

WINDSOR SCHOOL OF NURSING ASSISTANTS

SCHOOL CATALOG

January 01, 2026 – December 31, 2026



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WELCOME LETTER

We acknowledge that the role of education is to prepare students for a rewarding future. Our mission is to raise the standard of Educational Achievement and to provide educational programs that meet the constantly changing needs of students.

The programs offered at Windsor School of Nursing Assistant are concentrated and require dedication and student's efforts on your part for successful completion.

We know that you are here to pursue your interest in the Health Services and to acquire knowledge and training to improve your occupational endeavors.

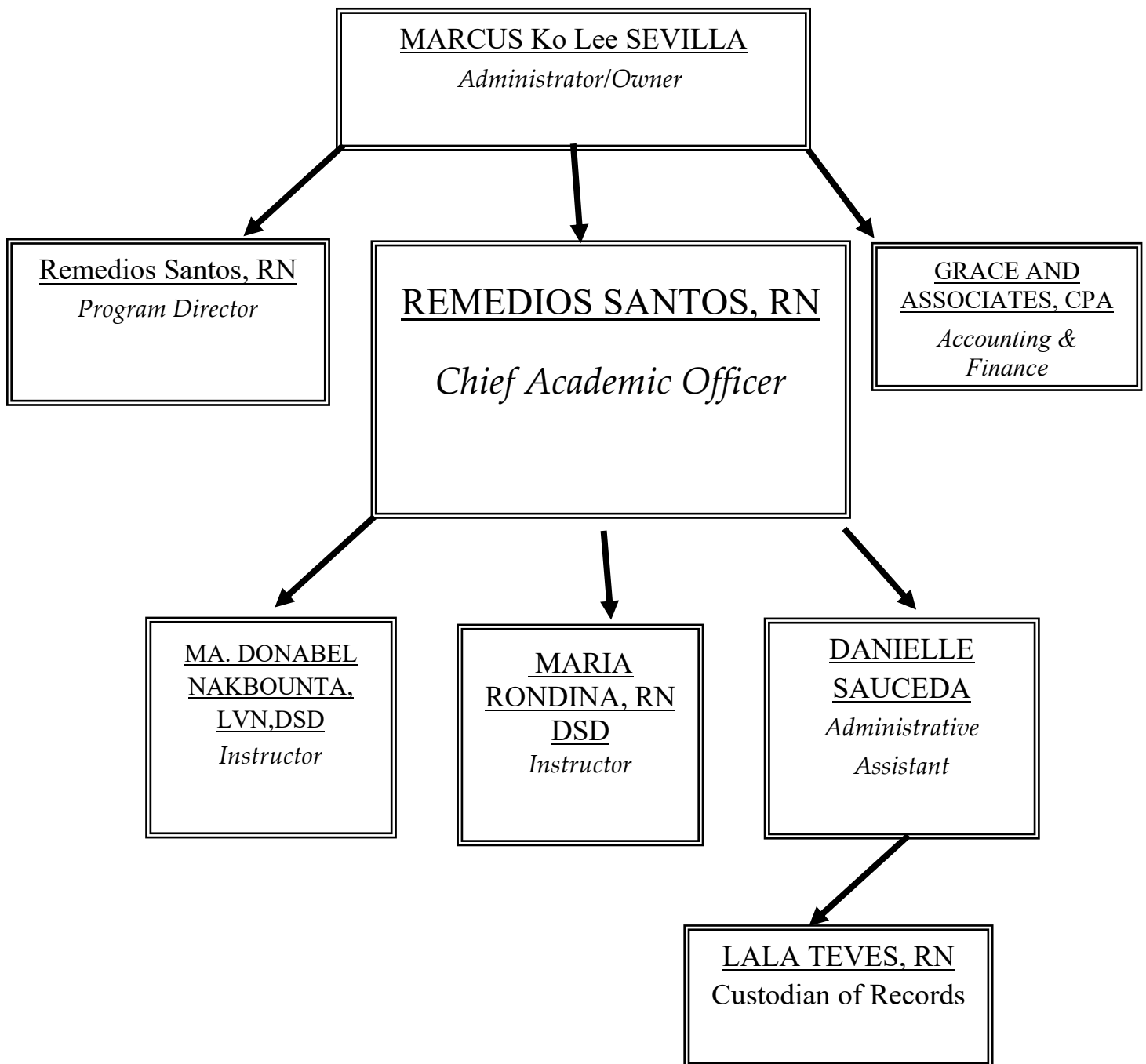
Your progress as a student will be carefully monitored. The instructors and staff members will do everything to assist.

This catalog has been prepared and designed to provide you with information, procedure policies, rules and regulation to adhere, concerning the school and program or course of instruction which are likely to affect your decision to enroll.

The Board of Directors

Windsor School of Nursing Assistants

ADMINISTRATION AND THE FACULTY



MARCUS SEVILLA

Marcus Sevilla is a graduate of Columbia University Law School and has served as a Nursing Home Administrator in long-term care facilities for 27 years. His leadership, expertise, and extensive knowledge have enabled him to successfully manage his own facilities while maintaining strong organization and operational oversight. His professionalism continues to uphold Windsor School of Nursing's high standard of administration.

LALA TEVES, Custodian of Records

Hold a Bachelor of Science in Nursing, she is an instructor of LVN program. She also worked as a nursing consultant for Sun Bridge Corporation and currently working as a Director of Nursing at Providence Waterman Health Care Center.

REMEDIOS SANTOS, RN/DSD, PROGRAM DIRECTOR

Remedios Santos earned a five-year degree in Nursing and brings a diverse clinical background with strong experience in acute care hospital settings. Her expertise spans multiple specialties, including Medical-Surgical, ICU/CCU, OB-GYN, and hemodialysis. She has also served as an Operating Room Nurse at George Washington University Hospital, specializing in open-heart and neurosurgery procedures. Passionate about education, she is committed to providing exceptional training and upholding the highest standards of patient care.

DANIELLE SAUCEDA, Administrative Assistant

Danielle Saucedo is an experienced Administrative and Payroll Professional with over 22 years of supporting office operations, payroll, and accounting functions in fast-paced, multi-entity environments. She brings strong organizational skills, a high level of confidentiality, and a proven ability to manage schedules, records, and day-to-day administrative needs with accuracy and efficiency. With expertise in QuickBooks, ADP, and Excel, Danielle excels at supporting staff, communicating professionally with clients and vendors, and helping keep operations running smoothly making her well-suited for an Administrative Assistant role in a private CNA school setting.

MA. DONABEL NAKBOUNTA - LVN, DSD/ Instructor

Donabel has worked as a Staff Nurse at Inland Valley Nursing and Rehabilitation Center and Arbor Glenn Care Center, gaining valuable hands-on experience in skilled nursing and long-term care. She currently serves as the DSD/Instructor for the Windsor School of Nursing Assistants Training Program, where she is known for maintaining an almost 100% CNA student pass rate. She has also completed MDS 3.0 Certification, further strengthening her expertise in resident assessments and clinical documentation.

MARIA RONDINA, RN - DSD/Instructor

Maria Rondina graduated from Manuel V. Gallego Foundation Colleges, Bachelor of Science Nursing. She worked as a visiting RN and Admission Nurse with Access Home Health Care and is currently working as an instructor at Windsor School of Nursing.

APPROVAL AND DISCLOSURE STATEMENT

Windsor School of Nursing Assistants is a private institution that is approved to operate by the bureau, and that approval to operate means compliance with the state standards set forth in CEC and 5 CCR. An institution may not imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds minimum state standards.

❖ Disclosure of the Institution of the Stability to Operate

The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C sec.1101 et seq).

❖ Disclosure of the Institution as a Non-Degree Program

Windsor School of Nursing Assistants is an unaccredited institution that offers a non-degree program. The school issues a Certificate of Completion for the students who completed the required hours. Also, the student that receives the Certificate of Completion is eligible to take the California State Board Exam; and receives the Certified Nursing Assistant certification once the students passed.

The school offers non-degree programs:

- Nursing Assistant (NA)
- Home Health Aide (HHA)
- Restorative Nursing Assistant – Continuing Education Units (RNA)
- Acute Care Nurse Assistant

❖ Reviewing the Catalog

“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, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589, (916) 574-8900, or by fax at (916) 263-1897.”

The Nursing Assistant Training Program and Home Health Aide Training Program are approved by the California Department of Public Health (CDPH). The number of hours for Clinical & Theory set forth under the guidelines of OBRA of 1987, Title 22. Restorative Nursing Assistant – Continuing Education Units and the Acute Care Nurse Assistant are two courses that the student receive certificate of completion approved by the Bureau for Private Postsecondary Education to be offered. The certificates of completion are acknowledged by the facilities as these students achieved further training.

CERTIFICATE PROGRAMS

Windsor School of Nursing Assistants offers 4 certificate programs. These programs are designed to prepare students in the shortest time possible for employment with the industry for which they are trained.

The class session (theory) will be held at Windsor School of Nursing Assistants, 18780 Amar Rd. Suite 203. Walnut, CA 91789. The school is open from Monday through Friday, with theory from 8:00 a.m. to 4:30 p.m. and clinical from 7:00 a.m. to 3:30 p.m.. Office is open Monday - Friday from 9:00am to 5:00pm.

Satellite location listed with BPPE (closure and removal pending): 4122 Saratoga Ave., Building 20, Los Alamitos, CA 90720. No new classes are currently scheduled at this location.

