

SCHOOL CATALOG

January 1, 2026 – December 31, 2026

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



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

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

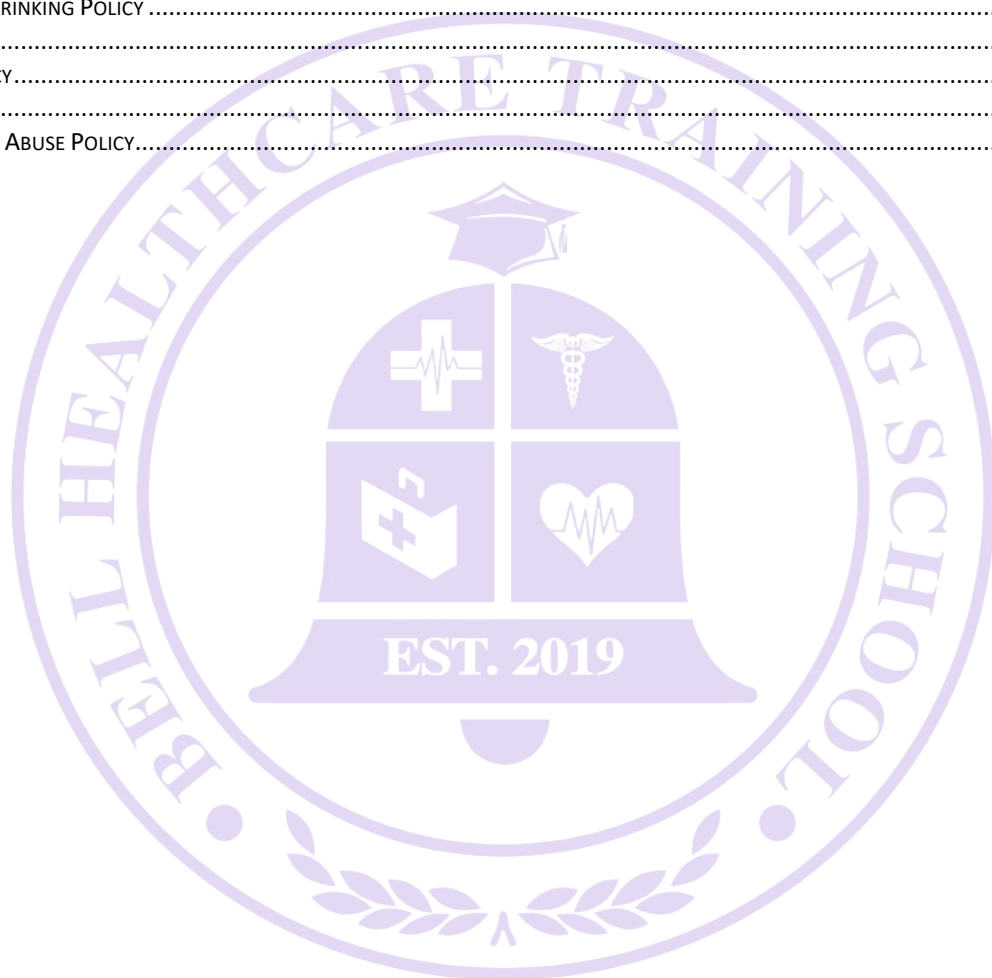
Update Released: September 2, 2026

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I. GENERAL INFORMATION

Disclaimer Information

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

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

The Bureau for Private Postsecondary Education (BPPE)

1747 N. Market Blvd., Ste 225

Sacramento, CA 95834

Phone: (916) 572-8900 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897

Bankruptcy Statement

Bell Healthcare Training School does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Approval and Accreditations

Bell Healthcare Training School is a private institution approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Education Code and Title 5 of the California Code of Regulations. An institution may not imply that the Bureau endorses its programs, or that Bureau approval means the institution exceeds minimum state standards.

Professional Affiliations

Bell Healthcare Training School is affiliated with and/or participates in professional and community organizations, including the California Association of Private Postsecondary Schools (CAPPS) and the Chambers of Commerce serving Lancaster and Palmdale.

Vision

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

Mission Statement

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

Language Disclosure

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

Facility Description

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

Faculty/Staff Office

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

Classrooms

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

Skills Laboratory Rooms

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

Computer Station

The computer station consists of available Chromebooks equipped with Microsoft Office suite, and comprehensive Nurse review software.

