sai Krish Institute students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical sites and externship sites.
- ✓ Students will use white, non-skid nursing or sport shoes. White shoes with color logos or color emblems are not acceptable.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings or jewelry (with the exception of small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).



## Standards of Conduct

---

Students are expected to comply with institute policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Sri Sai Krish Institute defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for institute policy. Improper conduct is cause for termination.

## Retention of Records

---

Sri Sai Krish Institute will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid. Student academic records and transcripts of completed courses for Sri Sai Krish Institute's diploma and certificate programs are electronically maintained (computer copy). Hard copies maintained in the student's file. In addition, the department directors and the institution's registration officer maintain student academic records. The department of Student services maintains academic records throughout the student's period of study.

Sri Sai Krish Institute maintains educational and academic progress records of students in accordance with the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at Sri Sai Krish Institute is available for inspection and review by that student upon request in writing (petition form) for such review. An appointment will be scheduled through the registrar's office for the student to review the file onsite or via video-conferencing, with a representative from the institution.

## Transcripts

---

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The Institute reserves the right to withhold an official transcript, if the student's financial obligation to the Institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The Institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.





Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintained indefinitely. Transcripts will be provided to students upon written request.

## Student Grievance Procedure

---

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem;
2. An effort to identify acceptable options for resolution; and
3. An attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's chief academic officer who will work to resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The chief academic officer will notify the student of the decision reached.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

### **Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov) Mailing address is:  
PO. Box 980818 W. Sacramento, CA 95798-0818 Toll Free Number: (888) 370-7589  
Telephone Number: (916) 431-6959; Fax: (916) 263-1897 By email to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945  
Telephone Number: (916) 263-7800; Fax (916) 263-7855 <http://www.bvnpt.ca.gov>

### **California Department of Public Health (CDPH) Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS)**

MS 3301, P.O. Box 997416, Sacramento, CA 95899-7416  
Telephone Number: (916) 327-2445. Fax: (916) 324-0901



## SCHEDULE OF CHARGES

Program of Study	Cost Breakdown							Total Cost
	Registration Fee <i>Non-refundable</i>	STRF Fee <i>Non-Refundable</i>	Book Fees <i>Refundable</i>	Uniform Fees <i>Non-Refundable</i>	Equipment Fees <i>Refundable</i>	CPR Fee <i>Non-Refundable</i>	Tuition Fee <i>Refundable</i>	
Nursing Assistant	\$100.00	\$0.00	\$75.00	\$40.00	\$60.00	\$75.00	\$1,025.00	\$1,375.00
Vocational Nursing	\$100.00	\$0.00	\$2,345.00	\$80.00	\$0.00	\$75.00	\$27,400.00	\$30,000.00
Registration Fee	This a one-time fee for registration. This fee is non-refundable.							
STRF Fee	STRF stands for Student Tuition Recovery Fund and STRF Fee is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. When the amount in the fund is over \$25 million dollars the assessment rate is reduced to \$0.00. As of February 8, 2021, the STRF assessment rate has been \$0.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000. It is non-refundable fee. Please refer to the required statement below for further clarification.							
Book Fees	The is the cost of your textbook(s) required for completion of the program. This fee is refundable.							
Uniform Fees	The is the cost of your uniform(s) required for the program. Vocational Nursing students receive two pairs of scrubs. This fee is non-refundable upon receipt.							
Equipment Fees	Fees for any equipment required for completion of the program. This fee is refundable.							
CPR Fee	CPR fees applicable for completion of the program. This fee is non-refundable upon receipt.							
Tuition Fee	Total tuition charged for the program.							
Total Cost	This is the total charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your graduation date.							



## Student Tuition Recovery Fund (STRF)

---

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.

As of February 8, 2021 the State of California, Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund established by former Section 94944 of the Education Code, and extended by Chapter 635 of the Statutes of 2007, to continue in existence. The law requires the college to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California's Bureau for Private Postsecondary Education (BPPE).

