# STUDENT CATALOG

JANUARY 1,2025 TO DECEMBER 31,2025

CI-Institute of Nursing, Inc.
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Date Revised 11-17-2025 | www.ciinstituteofnursing.com

# CI INSTITUTE OF NURSING

**STUDENT CATALOG**

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## MISSION

CI Institute of Nursing is a private institution that aims to provide a high-quality career-oriented nursing and allied health certificate program whose central mission is to offer the students educational excellence by means of developing their knowledge and skills which will enable them to safely and effectively practice their chosen profession.

## OBJECTIVES

In support of the CI Institute of Nursing's mission, the institution's objectives are the following:

1. To prepare students to assume personal accountability for their professional behavior.
2. To teach the students to incorporate moral, ethical, and legal principles in one's decision-making.
3. To learn how to develop and utilize critical thinking and problem-solving skills in a career environment.
4. To offer quality education to help students gain the knowledge and skills needed to overcome current and future obstacles.
5. To respect the interests and opinions of others in an educational and professional setting.
6. To satisfy the demands and needs of their current or future employers.
7. To meet the program's certification requirements.

## OWNERSHIP AND CONTROL

**CI Institute of Nursing** is a CA-owned corporation founded in 2022 by Maria Divina Bustos, LVN, CCM, MBA. The owner is a visionary with over 20 years of experience in a healthcare executive role.

## STATE APPROVALS

**CI Institute of Nursing** is a private institution that is approved to operate by the Bureau for Private Postsecondary Education and the CA Department of Public Health, and that approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The institution may not imply that the Bureau endorses its programs or that Bureau approval means the institution exceeds minimum state standards.

## DISCLOSURE STATEMENTS

- 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.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818.
- The website address is www.bppe.ca.gov, and they can be reached by phone at (888) 370-7589 or by fax at (916) 263-1897, as well as at (916) 574-8900 or by fax at (916) 263-1897.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Website (www.bppe.ca.gov).
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by

visiting www.osar.bppe.ca.gov.

- **CI Institute of Nursing** or its Certificate program is not accredited by an accrediting agency recognized by the United States Department of Education.
- **CI Institute of Nursing** does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, 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 US Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- **CI Institute of Nursing** offers instruction through synchronous online learning for the theory portion and in-person for the clinical training.
- **CI Institute of Nursing** 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 and do not offer English as a Second Language.
- **CI Institute of Nursing** is not SEVIS eligible and cannot issue or certify a student's visa eligibility. International students are responsible for securing their own visas, and the institution does not vouch for student status. There are no associated charges for visa services as they are not offered by the institution.
- **CI Institute of Nursing** does not currently participate in federal and state financial aid programs.

## Non-Discrimination Policy

### CI Institute of Nursing

This policy applies to the hiring of all positions and the admission of all students into all programs. Students with special needs, such as physical or mental handicaps or learning disabilities, are considered for admission provided they meet the entrance requirements. The RN Program Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

### Wheelchair accessible

The school is wheelchair accessible. Students with special needs are advised to meet with the RN Program Director to assess their personal needs as well as determine if the training course offered and the occupation it leads to is suitable for the prospective students' individual situation.

### Office Hours

Business office hours are Monday through Friday from 8:00 AM to 4:30 PM. Class sessions vary and are described in the course information section that accompanies the program.

**CI Institute of Nursing** observes most major holidays and closes for winter break between Christmas and New Year's Day. A complete listing is provided at the back of this Student Catalog.

### Campus

The **CI INSTITUTE OF NURSING** campus is located at 423 E. Hamilton Avenue, Campbell. CA 95008. The campus is a single-level building highly visible off the CA-17 freeway. The area of the institute is approximately 2,831 sq. ft. with a front entrance and a back entrance. This space is divided into a reception area, administrative offices, one classroom, a nursing skills lab, and a library/computer lab/resource center. Restrooms

are available on-site.

The Certified Nurse Assistant Training Program provides synchronous online instruction for the Theory portion, while the clinical training is held off-site at the contracted clinical facilities. Although the students receive instruction through a Learning Management System online, the students are welcome to visit the school for their own learning needs. The institution complies with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The facilities have adequate lighting, are air-conditioned, and wheelchair accessible. Free ample student parking (including handicapped) is available in the front and side of the building.