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

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

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

II. ACADEMIC CALENDAR

Hours of Operation

Business Hours

Monday – Friday 9:00 AM – 5:00 PM

Nurse Assistant

Monday – Friday 7:00 AM – 3:30 PM (Theory) (F/T)

Monday – Friday 7:00 AM – 3:30 PM (Clinical) (F/T)

Monday – Friday 7:00 AM – 11:00 AM (Theory) (P/T)

Monday – Friday 7:00 AM – 11:00 AM (Clinical) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Theory) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Clinical) (P/T)

Saturday – Sunday 7:00 AM – 3:30 PM (Theory) (Weekends)

Saturday – Sunday 7:00 AM – 3:30 PM (Clinical) (Weekends)

Home Health Aide

Monday – Friday 7:00 AM – 11:00 AM (Theory) (P/T)

Monday – Friday 7:00 AM – 11:00 AM (Clinical) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Theory) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Clinical) (P/T)

Academic Calendar (Holidays)

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thursday and Friday)

Winter Break (December 24th – January 1st)

November 30, 2026 full-time cohort: winter break December 24, 2026-January 1, 2027.

Classes resume January 4; scheduled completion is January 5, 2027.

III. ADMISSION POLICIES AND REGULATIONS

General Admission Requirements

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

Registration for Admission

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

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

Ability-To-Benefit

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

Nurse Assistant Requirements

The prospective students must be at least 16 years old, have original social security card, recent government issued identification, COVID-19 vaccination card, negative TB screening, and physical exam (dated within prior 60 days), and submit to valid fingerprinting clearance by the Federal Department of Justice to participate in the Nurse assistant program. The prospective student shall not be permitted to practice Nurse skills or have any contact with patients with any negative felony convictions as defined in 22, 243.4, 261, 273a, 288, 299 and 368 of the Penal Code. The student will agree to the screening policy, receive a copy of the Penal Code and sign Form 283b stating the student has never been convicted of a felony. If, during the training period, the background check returns evidence of a criminal background and/or falsified information the student will be financially responsible for all the hours of instruction that occurred prior to termination.

Home Health Aide Requirements

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

Private Pay Institution

Student who successfully complete the current available programs of study, will be awarded a diploma verifying that it is required by California State. Prospective enrollees must visit the physical facilities of

the school and discuss personal educational occupational plans with staff prior to enrolling and signing the Enrollment Agreement. Bell Healthcare Training School currently participates in private funded programs, and not yet set up to receive state, and federally funded student financial aid programs that provide grants and loans that pay for eligible portions of tuition and fees.

Visa Service

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

English Language Proficiency

All students must demonstrate English language proficiency in accordance with the institution's admissions requirements. For certificate programs, applicants must pass the Wonderlic Basic Skills Test (WBST), unless otherwise exempt under the institution's admissions policies. International students or nonnative speakers of English may also demonstrate English competency by submitting a passing score on an approved examination, such as IELTS, TOEFL, ITEP, or PTE Academic, if accepted by the institution. Applicants who submit an approved passing score on one of these examinations may be exempt from the entrance examination requirement, as applicable.

English as a Second Language (ESL) Services

Bell Healthcare Training School does **not** provide English as a Second Language (ESL) services. Applicants must meet the institution's English language proficiency requirements for admission. No ESL service fee is charged by the institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Credit Granting Procedure

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

Articulation Agreements

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

Award for Credit Procedure

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

Challenge Credit

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

Reentry

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

Orientation and Requirements for Admission

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

Transfer Between Programs

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

Transcripts

Bell Healthcare Training School will provide a transcript of the student’s academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or school. An unofficial copy can be secured and given directly to a student. Note: Even an unofficial transcript must have a signed written request from the student.

Transcript Fee

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

Legal Control

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

Consumer Protection

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897

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

BPPE Office of Student Assistance and Relief Information

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

IV. STUDENT SERVICES

Orientation

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

Career and Placement Assistance

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

Housing

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

Student Parking

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

Student Grievances

The grievance procedure may be established by a student(s) who reasonably believe they have been exposed to unfair action or denied rights that adversely affect their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Bell Healthcare Training School will make every effort to help resolve these problems when made aware of them. The following order of contact is designed to assist student(s) to resolve their conflict. Your instructor is the first person that you will address your issues or concerns to. All instructors are experienced, professionally trained, and equipped with the tools to provide adequate training to students in a classroom and clinical setting. The instructor meets regulatory requirements including but not limited to, (3) three years of experience in the related field, and additional education in planning, implementing, and evaluating educational programs.