- ☐ **NURSING ASSISTANT:** 160 Clock Hours (4) Weeks
- ☐ **HOME HEALTH AIDE:** 40 Clock Hours (5) Days
- ☐ **RESTORATIVE NURSING ASSISTANT – CONTINUING EDUCATION UNITS:** 24 Clock Hours (3) Days
- ☐ **ACUTE CARE NURSE ASSISTANT:** 104 Clock Hours (13) Days

NURSING ASSISTANT	HOME HEALTH AIDE	RESTORATIVE NURSING ASSISTANT – CONTINUING EDUCATION UNITS	ACUTE CARE NURSE ASSISTANT
<u>Registration</u> - \$ 160.00 <u>Tuition Fee</u> - \$ 1,900.00 <u>STRF</u> - \$ 0.00 STRF is Non-refundable Weekday class is Monday to Friday 8:00am-4:30pm(theory) & 7:00am-3:30pm(clinical) Weekend class is Saturday and Sunday 8:00am-4:30pm(theory) and 7:00am-3:30pm(clinical) COMPLETION: (21 DAYS)	<u>Registration</u> - \$ 100.00 <u>Tuition Fee</u> - \$ 595.00 <u>STRF</u> - \$ 0.00 STRF is Non-refundable Weekday class is Monday to Friday 8:00am –4:30pm (theory) 7:00am – 3:30pm (clinical) COMPLETION: (5 Days)	<u>Registration</u> - \$ 100.00 <u>Tuition Fee</u> - \$ 595.00 <u>STRF</u> - \$ 0.00 STRF is Non-refundable Weekday class is Monday to Friday 8:00am-4:30pm (theory) 7:00am – 3:30pm (clinical)COMPLETION: (3 Days)	<u>Registration</u> - \$ 150.00 <u>Tuition Fee-</u> \$1,000.00 <u>STRF</u> - \$ 0.00 STRF is Non-refundable Weekday class is Monday to Friday 8:00am - 4:30pm (theory) 7:00am – 3:30pm (clinical) COMPLETION: (13 Days)

Note: Refer to **pages 23 - 29** for additional fees and charges.

Registration fees are refundable during the statutory cancellation period. After that period, refunds are calculated in accordance with the school’s refund policy and applicable law. The current STRF assessment is \$0.00.

Class Session (Theory)

Windsor School of Nursing Assistants

18780 E. Amar Rd., Suite 203, Walnut, CA 91789

Phone #: (626) 810–0058

Class Session (Clinical)

Garden View Post – Acute Rehab

14475 Garden View Lane,

Class Session (Clinical)

The Rowland

330 W. Rowland Street,

Baldwin Park, CA 91706
Phone #: (626) 962–7095

Covina, CA 91723
Phone #: (626)967-2741

- ❖ Requirement for Eligibility for Certification to become Certified Nursing Assistant (CNA), and Certified Home Health Aide (CHHA), Certified Restorative Nursing Assistant – Continuing Education Units, and Acute Care Nurse Assistant in the State of California:

❖ ***Eligibility for Nursing Assistant Certification***

1. Criminal background clearance through Live Scan fingerprinting.
2. Complete 160 total clock hours including 60 hours of theory and 100 hours of clinical training. Skills laboratory practice is incorporated within theory instruction and successfully passed the exam with 75% given by the school. The student will receive the Certificate of Completion and will qualify them to take the California State Board Exam.
3. The students have met financial obligation to the school.
4. Passed the written and skill test. The competency exam is administered by a CDPH-approved testing vendor and requires a valid social security and identification card.
5. The school verifies completion of training, and the student submits the CDPH 283B application.
6. California Department of Public Health (CDPH) issues the certification for nursing assistant.

❖ ***Eligibility for Home Health Aide***

1. Students have active certification as a Nursing Assistant in the State of California or the student completed 160 hours required for NATP and had received a certificate of completion.
2. Initial Application for Home Health Aide certification filed to California Department of Public Health (CDPH) to be filed by the school.
3. Student successfully completed the 40 hours for Home Health Aide and successfully passed the competency exam for HHA given by the school.
4. The student had met financial obligation to the school to receive the certificate of completion.
5. California Department of Public Health (CDPH) issues certificates for Home Health Aide that expires every 2 years.

Restorative Nursing Assistant – Continuing Education Units (RNA)

- ❖ Eligibility for Restorative Nursing Assistant – Continuing Education Units
- 1. Students must have an active certification for Nursing Assistant in the State of California or complete 160 hours required for NATP and had received a certificate of completion.
- 2. Students completed the required 24 hours for Restorative Nursing Assistant – Continuing Education Units and successfully passed the competency exam for RNA given by the school.
- 3. The student had met financial obligation to the school to receive certificate of completion for the school.

4. The California Department of Public Health (CDPH) does not issue the certification for RNA, but the school issues Certificate of Completion. The Restorative Nursing Assistant – Continuing Education Units certificate is active if certification for Nursing Assistant does not expire.

❖ ***Eligibility for Acute Care Nurse Assistant***

1. Students must have an active certification for Nursing Assistant in the State of California.
2. Students completed the required 104 hours for Acute Care Nurse Assistant program and successfully passed the competency exam given by the school.
3. The student had met financial obligation to the school to receive certificate of completion for the school.
4. Physical Exam and TB Clearance (TB Test or Chest X-ray or no evidence of communicable diseases)

STATEMENT OF COMPLIANCE

Windsor School of Nursing Assistants complies with all applicable State and Federal Laws.

Every effort has been made to ensure the accuracy of the information in this catalog. Students and others who use this catalog should familiarize themselves with all the information, procedure policies, rules and regulations.

For more information, visit the school website www.windsorschoolnursing.com or drop by the school to pick up a catalog at its location:

Satellite location listed with BPPE (closure and removal pending): 4122 Saratoga Ave., Building 20, Los Alamitos, CA 90720. No new classes are currently scheduled at this location.

Windsor School of Nursing Assistants
18780 E. Amar Rd., Suite 203
Walnut, Ca. 91789
Contact No. (626) 810- 0058
Fax No. (626) 810 – 0086
www.windsorschoolnursing.com

- A. “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.”**

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.bppe.ca.gov.

- B. "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."**

The students assume the risk of all theft or vandalism if their property is on the facility and clinical sites where instruction occurs. Windsor School of Nursing Assistants is not an insurer of the safety of people or property. By acceptance, the students release Windsor School of Nursing Assistants from any liability for any accidents, occurrences, claims or responsibility.

MISSION AND OBJECTIVES

Windsor School of Nursing Assistants has been personally engaged in stimulating young adults who are either out of work or just beginning to enter the job market. It is also designed to address the need for a growing shortage of certified, trained, qualified nursing assistants. We believe that education is a lifelong continuing process which enhances the quality of life of the individual. Windsor School of Nursing Assistants is committed to contributing to this process through its Nursing Assistant, Home Health Aide, Restorative Nursing Assistant – Continuing Education Units, Acute Care Nurse Assistant, towards their continuing education to LVN's and RN courses.

Windsor School has the following objectives:

These objectives identify the minimal performance of graduates upon successful completion of the program:

1. Provide basic nursing assistant care to clients in all age groups in the health/home care setting.
2. Perform comfort and personal care measures in the health/home care setting.
3. Provide basic emotional, physical, psychological, and spiritual support to clients in the health/home care settings.
4. Cooperate with the health care team members to coordinate delivery of nursing assistant care and seek guidance when necessary.
5. Exhibit professional conduct, appearance, and ethical behavior when providing nursing assistant care.
6. Demonstrate skills which provide for the restorative needs of clients.
7. Demonstrate effective written/oral communication in maintaining relationships with clients, families, and other health care members.
8. Maintain the rights of clients.
9. Perform nursing assistant care about the principles of infection control.
10. Perform basic emergency procedures for all aged clients.
11. Demonstrate procedures in a safe therapeutic manner in the health/home care setting to meet federal/state mandates.
12. Demonstrate defensive driving techniques.
13. Conduct a self-inventory of personal strengths for the purpose of improving performance.

14. Identify the similarities/differences in the role of the nursing assistant in the health care setting and the role of the health nursing aide in the home care setting.

Description of Programs

There are four (4) educational programs offered by the school: Nursing Assistant (NA), Home Health Aide (HHA), Restorative Nursing Assistant – Continuing Education Units (RNA), and Acute Care Nurse Assistant.

➤ **NURSING ASSISTANT TRAINING PROGRAM SYLLABUS**

The program requires a final school competency examination with a minimum passing score of 75%. The separate California competency examination is required for state certification. The program does not require an internship or externship; its 100 clinical hours are supervised components of the program.

Subject Description: This course meets California Department of Public Health (CDPH) requirements for a training course for Nursing Assistant.

The course includes classroom and clinical instruction in the following areas:

Communication and interpersonal skills, infection control, safety, and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

Subject Hours: 160 clock hours (60 hours of theory, 100 hours of clinical).

Required Textbooks: Hartman's Nursing Assistant Care Long – Term 6th Edition by Susan Alvare Hedman, Jetta Fuzy, RN, MS and Katherine Howard, MS, RN-BC, CNE.

Instructional Methods:

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. Power Point Presentation
6. Anatomical Mannequins

NURSING ASSISTANT TRAINING PROGRAM

This 160-hour program, completed over approximately 4 weeks, is designed to introduce student to the functions and roles of the Nursing Assistant (NA). The Nursing Assistant course has two (2) components: theoretical portion 60 hours, clinical portion 100 hours to make a total of 160 hours. The training will be

conducted from Monday to Friday. The school does not currently offer weekend classes. The instructor will deliver the course content through lectures and demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting. Knowledge validation is evaluated on an ongoing basis through tests and quizzes. It consists of 17 modules focused on all aspects of resident care, including residents' rights, body mechanics, taking vital signs and rehabilitative nursing, among others.

The book *Hartman's Nursing Assistant Care Long – Term 6th edition* by Susan Alvare Hedman, Jetta Fuzy, RN, MS and Katherine Howard, MS, RN-BC, CNE will be the official textbook for the course. A nursing assistant may be defined as an individual trained to give personal care and assistance, determined by the facilities' policies, under the supervision of a Licensed Vocational Nurse or by a Registered Nurse. Upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Public Health (CDPH) Services to obtain a certificate of Nursing Assistant and seek employment in hospitals and long-term care facilities.

GOALS AND OBJECTIVES

Overview of Title 22. Nursing Assistant Training is aimed at developing nursing care skills within the responsibilities required by law. The State of California has a code of regulations that all nursing facilities must follow. This includes both Federal and State laws, called Title 22, Division 5, and California Code of Regulations. The State has delegated these compliance responsibilities with the Department of Health Services. Title 22 is the guide that facilities use to set up their own policies and procedures to meet the requirements of the law. These state regulations contain specific rules about licensing, required services, and standards of care.

The instruction will prepare students to meet licensure requirements. Each student will be assisted in applying for the State Board Examination. A review class will be conducted to assist graduates in preparing for the written and clinical competency examination required by the State of California. Clinical experience and certification will be very helpful for certified Nursing Assistants who go on to LVN, RN, and other nursing certificates or degree programs.