The amount of the fee for 2021 is \$0.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000. You are not required to pay the STRF fee if your tuition is funded by a third party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility.

Student Tuition Recovery Fund fee is non-refundable.

### 76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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:

1. “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 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code. Article.



## Payment Policy

---

SSKI is approved to participate in the Federal or State Student Aid programs. The school does participate in federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment.

No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. SSKI accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third-party checks.

## Cancellation and Refund Policies

---

### **Students Right to Cancel**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 12362 Beach Blvd, Suite 14, Stanton, CA 90680. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$100.00, and less any deduction for unreturned books or equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **Withdrawal from the Program**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$100.00, and less any deduction for unreturned books or equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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



- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for two weeks (14 calendar days).
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of two weeks (14 calendar days). If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.



## PROGRAM

---

### NURSE ASSISTANT TRAINING PROGRAM

---

Total Clock Hours: 179  
Number of Weeks (Full Time): 5 ½ weeks  
Number of Weeks (Part Time): 9 weeks  
Number of Weeks (Week End): 12 weeks  
Program Delivery: Residential  
Type of Instruction: Lecture, Lab, and Externship  
Leads to the Standard Occupational Classification: 31-1131 Nursing Assistants

#### *Prerequisites*

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Sri Sai Krish Institute orientation (1st day of class)

#### *Program Goals and Objectives*

The program is intended to provide entry-level employment opportunities in the Nursing Assistant field.

This program introduces student to the role of a nursing assistant with instruction in basic skills and competencies. Theory classes are held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

Prepares the Nurse Assistant Student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the program and passing of the California State Exam. This course introduces the students to the role of a nursing assistant with instruction in basic skills and competencies. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

Upon completion of this program, the student will be able to:

- ✓ Demonstrate application of basic math and science skills.
- ✓ Use verbal and written communication.
- ✓ Demonstrate legal and ethical responsibilities.
- ✓ Provide emergency care as well as personal patient care.
- ✓ Describe the anatomy and physiology of the human body.



- ✓ Perform physical comfort and safety functions and nursing procedures.
- ✓ Apply principles of nutrition and the principles of infection control.
- ✓ Provide biological, psychological, and social support.
- ✓ Perform organizational skills, following the patient plan of care.
- ✓ Assist with restorative (rehabilitative) activities.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.

### Course Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Clock Hours
NA 101	Introduction	2	0	2
NA 102	Patients' Rights	3	1	4
NA 103	Interpersonal Skills	2	0	2
NA 104	Prevention Management of Catastrophic and Unusual Occurrence	2	2	4
NA 105	Body Mechanics	6	10	16
NA 106	Medical and Surgical Asepsis	4	10	14
NA 107	Weights and Measures	1	1	2
NA 108	Patient Care Skills	14	36	50
NA 109	Patient Care Procedures	10	19	29
NA 110	Vital Signs	6	6	12
NA 111	Nutrition	4	6	10
NA 112	Emergency Procedures	3	1	4
NA 113	Long-Term Care Patient	4	4	8
NA 114	Rehabilitative Nursing	2	4	6
NA 115	Observation and Charting	4	4	8
NA 116	Death and Dying	2	0	2
HSC	Abuse	6	0	6
	Program Totals	75	104	179

### Course Descriptions

#### NA 101: Introductions to Healthcare

In this module, students learn about the role and responsibility of the nursing assistant and review Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

#### NA 102: Patient Rights

The student is instructed in the patients' rights as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility for reporting, patient care plans, patient-care documentation, and the legal issues of charting.

#### NA 103: Interpersonal Skills

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and healthcare, and family interaction.

#### NA 104: Prevention/Management of Catastrophic and Unusual Occurrence





During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for nursing assistants, and patient safety.