As this course is conducted online, the software equipment is provided by the school as part of the tuition, while the hardware equipment, such as the computer with a microphone, speaker, and headset, is to be owned by the student.

**Admissions Policies**

**Procedures for Admissions**

Potential applicants should contact the CI Institute of Nursing by visiting the institution and meeting with the RN program director. The RN program director will give a tour of the campus, provide detailed information about the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The office staff will briefly discuss tuition and the offered payment plan. If an inquiry is made by phone, the office staff will provide brief information about the programs and invite the applicant to visit the institution.

The application and enrollment process begins with an initial advising meeting. All applicants are required to have a personal interview with the RN Program Director and complete a facility tour before acceptance into a training program. The interview usually lasts approximately 15 minutes. During that time, the office staff will go over briefly the various aspects of the training programs offered, tuition, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement, or they may return to enroll at a later date. Applicants are

encouraged to observe classes if they desire.

During the admissions interview, applicants are evaluated to determine their potential for graduate employment in their chosen field. Factors considered are test scores, job history, background, attitude, and professional appearance, as well as communication skills of prime importance is the student's desire to succeed. Evidence of a willingness to make sacrifices is necessary to complete their career program. A proper attitude is essential if the student is to gain the maximum from this learning experience. In order to prepare for a new career of equal importance to the student's success is the availability of time to attend classes, and any additional time to complete classroom projects or homework as assigned. Each student is expected to spend approximately one additional hour for each session attended. The more time spent on preparation, the better the opportunity for achieving success.

## Admissions Criteria and Standards for the Certified Nurse Assistant Training Program:

The Certified Nurse Assistant Training Program offered at CI Institute of Nursing has its own admission standards, and it is the responsibility of the applicant to meet those standards.

For admission, a potential student must:

1. Be at least 17 years of age by the time the program begins.
2. Pass the Admission Exam (Basic English and Math skills).
3. Attend a new student orientation.
4. Complete, sign, and submit a CI Institute of Nursing Enrollment form.
5. Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11.
6. Present proof of good health: A report, which includes a medical history, physical examination, and PPD test or chest x-ray.
7. Be free from conviction or have clearance from the CA Department of Public Health and DOJ.
8. 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.
9. Must have a TIN or SSN to be able to take the certification exam.
10. Laptop/computer, microphone, speaker, headset, and have access to the Internet.

## Admission Exams

CI Institute of Nursing utilizes a basic skills exam, which measures the students' ability to acquire and use knowledge and skills. A student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments.

A prospective student must achieve a minimum 75% score to demonstrate the ability to be successful in the Certified Nurse Assistant occupation.

The student must be at a proficiency level of High School or higher.

## Definition of Contact Hours, Transferability of Credits, and Granting of Transfer Credit

Contact hours are the hours of class during which the students receive direct instruction through personal contact with the faculty member. A full 60-minute instruction during a 60-minute period is required for each contact hour.

**NOTICE CONCERNING TRANSFERABILITY OF CREDIT AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn for the Certified Nursing Assistant Training Program at CI Institute of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Certified Nursing Assistant Training Program at CI Institute of Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at the institution are not accepted at the institution at 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 you wish to seek to transfer to after attending the Certified Nursing Assistant Training Program at CI Institute of Nursing to determine if your credits or degree, diploma, or certificate will transfer. The Certified Nursing Assistant Training Program at CI Institute of Nursing has not entered into an articulation or transfer agreement with any institution.

We do not accept transferees from other institutions and experiential credit earned at other institutions or through challenge examinations and achievement tests, or through requirements for ability-to-benefit students.

## Attendance

- Students are expected to attend all classes regularly and be on time for both theory classes and clinical assignments. Theory classes are done synchronously online. The clinical portion will be in person at a clinical facility.
- Instructors are required to record the student's attendance by using the Institute's attendance tool online.
- Students who are unable to attend theory and/or clinic must notify the instructor at least one hour before the start of class or hospital assignment.
- Upon return to the class, arrangements must be made promptly with the instructor for make-up work.
- A student will be dismissed from class if the student exceeds two (2) excused or unexcused absences, one (1) theory absence, and one (1) clinical absence. Dismissal is determined by the Director once the student incurs more than the allowable number of absences.
- It is allowable to be late to at most two sessions each for theory and clinical, given no absences.