Program Syllabus: Nursing Assistant Training Program

The Nursing Assistant Training course consists of 160 total clock hours including 60 hours of theory and 100 hours of clinical training. Skills laboratory practice is incorporated within theory instruction is broken down as follows:

Content		Theory hours	Clinical hours
Module 1	Introduction	2	0
Module 2	Patient's Rights	3	1
Module 3	Interpersonal Skills	2	0
Module 4	Prev. Mgmt. of Catastrophic & 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 patients	3	4
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and charting	4	4
Module 16	Death and dying	4	0
Module 17	Abuse	6	0
	TOTAL (hrs.)	60	100

Statement of Philosophy

The Nursing Assistant has one of the most important roles in a care facility. Each resident in a facility is cared for by a health care team. The Nursing Assistant is a member of this care team and is one who provides the most hands-on care to the residents. As result of this, the Nursing Assistant has great influence on the resident's sense of well-being as well as the resident's physical health. The Nursing Assistant is the most important link between the resident and the facility.

The role of the Nursing Assistant can be broken down into the four specific areas:

1. Providing a safe environment for the residents. Using facility equipment (such as a wheelchair) in a safe manner, knowing and following the proper use of protective devices such as restraints and side rails; Being aware of potential hazards such as liquid spills an obstruction; and practicing personal hygiene, cleanliness and infection control.
2. Meeting the residents' physical needs. This includes assisting with all the activities of daily living, such as bathing, oral hygiene, grooming, dressing, toileting, feeding, as well as medical and rehabilitative activities (vital signs, turning, collecting specimens, exercises, range of motion, and ambulation). It is important to note here that the Nursing Assisting is to encourage the residents to be as independent as possible.
3. Meeting the residents' psychosocial needs. This requires skills and sensitivity to understand these needs in individual residents and to meet them, such as (1) To be recognized as an individual; (2) To love and be loved; (3) To feel a sense of accomplishment; (4) To be treated with dignity and respect; (5) To feel secure; (6) To feel good about them. The Nursing Assistant should treat the resident the same way he/she wants to be treated.
4. Fulfilling responsibilities to the employer. Reporting to work on time and reliability fulfilling his/her assignments, conserving supplies and equipment, are among the responsibilities of a Nursing Assistant.

Final Examination and Externship Disclosure: Students are required to successfully complete a final school examination as part of the Nursing Assistant program. This program does not require an internship or

externship; its 100 clinical hours are supervised components of the program. The skill performance with satisfactory.

➤ **HOME HEALTH AIDE TRAINING PROGRAM SYLLABUS**

The program requires a final school competency examination with a minimum passing score of 75%. Its 20 clinical hours are supervised components of the program. Pass the skill test with satisfactory score.

Subject Description: The Home Health Aide training program is designed for students who have an active certification as CNA or have completed the 160 hours NATP from an institution approved by the Department of Health and a proof of certification of completion issued. It is designed to provide care to clients in a home-care setting.

The training program consists of 40 clock hours completed over 5 days. Upon successfully completing this course and passed the competency exam given by the school. The student will receive a certificate of completion. The school will process the home health aide application form to the California Department of Public Health (CDPH). Once the California Department of Public Health (CDPH) received and reviewed and all requirements for Home Health Aide (HHA) are met, certification for Home Health Aide will be issued. Stating Certified Home Health Aide is renewed every 2 years with 24 hours of In-service offered by the employer or Continuing Education Unit (CEU) that can be taken in school, university, or college, over a two-year period (12hours annually) submit the CDPH 283C application and maintain required background clearance. HHA cannot complete CEU's online. Must also show proof of at least one day of paid work within the two years.

Subject Hours: 40 Hours (20 Hours theory, 20 hours Clinical)

Required Textbook: A textbook entitled Hartman's Providing Home Care (A Textbook for Home Health Aides) By William Leahy, MD with Jetta Fuzy, RN, MS and Julie Grafe, RN, BSN will be the official textbook for the course.

Instructional Methods:

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. Power Point Presentation
6. Anatomical Mannequins

Program Syllabus: Home Health Aide Training Program

The program syllabus was developed following the Department of Health Services guidelines for the training of Certifies Nursing Assistants to become Certified Home Health Aides. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title 22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 was included in the 40-hour curriculum:

Content	Theory hours	Clinical hours
1. Introduction to Aide and Agency Role	2	0

2. Interpretation of Medical & Social needs for Clients	5	0
3. Personal Care Services	5	15
4. Nutrition	5	3
5. Cleaning and Care Tasks in the Home	3	2
TOTAL	20	20

Statement of Philosophy

The intent of this curriculum is threefold: To promote quality of care in the home care setting, to provide entry-level skills for employment as a home health aide and to extend the role of the Certified Nursing Assistant as a paraprofessional. To achieve its threefold purpose, the Home Health Aide curriculum is based upon the following beliefs:

1. Individuals have the right to receive optimum health care delivered in a home care setting by competent caregivers.
2. The Home Health Aide is an important member of the health care. The Home Health Aide, supervised by licensed professional personnel, provides direct and supportive care to the client promote comfort measures, and collects, records, and reports data in the home care setting.
3. A significant amount of home care is given by non-professionals. Therefore, the HHA must respect and interact effectively with clients, families, and other personal and professional caregivers.
4. Learning occurs in an atmosphere of mutual respect, where questioning is welcomed, problem solving is encouraged, and opportunities for guided practice are provided.
5. Individuals have the right to fulfil their basic physical, psychosocial, and spiritual needs.

GOALS and OBJECTIVES

The Home Health Aide curriculum prepares the Certified Nursing Assistant for certification as a Home Health Aide by the State of California. This certification allows the Home Health Aide to function as an entry-level worker on a health care team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skills needed to function as a Home Health Aide. The curriculum is designed to achieve the following goals:

1. Implement a curriculum that meets Federal and State regulation and promotes safe and quality care in home care settings.
2. Promote consistency and equity between different teaching environments.
3. Promote consistency in training that responds to current home care practice.
4. Focus on the needs of learners and society at large by:
 - a. Providing diverse learning experiences that respond to the needs of the learner
 - b. Promoting clarity and understanding of the larger world
 - c. Providing opportunities to develop learners' feelings of self-understanding and personal worth

- d. Fostering the development of abilities to function in and contribute to society

The conceptual framework upon which Maslow's hierarchy of needs is unified is as follows: Physiological, Safety and Protection, Love and Belonging, Self-Esteem, and Self-Actualization. In addition, the following organizing principles have been integrated into the curriculum:

Caring

The demonstration of empathy and concern for the client's comfort and well-being. Respecting the client's lifestyle, personal beliefs, environment, and personal property. Recognizing the importance of the client's family, caregivers, and other relationships.

Critical Thinking / Problem Solving

When given a problem or situation, the identification and collecting of relevant information and collaboration with others to address the situation.

Team Building

Interact effectively with members of the health care team, family, or others involved in the case of the client. Demonstrating accountability and loyalty to the team.

Ethics

The demonstration of honesty, confidentiality, and integrity. Recognizing the need for separation of the Home Health Aide role from one's personal life.

Cultural Sensitivity

The awareness of and respect for various cultural, ethic, and religious beliefs and practices.

➤ RESTORATIVE NURSING ASSISTANT – CONTINUING EDUCATION UNITS

RESTORATIVE NURSING ASSISTANT – CONTINUING EDUCATION PROGRAM SYLLABUS

Subject Description: The RNA program is critical to assuring that residents maintain their highest level of functioning in long term care. The role of the Restorative Nursing Assistant – Continuing Education Units is to understand the difference between restorative care (improving function) and maintenance care, working under other disciplines such as physical, occupational, or speech therapists. Restorative Nursing Assistant – Continuing Education Units can find employment in nursing homes with rehabilitation services and assisted living communities.

Applicants must be an active Certified Nursing Assistant (CNA) in good standing with the California Department of Public Health. Requirements include completion of a CDPH-approved 24-hour Restorative Nursing Assistant – Continuing Education Units course, physical examination, TB, and criminal record clearance.

A student who has completed 160 hours of a Nurse Assistant Training Program (NATP) and received a certificate of completion may enroll in the Restorative Nursing Assistant – Continuing Education Units (RNA) course provided the CNA certification remains active and in good standing. CNA certification must be renewed every two years in accordance with applicable requirements.

RNA Course Agenda

- Restorative Nursing Program
- Medical Overview
- Cognition, Communication & Hearing
- Dysphasia & Restorative Dining
- Joint Mobility
- Ambulation
- Documentation

Subject Hours: 24 hours (16 Hours Theory, 8 Hours Clinical)

Required Manual: *RNA Manual (\$60.00, purchased from Windsor; subject to the cancellation and refund policy).*

Instructional Methods:

- | | |
|------------------------|-----------------------------|
| 1. Lecture | 4. Audio Video |
| 2. Laboratory | 5. Power Point Presentation |
| 3. Simulated Workplace | 6. Anatomical Mannequins |

Program Syllabus: Restorative Nursing Assistant – Continuing Education Units

The program syllabus is aimed at enhancing and developing skills in rehabilitation. It is a three (3) day, 24-hour program and designed for Nursing Assistant who is actively certified.

Content	Theory Hrs.	Clinical Hrs.
1. Restorative Nursing Program and Exercising	2 hrs.	1 hr.
2. Range of Motion	2 hrs.	1 hr.
3. Contracture Prevention and Management of Fractures	2 hrs.	1 hr.
4. Positioning & OBRA	2 hrs.	1 hr.
5. Care of Fracture/ Hip Surgery and Precautions	2 hrs.	1 hr.
6. ADL Program	2 hrs.	1 hr.
7. Documentation Skills	2 hrs.	1 hr.
8. Feeding Program/Restorative Dining	2 hrs.	1 hr.
TOTAL HOURS	16 hrs.	8 hrs.

STATEMENT OF PHILOSOPHY

Restorative and Rehabilitation contributes to improve the quality of residents. The RNA certification will provide advanced learning and rehabilitation, and Certified Nursing will the prevention that will arise out of immobility of residents. Such complications of deformity, such as contracture atrophy and decubitus ulcer formation for residents who are bed bound, comatose and debilitated.

GOALS and OBJECTIVES:

The student:

- is trained to use different types of assistive devices and adaptive equipment.
- will be able to recognize medical emergencies and any change of conditions.
- will be able to learn the use of braces and application of Splints.
- will be able to work with other disciplines such as Nursing, Physical Therapist (PT), Occupational Therapist (OT), and Speech Therapist (ST).