**NA 105: Body Mechanics**

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

**NA 106: Medical & Surgical Asepsis**

The student will learn of Microorganisms, the universal precautions used for infection control including methods for handling patients, and all materials soiled with blood and/or body fluids from patients. The methods prescribed are designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and healthcare workers.

**NA 107: Weights and Measures**

The student will learn to accurately measure intake and output; and about fluid balance, fluid intake, fluid output, forcing and restricting fluids as well as measuring a resident's height and weight on the bed or upright scale. The student will be taught the Metric system for weight, length and liquid volume. The student will also learn military time, i.e. a twenty-four (24) hour clock.

**NA 108: Patient Care Skills**

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care for dependent residents.

**NA 109: Patient Care Procedures**

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing, including but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning, irrigating or changing the tubes). Students also learn about intake and output, bed-making, cleansing enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

**NA 110: Vital Signs**

The students learn about vital signs, and how to measure, record and report temperature, pulse, respiration and blood pressure. They will learn about the different parameters of vital signs, nursing care management, reporting and proper documentation.

**NA 111: Nutrition**

The student learns the principles of basic nutrition, four basic food groups, religious dietary restrictions, the four major types of nutrients, the importance of water, nutrient and caloric needs, assessing nutrition, good vs poor.

**NA 112: Emergency Procedure**

In this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical-emergency signs and symptoms, the roles and procedures for nursing assistants, and patient safety and emergency, including overview of CPR and first aid for choking resident.



**NA 113: Long Term Care**

During this module, the students learn normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

**NA 114: Rehabilitation**

During this module, the students learn the importance of rehabilitation for residents with limited abilities, and preventing serious complications in compromised residents. Students will learn range of motion exercises, and about devices that assist residents with their activities of daily living.

**NA 115: Observation and Charting**

The student learns how to properly observe patients and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting and medical terminologies.

**NA 116: Death and Dying**

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care.

*Graduation Requirements*

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.



## VOCATIONAL NURSING PROGRAM

---

Total Clock Hours: 1670                      Number of Weeks (Full Time): 12 months and 1 week (53 weeks)  
Number of Weeks (Part Time): 19 months (78 weeks)  
Program Delivery: Residential              Type of Instruction: Lecture, Lab, and Externship  
Leads to the Standard Occupational Classification: 29-2061 Licensed Practical and Licensed Vocational Nurses

### *Prerequisites*

- ✓ Applicants must be at least 17 years of age to be considered for admissions.
- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard for him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the orientation (1st day of class).

### *Program Objectives*

The Vocational Nursing Diploma Program is designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. The Vocational Nursing student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled-nursing facilities, a clinic, doctor's offices, long-term care, corrections, home health care or for a nursing registry. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses.

Upon completion of this program, the student will be able to:

- ✓ Use appropriate communication and interpersonal skills.
- ✓ Perform procedures using appropriate aseptic and sterile technique.
- ✓ Implement appropriate safety measures in client care.
- ✓ Utilize basic leadership skills.
- ✓ Administer medications utilizing the principles for safe preparation and administration.
- ✓ Correlate the relationship between health and nutrition in planning and implementing client care.



- ✓ Have knowledge of basic nursing care for the pediatric patient utilizing the nursing process.
- ✓ Have knowledge of basic nursing care for the newborn utilizing the nursing process.
- ✓ Have knowledge of basic nursing care for the maternity patient utilizing the nursing process.
- ✓ Provide basic nursing care for the geriatric patient in a variety of healthcare settings utilizing nursing process.
- ✓ Provide basic nursing care for the medical/surgical patient utilizing the nursing process.
- ✓ Organize, adapt and implement nursing skills related to mobility, personal care, and comfort.
- ✓ Utilize appropriate principles of care and therapeutic effect in patient and family teaching.
- ✓ Function with accountability as defined in the statutes of The Vocational Nursing Practice Act.