V. ACADEMICS

Faculty and Curriculum

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

Policy and Program Modification

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

Standards for Student Achievement

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

Grading Scale:

1. **A: Excellent (90 – 100)**
2. **B: Good (80 – 89)**
3. **C: Satisfactory (70 – 79)**
4. **D: Needs Improvement (60 – 69)**
5. **F: Fail (Below 60)**

Key Assessment Methods:

1. **Written Examinations (25%):** Assess theoretical knowledge through multiple-choice, true/false, and short-answer questions.
2. **Skills Competency Testing (25%):** Evaluate hands-on nursing skills in practical exams and simulations.
3. **Clinical Performance (25%):** Measure real-world patient care competency during clinical rotations.
4. **Quizzes and Homework (15%):** Reinforce learning and assess understanding through regular quizzes and assignments.
5. **Attendance and Participation (10%):** Monitor engagement in classroom activities and discussions.
6. **Final Certification Exam (Pass/Fail):** Determine readiness for CNA certification, typically requiring a passing grade of 70% or higher.

Description of Library and Learning Resources

Bell Healthcare Training School offers comprehensive library and learning resources to support students' educational and career objectives. The resources are tailored to meet the needs of students in programs such as Nurse Assistant (NA), Home Health Aide (HHA), Registered Nurse Assistant (RNA), CPR/BLS, and Continuing Education Units (CEUs).

Library Resources include:

- **Physical Resources:** Textbooks, reference materials, and dedicated study areas.
- **Digital Resources:** Online Library Portal with eBooks, academic journals, healthcare research articles, and training videos. The LMS provides supplementary materials such as recorded lectures and quizzes. External databases are also accessible.

Procedures for Student Access:

- **Physical Access:** Students can check out textbooks and reference materials during business hours using their student ID.
- **Digital Access:** Students are provided with login credentials for 24/7 access to online resources.
- **On-Site Learning Tools:** Manikins and clinical skills labs are available for hands-on practice.

Technical support and workshops are available to help students effectively utilize the digital resources.

Books and Supplies

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

Attendance Policy:

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

The following procedures will apply:

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

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

Unexcused Absences

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

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

Excused Absences

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

- Illness
- Court hearing/Jury Duty
- Bereavement
- Military Annual Hearing
- Emergencies or uncontrollable circumstances.

Student must show written proof of the reason upon returning from absence.

Other situations **may be considered excused by the Program Director** after careful evaluation of each occurrence.

Nevertheless, the students are not exempted in making up hours lost **(once)** due to excused absences.

Tardiness

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

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

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

Leaving early from Theory/Clinical

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

Leave of Absence Policy

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

Attendance Probation

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

Student Records

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

Make-up Policy

Make-up time is included in the training schedule, and any missed theory training must be made up by the student prior to clinical instruction. Make-up time is made up hour for hour and is overseen by the instructor. Make-up will cover the same content that was missed, following the Module less on plan. Makeup time is arranged through the Director of Nursing. Students will be contacted by the Assistant Administrator to review makeup options and schedule makeup time.

- Theory make-up hours may be provided via pre-recorded video along with class material.
- Lab make-up hours must be scheduled with the Director of Nursing for 60-minute intervals.
- Clinical make-up hours must be completed prior to receiving certification.

Make-up time is time sensitive and subject to availability. Students attending the didactic segment of class may schedule an on-line session of class to avoid class absences and incurring make-up hours.

VI. FINANCIAL AID

Financial Aid Programs

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

Financial Disclosures

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

Student Tuition Recovery Fund (STRF) Disclosure

(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:

"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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 noncollecting 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."

REFUND, CANCELLATION, AND WITHDRAWAL POLICY

Student's Right to Cancel

A student may cancel the Enrollment Agreement by written notice through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

Notice may be emailed to admissions@bellhealthcaretrainingschool.com, mailed to Bell Healthcare Training School, 42402 10th Street West, Suite F, Lancaster, CA 93534, or delivered personally to that address.

The notice need not use a particular form. It is effective no later than the date received by Bell Healthcare Training School if it clearly states that the student wishes to cancel the Enrollment Agreement.