COURSE OBJECTIVES

Upon completion of lectures, discussions and assigned reading the student will achieve the following objectives and upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Public Health (CDPH) and Services.

1. Identifying qualities, such as being patient, respectful, etc., require a nursing assistant to work in a long-term care facility.
2. Describe areas of responsibility and give examples of each.
2. Provide a safe environment; meet the patients' physical needs through activities such as feeding, bathing, dressing and toileting.
3. Meet the psycho-social needs of the long-term resident with normal function and cognitive challenges.
5. Identify ways to prevent or control the spread of infection.
6. Identify resident rights and appropriate procedures for abuse prevention and reporting.
7. And lastly upon completion of the program, the student will receive a Certificate of Completion.

Final Examination and Externship Disclosure: Students are required to successfully complete a final school examination with passing score of 75% as part of the Restorative Nursing Assistant – Continuing Education program and 8 hours clinical supervision and pass the skill satisfactory.

ACUTE CARE NURSE ASSISTANT

The program requires a final school competency examination with a minimum passing score of 75%. Its 61 clinical hours are supervised components of the program and pass the skill satisfactory.

Program Description:

This course provides the Certified Nursing Assistant with additional knowledge and training in an acute care setting such as hospital, sub-acute and post-acute facilities.

As a member of the health care team, the Acute Care Nurse Assistant continues to further his/her training combined nursing skills and understanding of human needs in caring for chronically and acutely ill patients in various settings and different units of the hospital.

This course will prepare the student for career advancement the student would like to pursue to become a Registered Nurse or Licensed Vocational Nurse.

Required Textbook: Assisting with Patient Care, 2nd Edition, by Sheila A. Sorrentino (approximately \$100.00; purchased independently by the student, not paid to Windsor).
online or in School for \$100.00)

Integrated throughout the course includes:

- A. Principles of Care
- B. Critical Care Thinking and Problem Solving
- C. Communication
- D. Assisting with the Nursing Process
- E. Upgrading and Retrieving Learned Skills
- F. Preparation for Advanced Training

General Objective

The objective of this program is to prepare the student with enough knowledge in theory and specialized nursing care procedures to qualify for an entry level position in an Acute Care Hospital, Extended Care, Sub-Acute and Post-Acute Care Facilities.

The Course Provides: Theory : 43 Hours Clinical: 61 Hours

I. Pre-requisites:

- A. Current California State Certification as Certified Nurse Assistant
- B. Current CPR (BLS)
- C. Physical Exam and TB Clearance (TB Test or Chest X-Ray or no evidence of communicable diseases)

II. Pre-Evaluation of Nursing Skills Prior to Clinical:

- A. Bathing, Dressing and Grooming
- B. Vital Signs
- C. Medical Terminology
- D. Bed Making
 - Occupied
 - Unoccupied
- E. Anatomy and Physiology
 - Body Structures
 - Functions
- F. Infection Control

Course Contents Unit Title

Module 1: Acute Care Nurse Assistant Responsibilities
Module 2: Communication – Documentation
Module 3: Safe, Secure Environment
Module 4: Care of the Surgical Patient
Module 5: Gastrointestinal Care
Module 6: Nutritional Care
Module 7: Renal Care
Module 8: Reproductive Care

Module 9: Endocrine Care
Module 10: Cardiovascular Care
Module 11: Respiratory Care
Module 12: Orthopedic Care
Module 13: Neurological Care
Module 14: Oncology, Immunosuppression
Module 15: Death and Dying
Module 16: Pediatric Care

CLINICAL OBJECTIVES

The students will be able to:

1. Accurately demonstrate performance of skills and procedures prior to resident contact, providing for safety and general principles of patient care standard.
2. Develop skills necessary for health care provider applications.
3. Observe procedures common in health care environments and apply knowledge in simulated situations.
4. Use equipment and supplies as appropriate.
5. Describe and demonstrate knowledge of principles of observation and documentation, including subjective and objective data observations rather than that judgment.
6. Demonstrate correct style of charting for the facility, clarity, conciseness and using appropriate medical terminology/ abbreviation.

METHODS OF INSTRUCTION

1. Lecture- includes skills demonstration/ practice, discussion
2. Clinical- Skills practice/ performance mastery.

* Review and practice specific nursing, behavioral science, Health occupation, skills, i.e., bed baths, vital signs, measuring food and liquid intake and output. Observe patient condition and view related media (CD ROMS DVD's) Use special medical equipment and supplies. The above instructional method may also be used as tools for evaluation of the students' cognitive and or psychomotor performance.

TUITION AND FEES

The following shows the breakdown of tuition and fees for each program:

NURSING ASSISTANT PROGRAM

PROGRAM LENGTH: 160 CLOCK HOURS (APPROXIMATELY 4 WEEKS / 21 DAYS)

	\$1900.00	Tuition Fee
Registration Fee (refundable during the statutory cancellation period)	\$160.00	<i>Paid upon registration</i>
	\$0.00	(STRF) (<i>non - refundable</i>)
TOTAL TUITION FEE:	\$2060.00	

Materials purchased independently by the student are not institutional charges. Windsor-provided required materials are subject to the cancellation and refund policies stated in this catalog.

Itemization of all institutional charges and fees included, as applicable:

Tuition Fee	\$1,900.00
Registration Fee (refundable during the statutory cancellation period)	\$160.00
Skills Manual - required; purchased from Windsor	\$30.00
Uniform (1 set) with Windsor School Logo - required; purchased from Windsor	\$40.00
TB test/Physical Clearance - required; paid to Windsor	\$100.00
CPR/BLS for Healthcare Provider - required; paid to Windsor	\$75.00
Live Scan / Criminal Background Clearance - no charge to student	\$0.00
Hartman's Nursing Assistant Care Long-Term Care, 6th Edition - required; purchased independently	Approx. \$80.00
CNA State Board Exam - required; paid directly to testing provider	\$120.00
All-white non-skid uniform shoes - required; purchased independently	Approx. \$60.00
Notebook and 2 black pens - required; purchased independently	Approx. \$20.00
Stethoscope/BP cuff - optional personal purchase; Windsor provides equipment for practice	Approx. \$70.00 if purchased
Chest X-ray - only if required after positive PPD/medical indication	Approx. \$100.00 if applicable

STANDARD INSTITUTIONAL CHARGES PAID TO WINDSOR	\$2,305.00
ESTIMATED REQUIRED NONINSTITUTIONAL COSTS PAID ELSEWHERE	\$280.00
ESTIMATED TOTAL STANDARD PROGRAM COST	\$2,585.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE NURSING ASSISTANT PROGRAM: \$2,585.00

✓ **PAYMENT PLAN FOR NURSING ASSISTANT TUITION FEES:**

Scheduled Payments

	\$ 600.00	1 ST day of the class
	\$ 600.00	2 nd week of the class
	<u>\$ 700.00</u>	3 rd week of the class
TOTAL	\$1,900.00	

NEEDED ITEMS - WEEK 1

Tuition fee - 1st payment	\$600.00
Skills Manual - Windsor	\$30.00
Uniform - Windsor	\$40.00
TB test/Physical Clearance - Windsor	\$100.00
Textbook - purchased independently	Approx. \$80.00
White shoes - purchased independently	Approx. \$60.00
Notebook and 2 black pens - purchased independently	Approx. \$20.00
Live Scan - no charge	\$0.00

NEEDED ITEMS - WEEK 2

Tuition fee (2nd payment)	\$600.00
CPR/BLS for Healthcare Provider	\$75.00
CNA State Board Exam - paid directly to testing provider	\$120.00
Optional personal stethoscope/BP cuff - Windsor provides equipment for practice	Approx. \$70.00 if purchased

NEEDED ITEMS - WEEK 3

✓ Tuition fee (3 rd payment)	\$700.00
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TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$2,585.00

EXTRA CHARGES FOR THE PROGRAM

Tutoring (if applicable)	\$10.00 per hour
Scheduled make-up class (if applicable)	\$25.00 per hour
Chest X-ray (if required)	Approx. \$100.00

Optional personal stethoscope/BP cuff purchase	Approx. \$70.00
STANDARD INSTITUTIONAL CHARGES PAID TO WINDSOR	\$2,305.00
ESTIMATED REQUIRED NONINSTITUTIONAL COSTS PAID ELSEWHERE	\$280.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$2,585.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$2,585.00

The school accepts credit and debit cards as a form of payment; however, payment by check is preferred. Card payments under \$300.00 are subject to a flat \$5.00 convenience fee per transaction. Card payments of \$300.00 or more are subject to a 3% convenience fee.

A fee of \$25.00 will be assessed for any returned check due to insufficient funds (NSF). Any unpaid balance will be handled in accordance with applicable law. No finance charge will be assessed unless permitted by applicable law and properly disclosed to the student.

Any unpaid balance will be handled in accordance with applicable law. No additional collection charge will be assessed unless permitted by applicable law and properly disclosed to the student.

HOME HEALTH AIDE PROGRAM
PROGRAM LENGTH: 40 CLOCK HOURS (5 DAYS)

	\$595.00	Tuition Fee
Registration Fee (refundable during the statutory cancellation period)	\$100.00	<i>Paid upon registration</i>
	\$0.00	(STRF) (<i>non - refundable</i>)
TOTAL TUITION FEE:	\$695.00	

Materials purchased independently by the student are not institutional charges. Windsor-provided required materials are subject to the cancellation and refund policies stated in this catalog.

Refundability of Windsor-provided materials is governed by the cancellation and refund policy below.