## Retention of Records

CI Institute of Nursing's Registrar is responsible for maintaining official student records and financial records together in a fire-proof file cabinet inside a storage room on-site, and for ensuring that they are recorded in the institution's software system. Further, the Registrar is responsible for generating rosters, grade sheets, and transcripts, as well as posting attendance records.

Pursuant to the requirements of CCR 71930, CI Institute of Nursing will maintain student records for five years from the last day of attendance, completion, or withdrawal of the student, as required by state law. Student transcripts will be maintained indefinitely.

All information retained in a student's file at CI Institute of Nursing 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. All records on the cloud and in the system are password-protected, with the student supplying a 4-digit PIN to gain access and review.

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. Student academic records and transcripts of completed courses from CI Institute of Nursing's Certified Nurse Assistant Training Program are electronically maintained (computer copy), while hard copies are kept in the student's file.

**Student Grievance Procedure**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution's administration provides established grievance procedures. The institute shall maintain a file on each grievance reported, including the procedures followed and the final disposition of the case. If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to the CI Institute of Nursing. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

If students have exhausted these procedures and the problems have not been resolved to their satisfaction, they have the right to contact the Bureau of Private Postsecondary Education by calling toll-free 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. The address of BPPE is as follows:

**Bureau for Private Postsecondary Education**
**1747 N Market Blvd, Suite 255, Sacramento, California, 95834. Mailing address: P.O. Box 980818, W. Sacramento, CA 95798-0818. Toll-free number: 1 (888) 370-7589 or 1 (574)-8900;**
**Fax number 1 (916) 263-1897**

CI Institute of Nursing has a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so. Employees should immediately report, in writing or orally, any incident in which he/she believe sexual harassment has occurred. Complaints should be presented to the employee's supervisor. If the problem recurs, or if for any reason the employee does not wish to discuss the problem with their supervisor, contact the Chief Academic Officer or the Chief Executive Officer.

## Course Syllabus

**Certified Nurse Assistant Training Program 160 Clock Hours**
**Credential Earned: Certificate**

| Course # | Course Titles | Clock Hours | Admission Requirements |
|---|---|---|---|
| CNA 100 | Certified Nurse Assistant Training Program | 160 | See Below |

***Course Title:*** *CNA100*

**Required Textbooks and Resources:**

- Modules Online

**Course Description:**

Prepares the Certified Nurse Assistant Student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the course program and passing of the CA State Exam. This course introduces the students to the role of a Certified Nurse Assistant with instruction in basic skills and competencies. Theory classes will be held in the online classroom, and clinical hours will be at the approved contracted facilities in Los Altos and San Jose.

**Course Admission Requirements:**

- ✓ Must be 17 years old.
- ✓ 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 condition 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 the 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.
- ✓ Technology: Computer, mic, and headset; Have access to the internet.

**Course Objectives:**

Upon completion of the 160-hour course, the Certified Nurse Assistant will be able to:

- Demonstrate appropriate and effective communication skills.
- Assist with basic emergency procedures.
- Apply the basic principles of infection control.
- Demonstrate behavior that maintains the client's/resident's rights.
- Demonstrate behavior that promotes the resident's independence and prevents abuse.
- Prepare for certification by the State of California as an entry-level worker on a healthcare team in a long-term facility.

**Course Hours:**

- 160 clock hours: 60 Theory hours and 100 Clinical hours, plus 8 hours Theory Make-up and 8 hours for Clinical Make-up.
- Day Class
    - Theory time: 8:00 am-4:30 pm; Clinical time: 7:00 am-3:30 pm
    - Monday to Friday (21 days plus 2 make-up days)
- Night Class
    - Theory time: 5:00 pm-9:00 pm; Clinical time: 3:00 pm-8:00 pm
    - Monday to Friday (40 days plus 2 make-up days)

**Topic Outline:**

i. Introduction to Healthcare and the Role of the Certified Nurse Assistant
ii. Patient Rights
iii. Communication and Interpersonal Skills
iv. Safe Environment
v. Body Mechanics

vi. Principles of Asepsis
vii. Weights and Measures
viii. Resident Care Skills
ix. Resident Care Procedures
x. Vital Signs
xi. Nutrition
xii. Emergency Procedures
xiii. Long Term Care Resident
xiv. Rehabilitative/Restorative Care
xv. Observation and Charting
xvi. Death and Dying
xvii. Abuse