For a timely cancellation, the school will refund 100 percent of the amount paid for institutional charges, less the \$100 non-refundable application fee. Any Student Tuition Recovery Fund assessment paid will also be refunded.

The refund will be paid or credited within 45 calendar days after cancellation. The school will provide written documentation showing the refund amount, calculation method, refund date, and the person or entity receiving the refund.

Money collected for an unpaid or uninvoiced third-party charge will also be refunded within 45 calendar days.

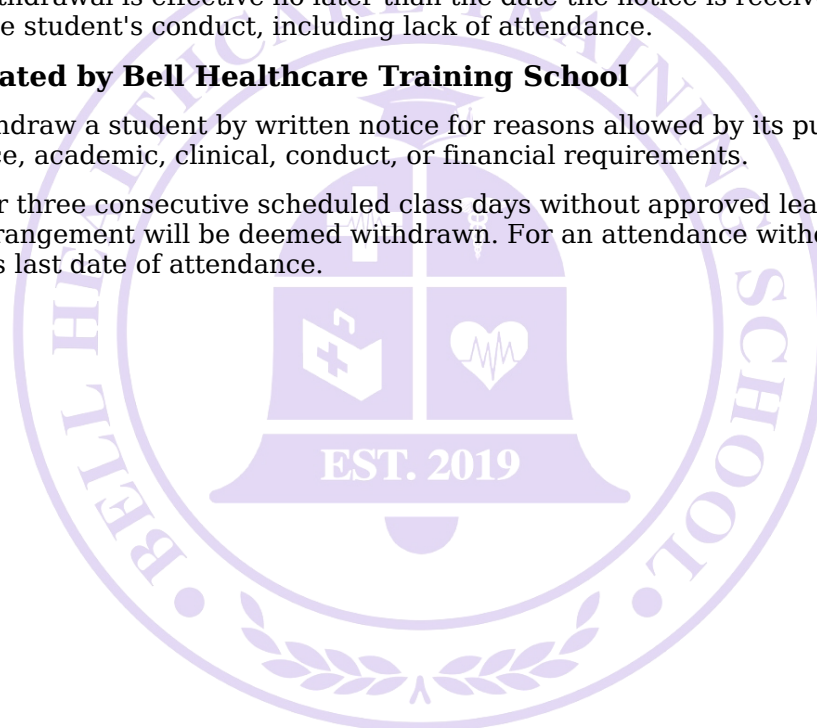
Student Withdrawal After the Cancellation Period

After the cancellation period, a student may withdraw by written notice using any delivery method listed above. The notice should clearly state that the student wishes to withdraw from the program. A student-initiated withdrawal is effective no later than the date the notice is received. Withdrawal may also be shown by the student's conduct, including lack of attendance.

Withdrawal Initiated by Bell Healthcare Training School

The school may withdraw a student by written notice for reasons allowed by its published policies, including attendance, academic, clinical, conduct, or financial requirements.

A student absent for three consecutive scheduled class days without approved leave or another school-approved arrangement will be deemed withdrawn. For an attendance withdrawal, the effective date is the student's last date of attendance.



Pro Rata Refund After Withdrawal

A student who withdraws or is withdrawn after the cancellation period and completes 60 percent or less of the period of attendance is entitled to a pro rata refund. A student who completes more than 60 percent of the period of attendance is not entitled to a pro rata tuition refund.

Because the CNA and HHA programs are clock-hour programs, the refund is calculated using applicable program hours.

Hourly tuition charge = (total institutional charges - applicable non-refundable charges) / total clock hours in the program.

Refund = total charges paid - (hourly tuition charge x hours attended through the last date of attendance) - applicable non-refundable charges.