### **Intro to Client Centered Care - IA**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Week 1-6	VN 0	115	65	0	180	14.0

### **Intro to Client Centered Care - IB**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Week 7-13	VN 1	72	28	136	236	10.5
Totals		187	93	136	416	24.5

### **Introduction to the Client with Healthcare Deficits 2 - VN 2**

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Life Cycles Integumentary	2 A	25.5	0	32	57.5	3.5
Musculoskeletal	2 B	26	0	32	58	3.5
Respiratory	2C	39.5	8	48	95.5	5.5
Cardiovascular	2 D	44.5	0	48	92.5	5.5
Gastrointestinal	2 E	23.5	0	32	55.5	3.5
Totals		159	8	192	359	21.5



### Introduction to the Client with Healthcare Deficits 3 – VN 3

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Reproduction	3 A	36.5	0	48	84.5	3.0
Obstetrics	3 B	21.5	16	24	61.5	3.0
Pediatrics	3C	21.5	0	24	45.5	3.0
Renal/Urinary	3D	42.5	0	108	150.5	4.5
Immunology	3E	14	0	24	38	0.5
Oncology	3 F	14	0	20	34	1.0
Leadership Supervision	3 G	10	0	24	34	1.5
<b>Totals</b>		<b>160</b>	<b>16</b>	<b>272</b>	<b>448</b>	<b>16.5</b>

### Introduction to the Client with Healthcare Deficits 4 – VN 4

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Endocrine	4A	64	8	112	184	9.0
Neuro/Sensory	4 B	55	0	96	151	8.5
Nursing Specialties/Rehab	4C	21	0	24	45	2.0
Senior Practicum	4 D	20	0	48	68	3.0
<b>Totals</b>		<b>159</b>	<b>8</b>	<b>280</b>	<b>447</b>	<b>22.5</b>

<b>Total Program Totals</b>	<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Total Hours</i>	<i>Credit Units</i>
	<b>665</b>	<b>125</b>	<b>880</b>	<b>1670</b>	<b>85</b>



## ***Course Descriptions***

### **VN 0 – Introduction to Client Centered Care I-A**

Term I-A introduces students to the institute and to the evolving role of the student nurse in the professional nursing realm. The school's policies and procedures, as applicable to the Vocational Nursing program, are discussed. As a cornerstone course, Term I-A explores the fundamental nursing skills and concepts necessary to help clients meet their healthcare needs. Areas of learning include medical terminology, the nursing process, physical assessment, human growth and development, self-care theories, infection control, emergency procedures, death and dying, effective communication, interpersonal skills and proper documentation.

### **VN 1 – Introduction to Client-Centered Care I-B**

Term I-B builds upon the foundation of concepts and skills introduced in the previous term. Students continue on a forward trajectory through anatomy and physiology, nursing-care concepts for pre- and post-surgical clients, nutrition and pharmacology. Pharmacology content includes the study of drug categories, indications, contraindications, actions, interactions (therapeutic and adverse), dose calculation, preparation, administration and storage with safety guidelines. Hands-on skills, in conjunction with this term's theory curriculum, are learned and practiced in skills lab. Study of therapeutic diets, herbal remedies and supplements is also emphasized.

### **VN 2A – Life Cycles/Integumentary System**

The human developmental stage for adults ages 35 to 65 is marked by distinct physical, social and emotional hallmarks. Term 2A discusses the life cycles of the middle adult and the developmental tasks that distinguish this particular stage. It also introduces the integumentary system - its function, changes related to aging and the corresponding guidelines for care. Also covered are anatomy and physiology, disorders/diseases, and their diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined. The study includes the pathophysiology, emergency treatment and complications associated with major burns and wounds. Focus is placed on nursing interventions in light of the physiological and psychosocial considerations of integumentary disorders. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 2B – Musculoskeletal System**

In this term, students discover the anatomy and physiology of the muscles, bones, ligaments, tendons and other related structures of the musculoskeletal system. Also covered are disorders/diseases, diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined, as are the related changes due to aging and nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 2C- Respiratory System**