**Requirements for completion:**

1. Completion of the 160-hr course program
   - Theory: 60 hrs.
   - Clinical: 100 hrs.
2. Successful passing of the Theory and Clinical portion of the program
3. Completion of CPDH Theory and Clinical Skills Checklist
   - Passing for Theory: 75%
   - Passing for Clinical: Satisfactory

**Graduation Requirements:**

Upon meeting the graduation requirements, a student is awarded a Certificate. Completion/Graduation requirements include completing each course with a passing grade, making up course and clinical hours as required, having fully paid all financial obligations, and having been fully cleared by the RN Program Director. In order for a student to graduate, the assigned instructor must sign off on the theory and skills checklist.

**Teaching Strategies:**

**Online through BigBlueButton and Moodle:** Lecture, Discussion, Audiovisuals, Selected Readings, Group and Individual Conferences, and Return Demonstration

**Hardware and Software Requirements**

**Hardware Requirements:**

**Computer/Laptop:** Ensure a seamless experience with a reliable computer or laptop capable of running the necessary software smoothly.

**Operating System:** Compatible systems include Windows, macOS, Linux, or Chrome OS. Choose the one that suits you best.

**Processor and RAM:** Opt for at least a dual-core processor and a minimum of 4GB RAM for smooth video conferencing.

**Webcam:** Engage in video communication during online classes with a built-in or external webcam.

**Microphone:** Ensure crystal-clear audio by using a built-in or external microphone for online discussions.

**Speakers or Headphones:** Good-quality speakers or headphones are essential for clear audio playback during classes.

**Internet Connection:** Stay connected without interruptions. You'll need a stable and reliable internet connection with sufficient bandwidth (1.5 Mbps upload and download

recommended).

**Software Requirements:**

**Browser:** For Moodle and BigBlueButton, use Google Chrome, Mozilla Firefox, or Microsoft Edge. Google Meet works seamlessly with Google Chrome, Mozilla Firefox, or Apple Safari.

**Software Requirements:** For Moodle, BigBlueButton, and Google Meet, access it through your web browser. For Google Meet, download the Google Meet app.

**Operating System Updates:** Keep your computer's operating system up to date with the latest patches and updates for compatibility and security.

**Web Browser:** Make sure you have the latest version of a compatible browser installed for Moodle, BigBlueButton, and Google Meet.

**Plugin/Add-ons:** Install any necessary plugins or add-ons required by Moodle, BigBlueButton, or Google Meet for specific features or functionality.

**Document Sharing and Collaboration:** Depending on your classes, additional software/apps like Google Drive or Microsoft Office Suite may be required for document sharing, collaboration, or note-taking.

Remember to check the official system requirements before joining classes to ensure your hardware and software are up to date.

**In-Person: Clinical Experiences - City of Los Altos and City of San Jose**

**Attendance/Make-up Policy:**

Students are expected to attend all class sessions and clinical time. The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up the missed theory or clinical class. The absent student has to make up the missed theory class prior to attending clinical hours. CI Institute of Nursing allows two (2) absences (excused or unexcused) incurred during the course program (one theory absence and one clinical absence), and these must

be made up before completion of the program. Any student who incurs more than 2 absences, whether excused or unexcuse,d will be dropped or withdrawn from the program.

**Make-up Work**

Make-up work is required for any absence. Therefore, the student must make every effort to attend the classes online and the clinical training on a regular and consistent basis. However, the school will provide two (2) makeup classes - one theory and one clinical make-up class during the program. All make-up work will include the same content and participation time requirements as the original scheduled class. Any missed online instruction as a result of a program-related to technological interruption will be made available as a make-up to students without penalty.

It is allowable to be late to at most two sessions each for theory and clinical, given no absences.

**Leave of Absence Policy:**

At CI Institute of Nursing, we understand that unforeseen circumstances may arise that require students to temporarily interrupt their studies. To accommodate such situations, we have established a Leave of Absence (LOA) policy to assist our students.

Students may request a leave of absence (LOA) for various reasons, including medical issues (such as maternity leave), bereavement, military service, and jury duty. However, an LOA cannot be granted to avoid dismissal due to unsatisfactory academic progress or failure to meet attendance requirements. The duration of an LOA is typically limited to 60 calendar days, and only one LOA is permitted within a 12-month period.