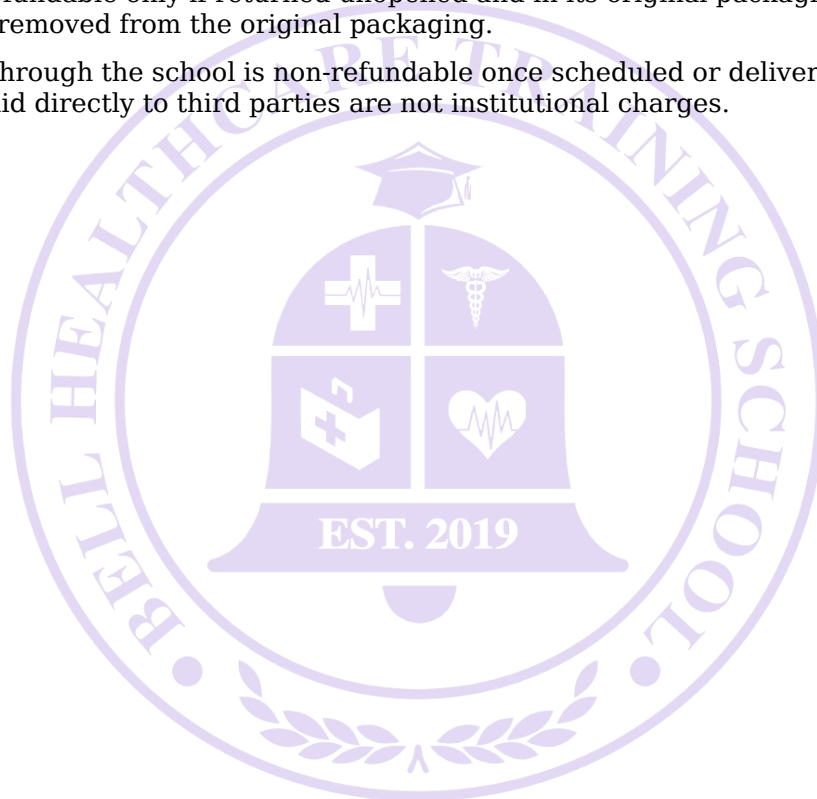
Scheduled hours before the student's last date of attendance during which the student was absent are included as hours attended for this calculation.

Non-Refundable Charges and Educational Materials

Non-refundable charges are limited to the following amounts and circumstances, and are identified the same way in the Enrollment Agreement:

- \$100 application fee: non-refundable.
- \$46 lab supplies: non-refundable once issued.
- \$64 Canvas LMS access: non-refundable once access is activated.
- \$15 name badge: non-refundable once ordered or produced.
- \$75 textbook: refundable only if returned unopened and in its original packaging; non-refundable once opened or removed from the original packaging.

BLS/CPR obtained through the school is non-refundable once scheduled or delivered. Live Scan and state examination fees paid directly to third parties are not institutional charges.



Refund Payment and Documentation

Any refund or credit balance due following cancellation or withdrawal will be paid or credited within 45 calendar days. The school will provide the student with written documentation showing the amount refunded, how the refund was calculated, the refund date, and the name and address of the person or entity receiving the refund.

If a refund is paid to a third party on behalf of the student, the school will provide an itemized written notice identifying the amount refunded to each third party, the third party's name, and the date of each refund.

If money was collected for a third-party charge and has not been paid to the third party or has not yet been billed or invoiced at the time of cancellation or withdrawal, that money will be refunded within 45 calendar days.

If the properly calculated amount the student owes exceeds the amount already paid, the student remains responsible for the unpaid balance.

Policy references: California Education Code section 94920 and title 5, California Code of Regulations sections 71750 and 71751.



VII. PROGRAMS

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

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

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

Total Program Cost: \$1,850.00

Schedule of Charges Disclosure: This is a clock-hour program. Therefore, the schedule of total charges for a period of attendance and the estimated total charges for the entire educational program are the same.

- **\$1,550.00: Nurse Assistant (NA) Tuition.** Refunds following withdrawal are calculated in accordance with the school's Refund, Cancellation, and Withdrawal Policy.
- **\$100.00: Application Fee** Refundability is governed by the school's Refund, Cancellation, and Withdrawal Policy.
- **\$75.00: Textbooks.** Refundability and any conditions under which the textbook becomes non-refundable are stated in the school's Refund, Cancellation, and Withdrawal Policy and Enrollment Agreement.
- **\$125.00: Supplies & Materials:** Any non-refundable supplies or educational materials and the circumstances under which they become non-refundable are identified in the school's Refund, Cancellation, and Withdrawal Policy and Enrollment Agreement.
- **\$0.00: Student Tuition Recovery Fund Fee:** The current STRF assessment rate is **\$0.00 per \$1,000 of institutional charges.**
- **N/A: In-Resident Housing.** *(Not Applicable for this program).*
- **N/A: Tutoring.** *(Not Applicable for this program).*
- **N/A: Assessment Fee for Credit Transfer.** *(Not Applicable for this program).*