The respiratory system, which includes the nasal structures, air passages, lungs, pulmonary vessels and breathing muscles, is analyzed in this unit. Pathophysiology, as well as the difference between external and internal respiration are delineated. Also discussed are respiratory disorders/diseases, diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional



approaches are examined, as are related changes due to aging and the proper interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 2D – Cardiovascular System**

This course studies the heart and its intricate conduits - arteries, veins, and capillaries – and blood – as well as the vital function of each component. Changes related to aging and the corresponding guidelines for care are examined. The study includes anatomy and physiology, cardiovascular disorders/diseases, and their diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined. Also covered are the pathophysiology, emergency treatment and complications associated with acute cardiovascular events. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 2E – Gastrointestinal System**

In this term, students learn about the gastrointestinal system's anatomy and physiology, and the digestive process. Also covered are gastrointestinal disorders/diseases, diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined, as are nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 3A – Reproductive System**

The anatomy and physiology of the male and female reproductive systems are studied in this unit, as are the reproductive disorders/diseases, diagnosis, treatment and preventive measures. Focus is placed on nursing interventions as they relate to the physiological and psychosocial aspects of reproductive disorders/disease, particularly with sexually transmitted diseases. Corresponding pharmacological and lifestyle approaches are examined, as are related changes due to aging and their required interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 3B – Obstetrics**

This unit explores the beginning of life – from the physiology of conception to the anatomical and physical transformations that mark pregnancy, labor and delivery – and up to the post-partum period. Proper assessments and appropriate nursing actions according to pregnancy stage are studied. The course includes anatomy and physiology, obstetric disorders/diseases, and their diagnosis, treatment and preventive measures. Corresponding medical and nutritional approaches are examined. Also covered are the pathophysiology, emergency treatment and complications associated with obstetric diseases/disorders and acute obstetric events. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.



### **VN 3C – Life Cycles/Pediatrics**

Students are familiarized with the various principles of human growth and development that form the backbone of pediatric nursing care. They learn to recognize the physiological and psychosocial developmental milestones from infancy through adolescence. Included in this study are the signs and symptoms of child abuse, correct nursing actions, childhood diseases per system, proper assessments, common pediatric procedures, immunizations and nutrition. Also include are pharmacology, accident prevention and nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 3D – Urinary System**

The course examines the anatomy and physiology of the urinary system, and how it maintains blood homeostasis. The course includes the study of fluid balance, urine formation and the excretion of metabolic waste products, acid-base balance, the secretion of hormones and blood pressure regulation. Changes related to aging and the corresponding guidelines for care are discussed, as are disorders/diseases, diagnosis, treatment, preventive measures and corresponding pharmacology. The study includes the pathophysiology, emergency treatment and complications associated with dehydration and fluid overload. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 3E – Immunology**

Students learn about the role of the immune system in preventing or limiting infections by recognizing, repelling and eradicating pathogens and other foreign molecules. Included are specific and non-specific immune responses, antibodies, antigens, vaccines, as well as the system's role in recognizing and guarding against the growth and development of abnormal cells. Autoimmune and other disorders/diseases are covered, as are diagnosis, treatment, preventive measures and corresponding pharmacology. Focus is placed on nursing interventions in light of the physiological and psychosocial ramifications of immune disorders/disease, particularly HIV/AIDS. Corresponding pharmacological and lifestyle approaches are examined, as are related changes due to aging and the proper interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 3F – Oncology**

This unit discusses the care given to clients with cancer. Palliative care measures and nursing interventions that correspond to medications and treatments are explored. Also included are cancer prevention, lifestyle adjustments and the psychosocial aspect of the disease. Corresponding pharmacological and nutritional approaches are examined. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

### **VN 3G – Leadership Supervision**

Students are introduced to concepts in leadership within the nursing realm. Included are traits of an effective leader, developing leadership skills, the role of the vocational nurse, assertive behavior, productive communication, interpersonal skills, as well as setting and meeting goals.