Itemization of all institutional charges and fees included, as applicable:

Tuition Fee	\$595.00
Registration Fee (refundable during the statutory cancellation period)	\$100.00
Uniform (1 set) with Windsor School Logo - required; purchased from Windsor	\$40.00
Hartman’s Providing Home Care, 6th Edition - required; purchased independently	Approx. \$80.00
All-white non-skid uniform shoes - required; purchased independently	Approx. \$60.00

Notebook and 2 black pens - required; purchased independently	Approx. \$20.00
TB test/Physical Clearance - Windsor charge only if renewal/new clearance is needed	\$100.00 if needed
Current CPR/BLS - Windsor charge only if renewal/new certification is needed	\$75.00 if needed
Chest X-ray - only if required	Approx. \$100.00 if applicable
Live Scan - no separate student charge	\$0.00
STANDARD INSTITUTIONAL CHARGES PAID TO WINDSOR	\$735.00
ESTIMATED REQUIRED NONINSTITUTIONAL COSTS	\$160.00
ESTIMATED TOTAL STANDARD PROGRAM COST	\$895.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE HOME HEALTH AIDE PROGRAM: \$895.00

NEEDED ITEMS - WEEK 1

Tuition fee	\$595.00
Uniform - Windsor	\$40.00
Textbook - purchased independently	Approx. \$80.00
White shoes - purchased independently	Approx. \$60.00
Notebook and 2 black pens - purchased independently	Approx. \$20.00
TB test/Physical Clearance	\$100.00 if needed
CPR/BLS	\$75.00 if needed
Chest X-ray	Approx. \$100.00 if applicable

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$895.00

The school accepts credit and debit cards as a form of payment; however, payment by check is preferred. Card payments under \$300.00 are subject to a flat \$5.00 convenience fee per transaction. Card payments of \$300.00 or more are subject to a 3% convenience fee.

A fee of \$25.00 will be assessed for any returned check due to insufficient funds (NSF). Any unpaid balance will be handled in accordance with applicable law. No finance charge will be assessed unless permitted by applicable law and properly disclosed to the student.

Any unpaid balance will be handled in accordance with applicable law. No additional collection charge will be assessed unless permitted by applicable law and properly disclosed to the student.

RESTORATIVE NURSING ASSISTANT – CONTINUING EDUCATION UNITS

PROGRAM LENGTH: 24 CLOCK HOURS (3 DAYS)

	\$595.00	Tuition Fee
Registration Fee (refundable during the statutory cancellation period)	\$100.00	<i>Paid upon registration</i>
	\$0.00	(STRF) (non - refundable)
TOTAL TUITION FEE:	\$695.00	

Materials purchased independently by the student are not institutional charges. Windsor-provided required materials are subject to the cancellation and refund policies stated in this catalog.

Itemization of all institutional charges and fees included, as applicable:

Tuition Fee	\$595.00
Registration Fee (refundable during the statutory cancellation period)	\$100.00
RNA Manual - required; purchased from Windsor	\$60.00
Uniform (1 set) with Windsor School Logo - required; purchased from Windsor	\$40.00
All-white non-skid uniform shoes - required; purchased independently	Approx. \$60.00
Notebook and 2 black pens - required; purchased independently	Approx. \$20.00
TB test/Physical Clearance - Windsor charge only if renewal/new clearance is needed	\$100.00 if needed
Current CPR/BLS - Windsor charge only if renewal/new certification is needed	\$75.00 if needed
Chest X-ray - only if required	Approx. \$100.00 if applicable
STANDARD INSTITUTIONAL CHARGES PAID TO WINDSOR	\$795.00
ESTIMATED REQUIRED NONINSTITUTIONAL COSTS	\$80.00
ESTIMATED TOTAL STANDARD PROGRAM COST	\$875.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE RESTORATIVE NURSING ASSISTANT – CONTINUING EDUCATION UNITS PROGRAM: \$875.00

NEEDED ITEMS - WEEK 1

Tuition fee	\$595.00
RNA Manual - Windsor	\$60.00
Uniform - Windsor	\$40.00
White shoes - purchased independently	Approx. \$60.00
Notebook and 2 black pens - purchased independently	Approx. \$20.00
TB test/Physical Clearance	\$100.00 if needed
CPR/BLS	\$75.00 if needed
Chest X-ray	Approx. \$100.00 if applicable

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$875.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$875.00

The school accepts credit and debit cards as a form of payment; however, payment by check is preferred. Card payments under \$300.00 are subject to a flat \$5.00 convenience fee per transaction. Card payments of \$300.00 or more are subject to a 3% convenience fee.

A fee of \$25.00 will be assessed for any returned check due to insufficient funds (NSF). Any unpaid balance will be handled in accordance with applicable law. No finance charge will be assessed unless permitted by applicable law and properly disclosed to the student.

Any unpaid balance will be handled in accordance with applicable law. No additional collection charge will be assessed unless permitted by applicable law and properly disclosed to the student.

ACUTE CARE NURSE ASSISTANT PROGRAM

PROGRAM LENGTH: 104 CLOCK HOURS (13 DAYS)

	\$1000.00	Tuition Fee
Registration Fee (refundable during the statutory cancellation period)	\$150.00	<i>Paid upon registration</i>
	\$0.00	(STRF) (<i>non - refundable</i>)
TOTAL TUITION FEE:	\$1150.00	

Itemization of all institutional charges and fees included, as applicable:

Tuition Fee	\$1,000.00
Registration Fee (refundable during the statutory cancellation period)	\$150.00
Uniform (1 set) with Windsor School Logo - required; purchased from Windsor	\$40.00
Acute Care Nurse Assistant textbook - required; purchased independently	Approx. \$100.00
All-white non-skid uniform shoes - required; purchased independently	Approx. \$60.00
Notebook and 2 black pens - required; purchased independently	Approx. \$20.00
TB test/Physical Clearance - Windsor charge only if renewal/new clearance is needed	\$100.00 if needed
Current CPR/BLS - Windsor charge only if renewal/new certification is needed	\$75.00 if needed
Chest X-ray - only if required	Approx. \$100.00 if applicable
STANDARD INSTITUTIONAL CHARGES PAID TO WINDSOR	\$1,190.00
ESTIMATED REQUIRED NONINSTITUTIONAL COSTS	\$180.00
ESTIMATED TOTAL STANDARD PROGRAM COST	\$1,370.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE ACUTE CARE NURSE ASSISTANT PROGRAM: \$1,370.00

PAYMENT PLAN FOR ACUTE CARE NURSE ASSISTANT TUITION FEES:

	Scheduled Payments
	\$500.00 1ST day of the class
	\$500.00 2ND week of the class
TOTAL:	\$1,000.00

NEEDED ITEMS - WEEK 1

Tuition fee - 1st payment	\$500.00
Textbook - purchased independently	Approx. \$100.00
Uniform - Windsor	\$40.00
TB test/Physical Clearance	\$100.00 if needed
CPR/BLS	\$75.00 if needed

Chest X-ray	Approx. \$100.00 if applicable
Tuition fee - 2nd payment	\$500.00
White shoes - purchased independently	Approx. \$60.00
Notebook and 2 black pens - purchased independently	Approx. \$20.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,370.00

The school accepts credit and debit cards as a form of payment; however, payment by check is preferred. Card payments under \$300.00 are subject to a flat \$5.00 convenience fee per transaction. Card payments of \$300.00 or more are subject to a 3% convenience fee.

A fee of \$25.00 will be assessed for any returned check due to insufficient funds (NSF). Any unpaid balance will be handled in accordance with applicable law. No finance charge will be assessed unless permitted by applicable law and properly disclosed to the student.

Any unpaid balance will be handled in accordance with applicable law. No additional collection charge will be assessed unless permitted by applicable law and properly disclosed to the student.

ADDITIONAL / CONDITIONAL CHARGES

- | | | |
|---------------------------|------------|---------|
| 1. Tutoring | (per hour) | \$10.00 |
| 2. Schedule make-up class | (per hour) | \$25.00 |

POTENTIAL CONDITIONAL CHARGES (NOT INCLUDED IN STANDARD PROGRAM COST): tutoring \$10/hour; make-up classes \$25/hour

Materials purchased independently by the student are not institutional charges. Windsor-provided required materials are subject to the cancellation and refund policies stated in this catalog.

- TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**

\$150.00	Registration fee (refundable during the statutory cancellation period)
\$ 0.00	STRF (non-refundable)
- TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,370.00
- ESTIMATED TOTAL CHARGES FOR THE ENTIRE ACUTE CARE NURSE ASSISTANT PROGRAM: \$1,370.00
(See the previous page for breakdown charges)

STUDENT TUITION RECOVERY FUND (STRF)

Purpose and Operation of the STRF and Requirements for Filing Against the STRF

(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, 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589 Fax no. (916) 263-1897.

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 because of any of the following:

1. The institution, the 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 more than 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.

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

ADMISSION PROCEDURES AND SCHOOL POLICIES

ADMISSION POLICIES:

Regarding acceptance of Credit earned at other Institution

The Institution does not accept credits earned at other institutions through a challenge examinations and achievement test. Any enrollee who wants to enroll on any course will have to take the whole course.

Windsor School of Nursing Assistants has not entered into an articulation or transfer agreement with any other college or university.

Policy and Procedure for the award of credit for prior experiential learning

The institution does not award credit for prior experiential learning. The students' experiences can be an advantage mostly when it is related to nursing; however, he or she will still have to take the whole program and meet the required theory and clinical hours and pay the scheduled fees for whatever program the student wants to enroll in.

Admission of Student from other Countries

The school does not provide visa services or vouch for student status and does not charge for such services. Instruction is provided only in English. Students must demonstrate English-language proficiency sufficient to read course materials, communicate, and complete required documentation. The school does not provide English as a Second Language instruction. Proficiency may be demonstrated by achieving at least 75% on the school's English comprehension entrance examination. The institution does not admit students on an ability-to-benefit basis and does not administer an ability-to-benefit examination.

http://www.bppe.ca.gov/schools/ability_exam.shtml

ADMISSION REQUIREMENTS

1. No high school diploma is required but the prospective student must show basic skills, readiness in reading, comprehension, understanding, and communication in English, often by assessment at the school orientation.
2. Applicants must be at least 16 years old.
3. Physical capability without restriction to perform all skills in the course as evidenced by a signed, physical examination by a physician or by a Nurse Practitioner.
4. Be in good health, and able to bend, twist, lift at least 50lbs. and be free from a communicable disease.
5. Complete live scan and criminal background screening. A complete HS 283B application form.
6. Valid Identification with picture and social security number or tax id.
7. The school enrollment and registration agreement must be completed.
8. Minimum payment paid. See Schedule of Installment Plans on page 8 of Student Registration & Enrollment Agreement.
9. Pass the comprehension test of at least 75% grade administered by Windsor School of Nursing Assistants.
10. Physical & TB Test screening or chest X-Ray, COVID 19 vaccination (not required if allergic, or for religious beliefs however mask is required during entire clinical practice).
11. The school does not accept earned credit at other institution through challenge examination and achievement test.
12. The school has not entered into an articulation or transfer agreement with any other college or university.
13. The institution does not admit students on an ability-to-benefit basis or administer an ability-to-benefit examination.
14. The school does not accept earned credits at other institutions through challenge examinations and achievement tests.