When requesting an LOA, students must follow specific procedures. They should contact the RN Program Director to obtain an LOA Request Form and submit their request in writing ahead of the requested LOA start date. The request must be

accompanied by appropriate documentation. In exceptional cases where pre-approval is not possible (e.g., student hospitalized due to a car accident), retroactive approval of the LOA may be considered.

The RN Program Director is responsible for approving or denying LOA requests. If a student fails to return to class on the scheduled date following their LOA, they will be withdrawn from the program.

**Grade and Evaluation Policy:**

**Theory Evaluation**

Students will be evaluated as follows:

- Quizzes 70%
- Final Exam 20%
- Attendance 10%

NOTE: The instructors reserve the right to change the breakdown of the grades.

CI Institute of Nursing guarantees that students will receive responses or evaluations within a timely manner. We ensure that there will be a turnaround time of no more than 72 hours between the institution's receipt of student lessons, quizzes, completion of theory and clinical checklists, and the mailing of our response or evaluation.

**Clinical Evaluation**

The student will be provided with a list of nursing skills to be mastered. This mastery includes performance technique as well as knowledge of the related theory.

The grading scale for the clinical portion is as follows:

**SATISFACTORY** – student demonstrates ability to complete clinical objectives safely, accurately, and in a timely manner with minimal supervision.

**NEEDS IMPROVEMENT** – student needs close supervision and/or additional time to complete assignments.

**UNSATISFACTORY/FAILED** – student does not demonstrate improvement nor meet clinical objectives.

## Satisfactory Academic Progress (SAP)/Probation/Dismissal

CI Institute of Nursing's Satisfactory Academic Progress (SAP) standards measure qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are applied to all students and represent a minimum standard of academic achievement required by the institution for continued enrollment.

### SAP Evaluation Periods

The institute's SAP standards measure a student's satisfactory academic progress during the program. An academic grade report will include the student's grades earned in Theory and Clinicals. The end-of-the-program grade report will provide cumulative information for all modules attempted and completed ,and a cumulative grade point average.

Satisfactorily completed course hours include those for which a student receives a grade other than a "W" or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawal (W), a repeated course, or an incomplete (I), are counted in determining credits attempted. Students who do not meet the SAP Minimum Standards will receive written notification stating that the student is being placed on an Academic Warning. A student on Academic Warning who brings their CGPA and completion rate up to SAP standards during the program is removed from Academic Warning.

## Satisfactory Academic Progress Appeals, Probation, and Academic Plans

When a student is withdrawn because he/she failed to make SAP, he/she may appeal that result. A student who is not meeting the SAP standards following Academic warning will be withdrawn from the institution. He or she may appeal this action to the RN Program Director based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will

enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The RN Program Director will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours.

Students who have been terminated from the institution for failure to achieve satisfactory academic progress may petition for readmission. The RN Program Director may grant readmission of a terminated student upon receipt of the student's petition. The re-admitted student is placed on academic probation. If the student fails to increase his/her GPA to 2.00 or more, he/she will be dismissed. Plans for correction/improvement may either be a practice and demonstration of the skills needing improvement in the skills laboratory or tutoring/retesting. The institute is only allowed to administer one reexamination to the student. A follow-up conference shall then be scheduled and noted on the probation form for the student's reevaluation. Successful remediation shall be documented accordingly. If the outcome of the remediation is unsuccessful, the student may repeat the program. Failure to pass the same certification program the second time will result in termination or dismissal from the school. An official letter of termination or dismissal shall be sent to the student. The student will have 7 business days to accomplish and pass the remediation.

| Letter Grade | Numeric Grade | Point Grade | |
|---|---|---|---|
| A | 93% - 100% | 4.00 | Honor Roll |
| A- | 90% - 92% | 3.65 | Excellent |
| B+ | 87% - 89% | 3.35 | Good |
| B | 84% - 86% | 3.00 | |
| B- | 81% - 83% | 2.65 | |
| C+ | 78% - 80% | 2.35 | *Satisfactory |
| C | 75% - 77% | 2.00 | |
| C- | 72% - 74% | 1.65 | Failing |
| D+ | 69% - 71% | 1.35 | |
| D | 66% - 68% | 1.00 | |
| D- | 63% - 65% | 0.65 | |
| F | 00% - 62% | 0.00 | |
| P | Pass | - | Credit |
| F | Fail | - | No Credit |
| I | 00% | Incomplete | |
| W | 00% | No Grade Assigned | |

***Passing for Theory: 75%; *Passing for Clinical: Satisfactory Classroom Rules of Conduct**

**Students are expected to:**

- Demonstrate the expected good classroom conduct of a Nurse Assistant student.
- Demonstrate professionalism by showing honesty in class participation.
- Observe school policy regarding school uniforms.
- Observe proper conduct provided by the instructor during class hours. (Example: turning off cell phones, pagers and computers.)