#### **VN 4A – Endocrine System**

Students learn the anatomy and physiology of the endocrine system, including the role hormones play in maintaining homeostasis. The course covers diabetes mellitus I and II, hypothyroidism, hyperthyroidism and other diseases/disorders, their diagnosis, treatment and preventive measures. Included are changes related to aging and the corresponding guidelines for care. Also covered are the pathophysiology, emergency treatment and complications associated with acute endocrine events, including hypoglycemia and diabetic ketoacidosis. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

#### **VN 4B – Neurosensory System**

The brain, spinal cord, nerves and sensory organs are examined in this unit. Included are pathophysiology, neurosensory disorders/diseases (including Alzheimer’s disease and mental disorders), diagnosis, treatment and preventive measures. Corresponding pharmacological and therapeutic approaches are examined, as are related changes due to aging and nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

#### **VN 4C – Nursing Specialties and Rehabilitation**

This unit discusses restorative and rehabilitative care, as well as factors that affect a person’s response to change and stress. The students apply their knowledge of effective therapeutic communication skills and care for clients throughout the rehabilitation process. Basic factors affecting mental health, psychosocial deficits, substance abuse, corresponding pharmacological and nutritional approaches are examined. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

#### **VN 4D – Senior Practicum**

This term examines the ethical and legal aspects of vocational nursing, negligence, malpractice, informed consent, and the Nurse Practice Act and its mandates. Hospice, death and dying, home health, disaster nursing and the role of the healthcare team are included in the course. Organizations relevant to the vocational nurse are discussed. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

#### **Graduation Requirements**

The student must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent).
2. To be eligible to graduate, vocational nursing students must have a minimum exam score of 1050 on HESI exit exam.
3. Meet all applicable clinical, classroom and laboratory skill-proficiency standards.
4. Complete all theory, clinical and externship requirements and hours, and receive satisfactory evaluations.



## LICENSURE REQUIREMENTS

---

### **Nursing Assistant**

Upon completion of the program students will receive a certificate of completion and become eligible to take the examination for certification in the State of California as a Nurse Assistant. All student nurse assistant candidates applying to take the NNAAP Examination in California must have successfully completed a Department of Public Health-approved nurse assistant training program. You are allowed two (2) years from your training program completion date to pass the nursing assistant examination. If you do not pass the NNAAP examination within a two-year period, you will be required to re-train before you will be allowed to take the examination again.

### **Vocational Nursing**

The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses. Requirements for Licensure as a Vocational Nurse

- ✓ Minimum Age - 17 Years.
- ✓ Completion of the 12th Grade of schooling or its equivalent (furnish proof).
- ✓ Complete and sign the "Application for Vocational Nurse Licensure".
- ✓ Complete and sign the "Record of Conviction" form.
- ✓ Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") Note: A license will not be issued until the board receives the background information from DOJ.
- ✓ Attach the appropriate nonrefundable fee made payable to the "BVNPT".
- ✓ Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
- ✓ When the requirements of Steps 1-7 have been met, the board will advise you of the initial license fee to be paid. This fee is in addition to the application fee. It takes 4 to 6 weeks to process a license.



## FACULTY

---

Vijayakumari Bhaskar, RN 600909 (Part-Time)

*Bachelor's in Nursing, Griffith University and Master's in Infection Control, Griffith University, Australia*

Michael Sims, LVN 133751 (Part-Time)

*Vocational Nursing, East LA College Los Angeles, CA*

Elma Cover, RN 721678 (Adjunct)

*Associate of Science in Nursing, Santa Ana College, CA*

Gregorio Velasco Uy, RN 649824 (Part-Time)

*Holds a degree as a Doctor of Medicine from San Pedro College in Davao City, Philippines.*