POLICY RELATED TO PROVIDING ENROLLMENT AGREEMENT

The agreement was written in English. If English is the second language of the student that means the student is unable to understand the terms and condition of the agreement. The student has the right to obtain a clear explanation of the terms and conditions and the cancellation and refund policies in his/her primary language. Windsor school of Nursing will provide interpreters, or the student could bring someone with them to explain and meet their understanding.

However, Windsor School Nursing Assistants does not provide English as a second language institution.

Prior to signing the Enrollment Agreement, the prospective student will be provided by Windsor School of Nursing Assistants detailed, itemized list of fees, cancellation and refund policies, catalog, and performance fact sheet. Once a prospective student has a complete understanding, both parties must sign an enrollment agreement.

“STUDENT’S RIGHT TO CANCEL”

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

Procedures for Cancellation / Withdrawal.

1. Students may cancel by providing Windsor School of Nursing Assistants with a signed and dated written notice of cancellation. The school cancellation form is optional. The cancellation period extends through attendance at the first class session or the seventh day after enrollment, whichever is later.
2. Written notice may be mailed or delivered to Windsor School of Nursing Assistants, 18780 E. Amar Rd., Suite 203, Walnut, CA 91789. Certified mail is not required. A student may use the Notice of Cancellation or any other signed and dated written notice clearly stating the intent to cancel.
3. The school will record the date it receives the written cancellation notice and provide any refund due within 45 days as required by applicable law.

4. A withdrawal is effective no later than the date the notice is received. Students who withdraw from the program are entitled to a prorated refund.

Refund Information:

- If the school reschedules a class because of low enrollment, the student may elect to transfer to a later scheduled class or cancel and receive a refund of institutional charges paid, in accordance with the applicable cancellation and refund requirements. The school cancellation form is optional.
- If the student has received Federal Financial Aid funds, the student is entitled to a refund of money not paid from Federal Student Financial Aid Program Funds.
- If a student obtains a loan to pay for an educational program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of refund.
- If a student is eligible for a loan guaranteed by the Federal or State government and the student defaults on the loan, both of the following may occur.
 - "The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan."
 - The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Refund Policies and Procedure for Workforce Innovative Opportunity Act (WIOA), Work Source Centers (America's Job Center of California)

Policies:

1. Pro-Rata Rule: If WIOA participant withdrawals or drops out early, the school is legally required to issue a refund for the unused portion of the tuition, calculated based on training hours or clock hours completed based on BPPE regulation.
2. A student or WIOA participant cannot waive their right to refund. It is out of pocket waivers.
3. All unused fees, overpayments, are subject to refunds include not just tuition but also any prepaid supportive services such as books uniforms fees or equipment tools.

Procedures:

1. If a participant drops out, stops attending or is officially terminated by the school, the timeline begins immediately.
2. Windsor School of Nursing Assistant is bound to immediately notify the WIOA career agent or case manager when a participant fails to complete the program.
3. The school applies state mandated Pro-Rata calculation of refund.
4. If a student cancels through attendance at the first class session or the seventh day after enrollment, whichever is later, the school will refund institutional charges paid, including the registration fee, as required by applicable law. Any applicable STRF assessment is handled according to governing requirements.
5. Beyond the window, a fractional Pro-Rata for the students who complete the 60% or less of the program.

6. The school the must return the refund directly to the WIOA agency or any all third party (not to the student) and school refunds be settled within 45 days from the date of cancellation or official withdrawal of the participant.

(a) Windsor School of Nursing Assistants will calculate and pay cancellation and withdrawal refunds in accordance with the California Education Code and applicable Bureau regulations.

(b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any nonrefundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any nonrefundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

(2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".

(e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current monthly, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

(f) **"The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".**

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885, 94919 and 94920, Education Code.

Student's Initial: _____

Date: _____

Initial only after you have had enough time to read and understand the information.

Signature of School Official: _____

Date: _____

WIOA Refund Policy: For a WIOA-funded student who cancels or withdraws, the same cancellation, withdrawal, and pro rata refund calculation stated in this agreement applies. Any refund attributable to charges paid by the WIOA sponsor will be returned to that sponsoring agency in accordance with its authorization and payment requirements. Any amount personally paid by the student will be refunded to the student as applicable. The student remains responsible only for charges permitted under this enrollment agreement and applicable law.

A refund will be paid within 45 days of the cancellation date.

"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 (888) 370-7589, (916)574-8900 or by fax #: (916)263-1897 and by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov. "

“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, Web site Address: www.bppe.ca.gov, Toll free (888)370-7589, (916)263-1897, (916)574-8900 or by fax (916)263-1897

“Prior to signing this enrollment agreement, you must be given a catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three – year cohort default rate, if applicable, prior to signing this agreement”

Student Initial: _____ Date: _____

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information and the most recent three- year cohort default rate, if applicable, included in the School Performance Fact Sheet, and I have signed, initialed, and dated the information provided in the School Fact Sheet”.

Student Initial: _____ Date: _____

“A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.”

“The period covered by the enrollment agreement start when it is signed by both parties up to the last day of the program.”

“The enrollment agreement is legally binding when signed by the student and accepted by the institution”.

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me”.

Student’s Name (Printed Name)

Date

Student’s Signature

Date

Signature of School Official

Date

ATTENDANCE

ATTENDANCE POLICY

1. It is extremely important that you make every effort to attend all lectures and clinical days. Please be sure you have transportation and childcare arrangements made prior to the start.

- a) Lecture class will begin promptly. Clinical days will begin promptly. YOU MUST BE ON TIME. Three (3) tardiness more than (15) minutes will count as one (1) absence.
 - b) Repeated tardiness and absence from theory/clinical class without prior notification to instructor/administrator and leaving the theory and clinical classes without permission causes dismissal.
2. If you are ill or unable to attend theory or clinical class, you must call Windsor School of Nursing at 626-810-0058 to the start of the class and leave a message for your instructor. Any message left should include time/date; full name, the class name, instructor name, and a return phone # with area code in case we need to reach you.
 3. Off-site lunch periods during clinical days are NOT permitted.

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that it is essential within the curriculum to teach employability skills as an integral part of the education program.

MAKE-UP POLICY

1. Making up hours for the excused/unexcused absence is still required for an additional fee of **\$25.00** per hour.
2. Students who are paying privately or in any program from EDD, GAIN, WORKSOURCE, and Youth Program are obliged to pay for the makeup hours for their absence.
3. Arrangement for makeup session must be arranged with the instructor or maybe done with the next schedule of nursing assistant class at the discretion of the school program director.
4. Theory make-up classes may be scheduled on a weekday or weekend, depending on the circumstances, instructor availability, and school approval.
5. Clinical make-up hours may be scheduled on a weekday or weekend, depending on clinical-site availability, instructor availability, and school approval.

CELL PHONE POLICY

1. NO cell phone is allowed during class sessions and clinical practice in the facility except during student breaks.
2. All cell phones must be checked in with the instructor before the start of the class and clinical practice.
3. Failure to check in cell phones for whatever reasons is subject to \$10.00 penalty per occurrence.
4. Arrangement with the instructor could be made prior to the start of the theory class and clinical practice for any special circumstances regarding the need for cell phone use.

READMISSION AFTER TERMINATION FOR UNSATISFACTORY ATTENDANCE

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

- 1) The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)
- 2) The student commits to arriving on time to classes.
- 3) If the student was terminated due to repeated absences and/or tardiness after makeup arrangement has been done, and continues to miss classes, arrangement for makeup is forfeited and the student maybe considered to be readmitted and enrolled for future courses, such as Nursing Assistant, Home Health Aide, Restorative Nursing Assistant – Continuing Education Units, and Acute Care Nurse Assistant. A new enrollment agreement will be made including payment for registration and tuition fee. (Applicable fee varies, depending on what the person's course is taking).

LEAVE OF ABSENCE

The school reserves the right to place a student on a leave of absence for no disciplinary reasons when it concludes that a leave is in the best interest of the student due to personal or health-related conditions that apparently have not or cannot be resolved in a timely fashion, or if it deems such a leave necessary due to a threat to the student's or others students' health or safety. The student may register again upon satisfaction with such terms as the school determines are appropriate to the situation.

Students may be considered for a leave of absence under the following circumstances:

1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness and pregnancy.
5. Military – a leave of absence will be approved for employees/students to perform military service or receive military training.

PROCEDURE FOR A REQUEST FOR LEAVE OF ABSENCE

- A student will submit a signed request for a leave of absence to the Program Director.
 - For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. Windsor School of Nursing Assistants reserves the right to verify the qualifications of the certifying professionals.
- The Program Director, in consultation with the Administrator, will decide whether to grant the leave, and will notify the student.
- Once approved by the school representative, with the maximum fifteen (15) days from the time, the leave of absence has been filed. The student is given a chance to come back into the program and resume the missed hours and meet the financial obligation, if there is any. If the student fails to make up the missed hours after fifteen (15) days, the agreement will be no longer active and must restart the whole program (including the fees).
- Absences with health-related (ex. pregnancy), the student must provide a clearance from her attending Physician, physician's assistant, or nurse practitioner. The letter must be on an official letterhead and must indicate or include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery.

CONDUCT

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are always expected to have the necessary materials and be punctual.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.

GRADING SYSTEM

Student work will be graded with the following system:

Theory:

A	95-100%
A-	93-94%
B+	91-92%
B	89-90%
B-	87-88%
C+	85-86%
C	83-84%
C-	80-82%
D	60-79%
F	0-59%
FAIL	

Eighty percent (75%) is a passing grade. Anything below 75% is NOT passing. The student must make a minimum of 75% to receive a Certificate of Completion. There will be several examinations, quizzes, tests, written assignments and presentations in the lecture and clinical areas. The comprehensive final exam score needs to be 80% or greater to pass the course and receive the Certificate of Completion.

The student must pass a lab skills test with a Satisfactory (S), complete the vital sign log sheet and skills booklet (signed by instructor), complete all clinical hours satisfactorily, complete the class, pass the course and receive the Certificate of Completion.

Clinical:

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Department of Health Nursing Assistant Performance Record evaluation tool.

GRADING POLICY

Theory:

Any student that fails the theory portion, a counseling meeting with the student along with the instructor to discuss remedial and fill up applicable forms; the school allows them to review and take another exam.