Required or Conditional Costs Not Included in Institutional Charges

- **\$140.00 — California CNA Competency Examination:** Current examination fee consisting of a \$40 Knowledge Exam and \$100 Skills Exam. Paid directly to the approved testing provider. Examination fees are subject to change by the testing provider.
- **Approximately \$65.00 — Live Scan Fingerprinting:** Required third-party fingerprinting/background-check service. Paid directly to the Live Scan provider. **Actual cost may vary by provider.** CDPH requires the criminal-record check and submission of the Live Scan documentation.
- **\$65.00 BLS/CPR: (if obtained through Bell Healthcare Training School):** If Bell requires current BLS/CPR certification for its program, students may obtain the certification through Bell Healthcare Training School for \$65.00 or through an approved third-party provider. Third-party costs may vary.

Assessment Fee for Credit Transfer

Not applicable for this program

Payment Options

Payment plan options are available. The use of a payment plan does not change the total institutional charges for this clock-hour program.

Financial Assistance

Bell Healthcare Training School does not receive state or federal financial aid on behalf of students.

Program Schedule

Program Term:

Length	Time	Class	Theory Clock Hours	Clinical Clock Hours
5-weeks	7:00 AM - 3:30 PM	Full-Time (Monday - Friday)	60	100
9-weeks	7:00 AM - 11:00 AM	Part-Time AM (Monday - Friday)	60	100
9-weeks	4:00 PM - 8:00 PM	Part-Time PM (Monday - Friday)	60	100
11-weeks	7:00 AM - 3:30 PM	Weekend (Saturday - Sunday)	60	100

Program Description

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

Program Objective

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

Program Outline

SUBJECT TITLE	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients' Rights	2	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention & Management of Catastrophe & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	40
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6

Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long Term Care Residents	4	4
Module 14	Rehabilitative Nurse	4	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
Module 17	Abuse	6	0
	TOTAL:	60	100

Online Distance Education

Bell Healthcare Training School offers distance education coursework under special important to note that while the online theory portion of the course is completed remotely, the clinical and skills rotation will be conducted in person.

Course Structure:

- **Duration:** The Online NA course is designed to accommodate both full-time and part-time learners. The online theory component spans 2-4 weeks, followed by in-person clinical rotations.
- **Content Delivery:** All course materials, lectures, and resources are accessible through a dedicated online learning management system (LMS), allowing students to study from anywhere with an internet connection.
- **Interactive Elements:** The course incorporates interactive elements, including video lectures, multimedia presentations, and discussion forums, fostering active engagement among students.

Curriculum Highlights:

The Online NA course covers a comprehensive curriculum that includes:

1. **Theoretical Foundations:** In-depth knowledge of healthcare fundamentals, including anatomy, physiology, and medical terminology, completed online.
2. **Nursing Skills:** Hands-on training and demonstrations of essential nursing skills, such as vital signs assessment, infection control, and patient hygiene, conducted in person.
3. **Patient Care:** Learning to provide compassionate and competent patient care, including assisting with daily activities, managing medical equipment, and maintaining a safe environment, with practical application during clinicals.
4. **Ethics and Communication:** Understanding the ethical principles of healthcare and developing effective communication skills for patient interaction, with opportunities for discussion and role-play online.

Assessments and Evaluation:

Student performance is assessed through various methods:

- **Online Quizzes and Examinations:** Regular quizzes and exams evaluate theoretical knowledge during the online theory portion.
- **Skills Competency Testing (In-Person):** Assessment of practical nursing skills during hands-on clinical rotations.
- **Participation and Engagement:** Active participation in online discussions, group projects, and virtual clinical scenarios.

- **Final Certification Exam:** A comprehensive final exam measures readiness for CNA certification, with the clinical component providing practical experience.

Certification and Career Opportunities:

Upon successful completion of the Online NA course, students are prepared to sit for the state-approved CNA certification exam. This certification opens doors to diverse career opportunities in healthcare settings, including hospitals, nursing homes, clinics, and home healthcare agencies.

Student Support:

Bell Healthcare Training School is dedicated to student success and offers comprehensive support:

- **Instructor Guidance:** Experienced instructors provide guidance, support, and feedback throughout the course.
- **Technical Support:** Assistance with technical issues related to the online learning platform.
- **Counseling and Career Services:** Access to counseling services and guidance for career placement.