Josephina Garino, RN 834440 (Part- Time)

*Bachelor of Science in Education, National Teachers College, Manila, Philippines; Diploma, Registered Nursing, Shepherd University, Los Angeles, CA; Diploma Licensed Vocational Nursing, Pacific Coast College, Santa Ana, CA*

Marlyn Desper LVN 115859 (Part-Time)

*Has worked as an LVN Clinical Instructor for 8 years at Career Network Institute, Orange, California.*

Edlina Garcia RN 675949 (Adjunct)

*Lyceum Northwestern, Philippines*

Edelwina G Espino RN 684025 (Part-Time)

*Lyceum Northwestern, Philippines*

Amanda Karley LVN 253453 (Part-Time)

*Vocational Nursing, Casa Loma College, Van Nuys, CA*

Harry Mueco RN 555866 (Part-Time)

*Bachelor of Science in Nursing, Western Governors University, Salt Lake City, Utah*

Somaya Bhimaya RN 643868 (Part-Time)

*Bachelor of Science in Nursing from Loma Lind University, California  
Master's in Nursing Education, Cal State University, Dominguez Hills, CA*



## STAFF

---

Vijayakumari Bhaskar, RN 600909                      School Director and Chief Academic Officer  
*Bachelor's in Nursing, Griffith University, Australia*  
*Master's in Infection Control, Griffith University, Australia*

Bhaskar Prabhakar    Chief Executive Officer  
*Bachelor's in Mechanical Engineering/Mysore University, India*  
*Master's in Computer Science/Bond University, Australia*  
*Master's in Business Administration/University of Phoenix, USA*

Anilkumar Kittagali    Chief Operating Officer

Marisol Hernandez    Registrar

Arminda Lopez    Administrative Assistant



## CLASS SCHEDULES

### Nursing Assistant

Morning Session: 7:00 AM to 3:30 PM Monday – Friday  
 Evening Session: 3:00 PM to 8:00 PM Monday-Friday  
 Weekend Session: 7:00 AM to 3:30 PM Saturday & Sunday

### Vocational Nursing Full Time Program

Terms	Monday	Tuesday	Wednesday	Thursday	Friday
One A (Week 1-6)	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	8:30am-4:30pm	8:30am-4:30pm
One B*(Week 7-13)	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	6:45am-3:15pm	6:45am-3:15pm
Two*	6:45am-3:15pm or 2:45-11:15	6:45am-3:15pm or 2:45-11:15	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm
Three*	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45-3:15 or 2:45-11:15	8:30am-3:00pm	8:30am-3:00pm
Four*	8:30am-3:00pm	8:30am-3:00pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm

### Vocational Nursing Part Time Program

Term	Monday	Tuesday	Wednesd ay	Thursday	Friday	Saturday	Sunday
1A		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
1B		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
2		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
3		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
4		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm

Class times and breaks are scheduled in accordance with the Board of Vocational Nursing and Psychiatric Technician rules and regulations



## DISCLOSURE STATEMENTS

---

- Sri Sai Krish Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.
- Sri Sai Krish Institute 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/or 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.).
- Any questions students 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 North Market, Suite 225, Sacramento, CA 95834. Website at <http://www.bppe.ca.gov> or call (888) 370-7589 or (916) 574-8900 or send a fax to (916) 263-1897.
- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP), and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund. And, if the student has received federal student financial-aid funds, the student is entitled to a refund of the monies not paid from federal student financial-aid program funds.
- The school catalog is updated at least once a year or whenever changes to school policies take place.
- Sri Sai Krish Institute does not plan to offer distance education at this time.
- The chief academic officer is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Private Postsecondary Education Act of 2009.
- Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school.
- These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- At this time, Sri Sai Krish Institute does not have any articulation agreements or transfer agreements with other institutions or colleges.
- It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.
- Sri Sai Krish Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.
- Sri Sai Krish Institute does not provide housing assistance services to the students.