If tutoring is recommended and will benefit the student, the instructor and the student will arrange a time after class and \$10.00 per hour will apply.

Clinical:

If the student fails their clinical, the student is required to attend at least four (4) to eight (8) hours of clinical in the facility with the current students or any upcoming class. A fee of \$25.00 (per hour) will be charged.

Dismissal policies

The following constitute grounds for dismissal from the training:

1. Repeated tardiness and absence from class/clinical without prior notification to instructor/administrator and leaving the clinical and theory class without permission.
2. Failure to make up for excused absence.
3. Disruptive behavior, use of foul language, possession of not prescribed drugs, intoxication and sleeping in class.
4. Theft of property from the school, clinical area, staff, or other students.
5. Failure to report to clinical training in appropriate uniform after receiving proper warning.
6. Failure to pay tuition as scheduled in the payment plan.
7. Failure to observe the school course and our affiliation policies.
8. A student who does not actively participate in scheduled clinical experiences.
9. Absenteeism: more than one lecture or one clinical day will result in removal from the program.
10. A student who demonstrates poor professionalism.

Probation policies

ACADEMIC/CLINICAL PROBATION

- a. Any student who was dismissed from the program is given the right to appeal.
- b. A student is placed on academic probation because of a failure to meet academic standards.
- c. Academic probation places the student in jeopardy of dismissal from the program.
- d. Academic probation can be identified at midterm or any point in the course if a student has less than 70% grade average.

A probation form will be filled up about the reasons. Whether it is academic or clinical, the student will be cancelled or arranged with the instructor for extra time to improve the weakness of the student. If it fails, and there is no show of improvement on the part of the student then he or she will be dropped from the program.

The school may advise each student that a notice of cancellation shall be in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Any student who is dismissed from the program and willing to re-enroll, at the school discretion, will be considered for re-enrollment depending on the nature of the cause of dismissal. The student must start the whole program and pay the applicable registration and tuition fees.

However, any intoxication or use of illegal drugs in clinical site or school premises, violation of Residents Right such as abuse in any form constitute dismissal of a student and cannot be re-enrolled in any future class. Any action taken on a student, dismissal or probation will be a part of the student's file.

PREGNANCY

A student who becomes pregnant during her enrollment must present a written statement from a physician. The statement must indicate the approval for the continuation of the students' course without limitations. A student who is unable to meet the requirement may take a leave of absence.

DROP OUT/REFUND POLICY

- All fees will be refunded if the school does not accept the applicant.
- The student has the right to cancel the enrollment agreement and receive a refund of institutional charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, in accordance with California law.
- After the cancellation period, a student who withdraws after completing 60% or less of the program receives a pro rata refund of unearned institutional charges, subject to applicable law and properly disclosed charges for materials actually issued and not returnable in like-new condition. Independently purchased items are not institutional charges.
- The student shall receive a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance.
- The termination date to determine the refund is the last date of actual attendance by the student. Refunds will be made within forty-five (45) days of receipt of cancellation notice.
- **"The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".**
- All amounts paid by the student more than what is owed shall be refunded.

DRUG FREE POLICY

Any student attending class who is suspected of being under the influence of drugs or alcohol may be asked to leave at the discretion of the instructor. Students will be required to submit to a drug test at the student's expense whenever actions, statements or appearance cause reasonable suspicion that the student is under the influence of illegal drugs, controlled substances or alcohol. Reasonable suspicion would occur when one of the following factors are noted: odor of alcohol, psychotic, irrational behavior, over-aggressive behavior. Other factors may cause the instructor to suspect alcohol or drug abuse, and the instructor will call the Program Coordinator in these cases. When reasonable suspicion occurs, the student will be asked to leave the class or clinical and obtain a drug screen immediately in the Emergency Department of a local hospital. The instructor will report observations to the Program Coordinator immediately by phone and follow up with written documentation later the same day. The documentation will be placed in the student's file.

The student is suspended from class and clinical until the results of the drug screen are obtained and reported to the Program Coordinator. The student has the right to refuse testing. If this occurs, the student will be asked to leave the class or clinical immediately. The Program Coordinator will be notified of the refusal, and the instructor will document interactions with the student leading up to the conclusion.

DRESS CODE

The students are required to wear white uniforms with Windsor School of Nursing Assistants logo that can be purchased at the school for \$40.00 a set (top & bottom). Non-skid white rubber shoes or uniform shoes clean, no open toe footwear, no dangling earrings or heavy bracelets, wristwatch with a second hand and white socks.

Wearing apparel should be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate.

School uniforms with Windsor School of Nursing Assistants logo will only be worn in school and at the clinical site. Wearing Windsor School of Nursing Assistants uniform in public places such as bars, casinos or any public places that will degrade the institution is not permitted.

Students who come to school for practice are obliged to wear proper clothes. Wearing shorts, mini-skirts, tank tops, mid-rib, plunging neckline and see through are strictly prohibited inside the institution. Any student who is in violation of the dress code policy will be sent home.

CLINICAL DRESS CODES:

- Name badges are part of the uniform and are to be worn on the left side of the attire.
- No jewelry is to be worn except for wedding bands and non- dangling earrings.
- White, non-skid shoes and laces are always to be kept clean and in good repair.
- No gum chewing is allowed while in uniform.
- Deodorants and anti-per spirants are to be used daily
- Hair must be neat and clean; long hair should be pulled back and/ or tied with simple barrettes.
- Make up should be used sparingly; no strong perfumes or colognes are allowed.
- Nails are to be maintained at a quarter of an inch or less without nail polish.
- No textured hosiery is allowed. Plain whit nurses' stockings or white solid-colored socks are recommended.
- A black ink pen and a small notebook or note pad are integral parts of the uniform.

PERSONAL APPEARANCE

The well-groomed nurse aide should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks.

SMOKING POLICY

Smoking will be permitted only in the designated smoking areas on campus and is restricted to lunch and break time. In the clinical area, the facility/agency's rules will apply.

United States Department of Labor's Standard Occupational Classification Codes

Nursing Assistants and Orderlies

United States Department of Labor Standard Occupational Classification: Nursing Assistants, SOC 31-1131.

Nursing assistants provide basic care and help patients with activities of daily living. Orderlies transport patients and clean treatment areas. Most nursing assistants and orderlies work in nursing and residential care facilities and in hospitals. They are physically active and may need to lift or move patients.

How to Become a Nursing Assistants or Orderly?

Nursing assistants often need to complete a state – approval education program and must pass their State Competency exam to become licensed or certified. Orderlies typically have at least a high school diploma.

Job Outlook

Overall employment of nursing assistants and orderlies is projected to grow 9% from 2018 to 2028, faster than the average for all occupations. As the baby – boom population ages, nursing assistants and orderlies will be needed to help care for an increasing number of older patients.

For current occupational wage information, consult the U.S. Bureau of Labor Statistics Occupational Outlook Handbook.

Employment projections data for nursing assistants and orderlies, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Nursing assistants and orderlies	—	1,564,200	1,702,000	9	137,800	—
Nursing assistants	31-1131	1,513,200	1,648,600	9	135,400	
Orderlies	31-1132	51,000	53,400	5	2,400	

Home Health Aide and Personal Care Aides

United States Department of Labor Standard Occupational Classification: Home Health Aides, SOC 31-1121.

Home health aide and personal care aides help people with disabilities, chronic illness, or cognitive impairment by assisting in their daily living activities. They work in a variety of settings, including client's homes, group homes, and day services programs.

How to Become a Home Health Aide or Personal Care Aide?

Home health aides and personal care aides typically need a high school diploma or equivalent through some positions do not require it. Those working in certified home health or hospice agencies must complete formal training and pass a standardized test.

Job Outlook

Employment of home health aides and personal care aides is projected to grow 36% from 2018 to 2028, much faster than the average for all occupations. As the baby – boom population ages and the elderly population grows, the demand for the services of home health aides and personal care aides will continue to increase.

For current occupational wage information, consult the U.S. Bureau of Labor Statistics Occupational Outlook Handbook.

Employment projections data for home health aides and personal care aides, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Home health aides and personal care aides	—	3,253,000	4,438,700	36	1,185,800	—
Home health aides	31-1121	831,800	1,136,600	37	304,800	
Personal care aides	31-1122	2,421,200	3,302,100	36	881,000	

Restorative Nursing Assistant – Continuing Education Units

United States Department of Labor Standard Occupational Classification: Nursing Assistants, SOC 31-1131.

Restorative Nursing Assistant- Continuing Education or aides are supervised by rehabilitation therapists to help patient regain movement, assist in restorative skills for patients with disabilities with the aid of adoptive equipment and assistive devices supervised by nursing discipline and rehabilitation department.

How to Become Restorative Nursing Assistant – Continuing Education Units?

Restorative nursing assistant needs to be certified nursing assistant and take an approved certification program to become certified restorative nursing assistant (RNA).

Job Outlook

The demand for restorative nursing assistants is projected to grow, the need for physical, occupational and speech therapy increases in response to the health care needs of elderly and individual with chronic conditions, post strokes, spinal cord injury or traumatic head injuries.

For current occupational wage information, consult the U.S. Bureau of Labor Statistics Occupational Outlook Handbook.

Acute Care Nurse Assistant

United States Department of Labor Standard Occupational Classification: Nursing Assistants, SOC 31-1131.

Acute care CNA provide care in a hospital setting for patients who have medical or post – surgical needs or other department of the hospital such as maternity, intensive care or coronary care unit supervised by a registered nurse.

How to Become an Acute Care Nurse Assistant?

Typically, he/she needs a high school diploma or equivalent and already a certified nursing assistant but should attend an approved Acute Care Nurse Assistant program and be certified as an Acute Care Nurse Assistant.

Job Outlook

The demand for Acute Care Nurse Assistant to work in the hospital is increasing. The need to assist the registered nurses in caring post – operative patients, trauma, medical and surgical patients with chronic and debilitating conditions is increasing due to increasing elderly population and patients with cognitive impairments.

EDUCATIONAL RETENTION POLICY

Educational records shall be maintained by the Custodian Records. The custodian of records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets on the school site.

A duplicate of the student records shall be stored in a flash drive and stored in a different location which is away from the school. Student records will be maintained for five (5) years from the student date of completion or withdrawal. Windsor School of Nursing Assistants shall maintain records of the name, address email address, and telephone number of each student who enrolled in an educational program. Windsor School of Nursing Assistants shall retain transcripts permanently.