**Student Requirements:**

- Class Attendance
- Complete all readings and written assignments prior to lecture
- Actively participating in class discussions and interactions

** CI Institute of Nursing reserves the right to change or cancel a class when the minimum number of students is not met or due to unavoidable circumstances with sufficient notice.

## Student Activities and Services

### Academic Advising

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and RN Program Director has a sincere interest in the personal welfare of each student, and therefore, an open-door policy is employed.

### Research and Library Services

CI Institute of Nursing provides an online library accessible to all students. The online library includes access to EBSCO's Nursing & Allied Health Reference Source, a curated database that supports student learning and research in healthcare-related fields. This resource allows students to search and access full-text nursing and allied health journals, evidence-based care sheets, quick lessons, drug information, and continuing education modules. Students may search by title, author, subject area, or keyword to find information relevant to their coursework and clinical practice.

### Professional Counseling Referrals

Students requesting professional counseling services will be referred to local counseling agencies around the Bay Area.

### Placement Services

CI Institute of Nursing does not guarantee employment for its graduates. The HR Manager/Registrar assists students in their job searches after they have successfully completed their studies by offering information on job opportunities, temporary assignments, and guidance in resume preparation and interviewing techniques. The Institute cannot promise or guarantee employment or a specific salary.

### Housing Services

CI Institute of Nursing does not offer or coordinate housing. Listings of nearby

apartment complexes are available as a resource aid. CI Institute of Nursing assumes no responsibility to find or assist a student in finding housing. Students and their parents are responsible for housing arrangements.

**I-9 Visa**

CI Institute of Nursing is not SEVIS eligible and cannot issue or certify a student's visa eligibility.

**TOTAL FEES, CHARGES, AND EXPENSES *(The total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.)**

***Tuition and Fees (Institutional Charges)***:

| | | | |
|---|---|---|---|
| *Application and Entrance Admission Exam Fee* | *$* | *100.00* | *Fee for application (Non-Refundable)* |
| *Tuition Fee* | *$* | *1,400.00* | *Total tuition charged for the program* |
| *STRF assessment* | *$* | *0.00* | ***Student Tuition Recovery Fund (Non-Refundable) and the STRF fee is $0 per $1,000, effective* April 1, 2024** |
| *Statistical Data Recovery Fee* | *$* | *100.00* | *Refundable Data Fee* |
| *Additional fees* | *$* | *182.00* | *Additional expenses: 2 sets of uniform (Non-Refundable)* |
| ***Total*** | ***$*** | ***1,782.00*** | |

***Supplemental Fees (Non-Institutional Charges):***

| | | | |
|---|---|---|---|
| *Live Scan Fees* | *$* | *75.00* | *Live Scan fingerprinting process* |
| *Student Liability Insurance* | *$* | *35.00* | *NSO Student Malpractice Insurance* |
| *CPR Certification* | *$* | *14.95* | *National CPR Foundation* |
| *Medical Requirement Fees* | *$* | *75.00* | *Medical Requirement Fees for Physical Exam: TB clearance every 12 months, MMR immunizations and/or titers, Varicella immunizations and/or titers, Hepatitis B immunizations and/or titers, Tdap immunization* |
| *Supplemental fees* | *$* | *120.00* | *Certification Fee* |
| *Hardware requirements* | *$* | *650.00* | *Computer with mic, speaker, and headset* |
| *Additional fees* | *$* | *30.00* | Nursing Shoes |
| ***Total*** | ***$*** | ***999.95*** | |

| | |
|---|---|
| **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE** | **$ 1,782.00** |
| ***ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** | **$ 2,781.95** |
| **TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT** | **$ 1,782.00** |

***YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

**Housing:** The institution does not provide housing or dormitory facilities and has no responsibility to find or assist in finding housing. Housing near the institution may range from $1500-$3000 for a single bedroom.