Standard Occupational Classification

SOC Code: 31-1014 (Nurse Assistants)

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

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

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

<https://www.bls.gov/soc/2018/> <https://www.onetonline.org/find>
<http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx>

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

Prerequisite: Current CNA Certification

Credential(s) Awarded Upon Completion: Certificate

Total Program Cost: \$400.00

- **\$400.00:** Tuition
- **Included:** Textbooks (Non-Refundable).
- **N/A:** Student Tuition Recovery Fund Fee (Non-Refundable)

Bell Healthcare Training School currently does not receive state or federal financial assistance on behalf of students.

Program Schedule

Program Term:

Length	Time	Class	Theory Clock Hours	Clinical Clock Hours
1-weeks	7:00 AM - 3:30 PM	Full-Time (Monday - Friday)	20	20
2-weeks	7:00 AM - 11:00 AM	Part-Time AM (Monday - Friday)	20	20
2-weeks	4:00 PM – 8:00 PM	Part-Time (Monday - Friday)	20	20

Program Description:

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

Program Objective:

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

Program Outline

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

Online Distance Education

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

Standard Occupational Classification

SOC Code: 31-1011 (Home Health Aids)

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

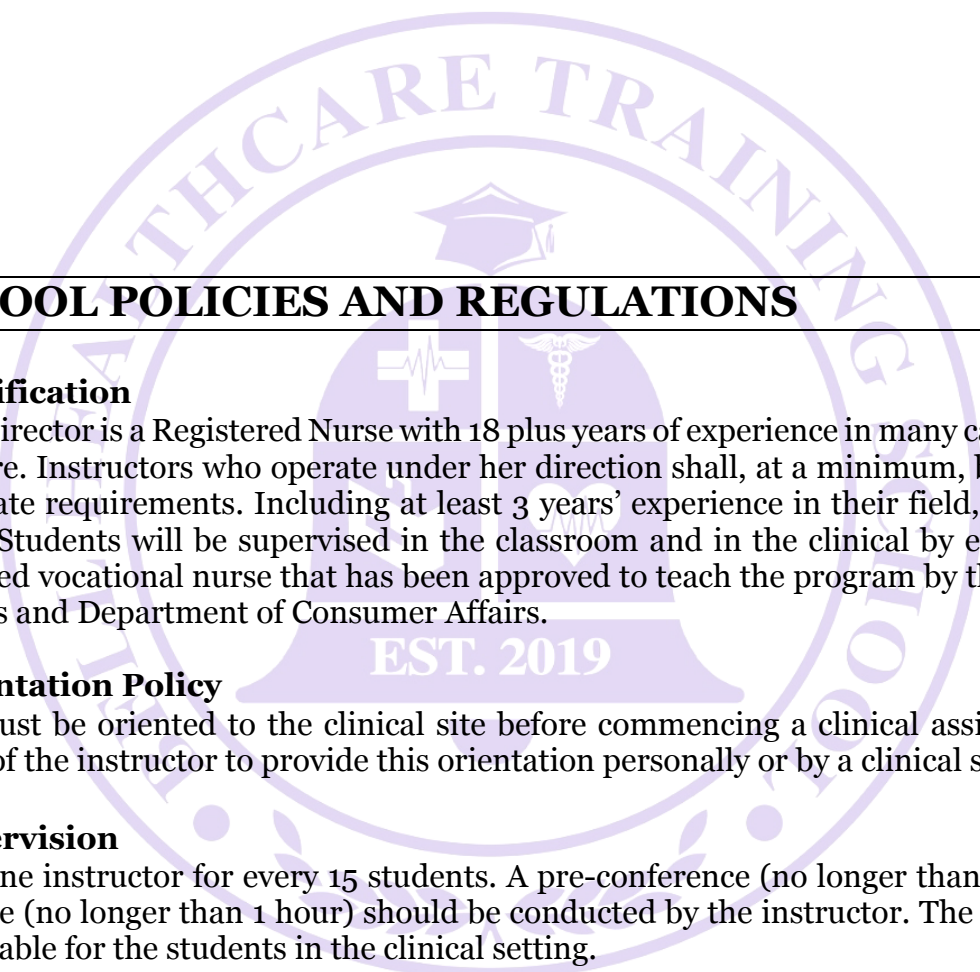
Sample of reported job titles: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurse's Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver

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

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

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

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



VIII. SCHOOL POLICIES AND REGULATIONS

Faculty Qualification

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

Clinical Orientation Policy

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

Clinical Supervision

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

Clinical Instructor Tardiness and Absence

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

Limitation of Student Activities in Clinical Area

Students may not leave assigned Nurse units without permission from the instructor. Students are not to take care of patients not assigned to them, except in an emergency. Students are not allowed to perform any procedures without the supervision or clearance of the instructor. Should a student violate

any of these clinical limitation policies, the student will be sent home for the day and will not be given credit for those hours. Further disciplinary actions may be taken.

Counseling and Tutorial Services

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

Probation Policy

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

Health Requirements

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

Sexual Harassment Policy

The Student's Responsibilities Pertaining to Sexual Harassment & Discrimination

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

Dress Code Policy

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

Bell Healthcare Training School does not permit the following attire:

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

- Clothing associated with street gangs.

Identification Badges

Identification Badges must be always worn in the clinical assignments.

Wristwatch

Students are required to always wear wristwatch with second hand during clinicals.

Break Time

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

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

Personal Property & Losses Policy

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

Personal Appearance in Clinical

Female

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

Male

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

- Visible body piercing
- Male prescribed purple school uniform with a patch on the left arm must be worn in the clinical.
- Prescribed solid color Nurse shoes must be worn in clinical. Shoes must be always kept cleaned and intact.
- Socks should be plain white only.
- Undershirt should be plain white and V-neck.
- Prescribed short white lab coats or white sweaters are allowed during winter.

Conduct Policy

- Students must always conduct themselves in a professional manner by displaying courtesy, respect, and tolerance. Students who commit misconduct will be subject to termination. Students must adhere to conduct that will not interfere with the learning process of students, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, sanctions such as placing the student on probation, suspension and/or termination are meted out only by the school Director.
- The administration reserves the right to place on probation any students or terminate any students based on any of the following grounds:
 - Breach of the school enrollment agreement.
 - Carrying concealed or potentially dangerous weapon.
 - Cheating, plagiarism, dishonesty, computer crime.
 - Conduct that reflects unfavorably upon the school and/or its students.
 - Demonstrate poor judgment, or inability to function properly, which could put patient safety in jeopardy.
 - Attending classes or clinical assignments while under the influence or effects of alcohol, drugs, narcotics, and dangerous substances of any kind.
 - Excessive absences or tardiness.
 - Failure to abide by the rules and regulations of clinical sites.
 - Failure to pay charges when due.
 - Falsifying school records.
 - Flagrant violation of dress code.
 - Insulting or harassing faculty, administration, or students.
 - Nonconformity with the rules and policies of the school.
 - Poor health, health hygiene.
 - Prosecution on charges ranging from misdemeanor to third degree felony.
 - Unsatisfactory academic progress
 - Use of profanity
 - Vandalism of School property or equipment

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

Confidentiality Policy

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

confidential matter. Conversations regarding patients will be conducted only at appropriate times and places, and with appropriate person, and for learning purposes only will be shared, without fully identifying the patient.

Computer Policies

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

The following computer uses are prohibited:

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

E-Learning Software Specifications

Technology and Software:

- A computer, laptop, or smartphone equipped with a webcam for video conferencing.
- A valid email address for course communications and a custom email code provided upon registration for accessing course materials.
- Stable internet access on a non-mobile device for engaging in live lectures and coursework submission.
- Microsoft Office suite for handling coursework-related tasks.

Operating System Compatibility:

- Windows 8.1 or newer, Mac OSX 10.6 or newer, and all versions of Linux, Chrome OS, and Chromebooks are supported.

Mobile Device and Browser Specifications:

- iOS devices running version 7 or newer, with Safari or Chrome browsers and Photon Flash Player for Flash content.
- Android devices version 4.2 or newer, compatible with Internet, Firefox, and Chrome browsers.

Skills Lab Policy

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

Sign-in Policy

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

No Eating and Drinking Policy

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

Smoking Policy

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

Cell Phone Policy

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

Visitor Policy

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

Drug & Alcohol Abuse Policy

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

IX. Faculty and Staff Directory

Mr. Darrin Bell	Administrator/ Chief Executive Officer
Mrs. Letecia Bell	School Director/ Director of Nurse
Ms. Jocelyne Guzman	Student Services & Enrollment Coordinator
Ms. Bonnie Ament	Instructor (Weekday/Full-Time)
Ms. Lajuana Smith	Instructor (Weekday/Part-Time)
MS. Lajuana Smith	Instructor (Weekend)