**Student Tuition Recovery Fund**

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.

Per BPPE: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. 5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

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.

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, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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.

**Student's Waiver of Rights Void**

The student's participation in the grievance procedure and the disposition of a student's grievance shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void. The RN Program Director will be responsible for maintaining and keeping the logbook of student grievances.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site Address: www.bppe.ca.gov.

## Enrollment Dates

Instruction is hourly based; Students will be advised at start dates at the time they enroll. Students will be notified in advance concerning important scheduling information, such as operating hours, holidays, class schedules, and revisions to the schedule.

The following legal holidays will be observed:

- New Year's Day
- Labor Day
- Columbus Day
- Memorial Day
- Thanksgiving
- Veterans Day
- Independence Day
- Christmas Day
- Martin Luther King Jr

## BUSINESS HOURS OF OPERATION

| Days | Hours |
|---|---|
| Monday | 8:00 am – 4:30 pm |
| Tuesday | 8:00 am – 4:30 pm |
| Wednesday | 8:00 am – 4:30 pm |
| Thursday | 8:00 am – 4:30 pm |
| Friday | 8:00 am – 4:30 pm |

*Hours may change at any time at the discretion of the school administration.

Appointments and walk-ins are welcome; however, it is strongly recommended that graduates who wish to have job placement assistance make an appointment to meet with a representative.

## Cancellation, Withdrawal, and Refund Policy: Student's 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 days 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: CI Institute of Nursing, 423 E. Hamilton Ave., Campbell, CA 95008. This can be done by mail or by hand delivery to the HR Manager or Registrar.
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 canceled, the school will refund the student any money he/she paid, less the application/registration fee we charge, within 45 days after the notice of cancellation is received, if applicable.
6. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not limited to a student's lack of attendance.

**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% or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less the application/registration fee we charge 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 shall 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 progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.

- The student has failed to attend class for 2 days.

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 charges for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to 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. 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 monies not paid from federal student financial aid program funds.

## Library and Other Learning Resources

CI Institute of Nursing has established a Learning Management System: https://learn.ciinstituteofnursing.com with Provider Landing Page URL https://ciinstituteofnursing.com

Online learning for the Theory portion will be done via BigBlueButton or Google Meet. Other resources will be made available via an electronic library and resource center consisting of electronic texts and periodicals providing information in the nursing discipline offered by the institution. The electronic resource center provides students with access to current publications with a number of URLs for free online libraries and research organizations.

CI Institute of Nursing will provide an online library that is accessible to all students. The online library integrates EBSCO host Electronic Journals Service (EJS) as the student's gateway to thousands of e-journals containing articles from hundreds of publishers. A student may search and find textbooks, periodicals, news, current events, and dictionaries. A student may conduct a search by title, author, subject area, or keywords. The institution will provide EBSCO log-in information to the student (https://www.ebsco.com/).

## Placement Services

The school will provide job placement services, which include resume preparation, job leads, and job interviews with employers that may be set up for you. Although the school does provide Job placement assistance, it cannot guarantee placement or level of income or wages. Students are encouraged to attend recruiter presentations when they become available. A Performance Fact sheet will report all Gainful employment data for Certified Nurse Assistant under Occupational Code: 31-1014.00

## Loans

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

federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government may take action against the student, including applying any income tax refund to which the student is entitled to reduce the balance of the loan. The student may not be eligible for any other federal student financial assistance or other government assistance until the loan is repaid.

## Administration/Faculty:

Maria Divina Bustos, LVN, DSD, Instructor, CEO
Vanessa Valerio, RN, CAO, DSD, RN Program Director
Regalado Valerio, RN, Nurse Anesthetist, DSD, Instructor

## Class Locations:

**Theory - Online [www.learn.ciinstituteofnursing.com](http://www.learn.ciinstituteofnursing.com)**

## Clinical Facility:

**The Los Altos Terraces | 373 Pine Lane, Los Altos, CA 94022**

**Lincoln Glen Skilled Nursing | 2671 Plummer Ave, San Jose, CA 95125**

## Acknowledgment of Student Catalog

I have received a copy of the Student Catalog and School Performance Fact Sheet prior to enrollment, which contains the rules, regulations, program completion requirements, and costs for the specific program in which I have enrolled.

**Print Name:** _____

**Signature:** _____

**Date:** _____