GRIEVANCE POLICY

All student grievances, issues, differences of opinion are to be resolved directly with the instructor. Should a student feel the need to discuss a grievance with the program director, the student must make an appointment to discuss the grievance. The appointment will be a joint meeting with the student, the lead and lab/clinical instructors and the program director.

Any grievance or issue unresolved by the Program Director will be turned in to the Administrator, Marcus Sevilla.

STUDENT GRIEVANCE PROCEDURE

A student may lodge a complaint by communicating orally or writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.

- If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution should advise the student that complaint must be submitted and shall provide the student with a written summary of the institution's complaint procedure.

- If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be logged.
Mr. Marcus Sevilla, Administrator, is to receive and resolve student complaints. He will be regularly accessible by contacting the school number (626) 810 – 0058 to set up an appointment before and after school hours, address in 18780 E. Amar Rd., Suite 203, Walnut CA 91789.
- If the student is not satisfied with the outcome of the school grievance process, the student may file a complaint with the Bureau for Private Postsecondary Education (BPPE) using the Bureau complaint process or by contacting BPPE at (888) 370-7589. The Bureau website is www.bppe.ca.gov.

The Administrator has the responsibility and the authority to:

1. Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaints.
2. Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. Record a summary of the complaint, its disposition and the reasons, place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints.
4. If the complaint is valid, it involves a violation of law and is not resolved within 30 days after it was first made by the student, and law enforcement of the complaint, investigation and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section – 940 of the Evidence Code. If the authorized person does not provide all the information required by this paragraph because of a claim of privilege under Section – 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
5. If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their investigation, and reasonable or lack of resolution

Students' rights

1. Students may cancel enrollment and receive any refund due through attendance at the first class session or the seventh day after enrollment, whichever is later. Cancellation must be provided in writing as described in this agreement. Nonattendance may constitute withdrawal under the withdrawal policy. Refunds due will be issued within 45 days.
2. Eligible students may have rights under the STRF for qualifying economic loss or school closure, as described in the STRF section of this agreement.
3. Unresolved institutional issues should first be directed to school administration. If the student is not satisfied with the outcome, the student may file a complaint with the Bureau for Private Postsecondary Education through the Bureau complaint process or by calling (888) 370-7589.
4. Students have the right to receive accurate information from the school and to be protected against fraud or misrepresentation.

By signing below, I certify that I have read and understand the policies procedures and expectations outlined by the school I agreed to be responsible for following them I also acknowledge that these policies may be updated throughout the year.

Student signature

Date

Signature of school official

Date

Discrimination policy

Windsor School of Nursing Assistants is committed to equal opportunity for all students and all staff. It is Windsor School of Nursing Assistants policy that no one shall be treated differently, separately, or have any action directly affecting him or her taken based on race, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability where a person is otherwise qualified or could be with reasonable accommodation. The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as practically possible, to eradicate any effects of discrimination. Discipline should be imposed where appropriate.

ANTI – HARASSMENT POLICY

Windsor School of Nursing Assistants is committed to providing all students with a safe and supportive school environment. Members of the school are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all students are entitled to respect.

Sexual harassment is a form of harassment that violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct,

- That is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being.
- That creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.
- That threatening or serious intimidating.

To prevent harassment in the first instance, staff members should teach why harassment is wrong and teach that tolerance and respect are essential to a free society. In response to an act of harassment, staff members should intervene immediately to stop the harassment and, if appropriate, should punish the harassment promptly, consistently, and proportionately to the seriousness of the act. But the response should not end there; rather, staff members should deter future harassment with continuing lessons of tolerance and respect.

FINANCIAL AID

➤ **FINANCIAL AID**

All consumer information that is requested to be disclosed to the students pursuant to Federal and State Financial Aid Programs.

CEC 94909(a)(10)

Students at Windsor School of Nursing Assistants are not eligible for federal loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Windsor School of Nursing Assistants is eligible but chooses not to participate in federal student aid programs. Therefore, students who attended this institution do not have federal student loans.

Prior to enrollment, Windsor School of Nursing Assistants shall provide a prospective student with a school catalog and provide the student the school *website (www.windsorschoolnursing.com) and the result

of the school entrance exam of the prospective student as required by the Department of Rehabilitation/Workforce partners.

- Windsor School of Nursing Assistants is a private institution, and it is approved to operate by the bureau that meets the minimum requirement by law.

No federal financial aid is offered or provided. The Windsor School of Nursing Assistants participates in State programs through Workforce Partners e.g. WIOA. Applicants may qualify for WIOA adult funding based on the following:

WIOA and America's Job Center of California workforce funding are third-party sponsorships, not student loans. Eligibility and authorization are determined by the sponsoring workforce agency; the school does not guarantee funding and does not charge students for referrals.

Eligible adults must be 18 or older. While eligible laid-off workers are generally individuals who have been terminated from their last employment and are unlikely to return to their previous industry or occupation, displaced homemakers and self-employed individuals also may qualify for these services. Adult and laid-off worker services are provided through locally based America's Job Center of CaliforniaSM (AJCC), formerly known as One-Stop Career Centers. Comprehensive Job Centers provide access to a full range of services pertaining to employment, training and education, employer assistance, and guidance for obtaining other assistance. While WIOA requires Job Centers to provide specific services, local areas may design programs and provide services that reflect the unique needs of their area for further information please see link below.

[http://www.edd.ca.gov/jobs_and_training/Workforce Investment Act.htm#CaliforniasEligibleTrainingProviderList](http://www.edd.ca.gov/jobs_and_training/Workforce_Investment_Act.htm#CaliforniasEligibleTrainingProviderList)

Refund Policies and Procedure for Workforce Innovative Opportunity Act (WIOA), Work Source Centers (America's Job Center of California)

Policies:

4. Pro-Rata Rule: If WIOA participant withdrawals or drops out early, the school is legally required to issue a refund for the unused portion of the tuition, calculated based on training hours or clock hours completed based on BPPE regulation.
5. A student or WIOA participant cannot waive their right to refund. It is out of pocket waivers.
6. All unused fees, overpayments, are subject to refunds include not just tuition but also any prepaid supportive services such as books uniforms fees or equipment tools.

Procedures:

7. If a participant drops out, stops attending or is officially terminated by the school, the timeline begins immediately.
8. Windsor School of Nursing Assistant is bound to immediately notify the WIOA career agent or case manager when a participant fails to complete the program.
9. The school applies state mandated Pro-Rata calculation of refund.
10. If a student cancels through attendance at the first class session or the seventh day after enrollment, whichever is later, the school will refund institutional charges paid, including the registration fee, as required by applicable law. Any applicable STRF assessment is handled according to governing requirements.
11. Beyond the window, a fractional Pro-Rata for the students who complete the 60% or less of the program.
12. The school must return the refund directly to the WIOA agency or any all third party (not to the student) and school refunds be settled within 45 days from the date of cancellation or official withdrawal of the participant.

Windsor School of Nursing Assistants does not finance tuition but, the students are entitled to a payment plan during the course period without interest. See pages 23 - 29 for Tuition and Fees.

For a WIOA-funded student who cancels or withdraws, the same cancellation, withdrawal, and pro rata refund calculation stated in this catalog applies. Any refund attributable to charges paid by the WIOA sponsor will be returned to that sponsoring agency in accordance with its authorization and payment requirements. Any amount personally paid by the student will be refunded to the student as applicable. The student remains responsible only for charges permitted under the enrollment agreement and applicable law.

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

➤ **WINDSOR SCHOOL OF NURSING ASSISTANTS' FINANCIAL STABILITY**

The school is financially stable. The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C sec.1101 et seq).

➤ **NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

Windsor School of Nursing Assistants does not accept transfer credits and credential earnings from another institution. The student is required to start the entire Windsor School of Nursing Assistants approved programs that the student is seeking to be certified. The educational programs Nursing Assistant, Home Health Aide, Restorative Nursing Assistant – Continuing Education Units, and Acute Care Nurse Assistant pay the applicable tuition fees and must meet the school admission requirements.

➤ **FOREIGN/INTERNATIONAL STUDENTS**

Windsor School of Nursing Assistants does not participate in any visa services, nor will they vouch for student status in any associated charges. The school is not entitled to accept foreign exchange students or student visa service.

➤ **POLICY FOR UPDATING THE INSTITUTION CATALOG, DISTANCE EDUCATION**

Windsor School of Nursing Assistants does not offer distance education. All instruction is delivered in person at an approved instructional location, theory at 18780 E Amar Rd., Ste 203, Walnut, CA 91789 and approved clinical sites.

Windsor School of Nursing Assistants updates its catalog annually. The current catalog covers January 1, 2026 through December 31, 2026. If a required educational program, service, procedure, or policy changes before the next annual catalog is issued, the school will issue a supplement or insert when the change is implemented.

The school provides the catalog to each prospective student before the student signs an enrollment agreement, either as a printed copy at the school or electronically through the school website. A current catalog is also provided to any interested person upon request, in print or electronically, without charge.

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, any changes will be made in the month of January. Any changes will be reflected on the website.

➤ **POLICY IN PROVIDING PROSPECTIVE STUDENT WITH SCHOOL CATALOG**

The institution's policy in providing a catalog to a prospective student is providing him/her with the website address to view the catalog. Anyone who does not have access to the computer can mail a catalog upon request. A prospective student who walks into the school will be provided with a school catalog to read prior to signing an enrollment agreement and have reviewed the school Performance Fact sheet.

➤ **FACILITIES AND EQUIPMENTS**

Description of the facilities and of the types of equipment & materials that will be used for instruction.

The satellite location listed with BPPE is 4122 Saratoga Ave., Building 20, Los Alamitos, CA 90720. Closure and removal are pending, and no new classes are currently scheduled there. Any instruction conducted there before BPPE completes the removal uses appropriate classroom space, instructional equipment, and learning resources comparable to those described for the main location.

Windsor School of Nursing Assistants is located at 18780 E. Amar Rd., Suite 203, Walnut, California 91789. The school is 2,800 sq. ft. A big classroom to accommodate 25 students and two (2) laboratory rooms to practice skills, one (1) laboratory room has 15 sitting capacities. Each one has a hospital bed in place. Like hospital room setting and another room for library.

Below are the locations of Facilities for Theory and Clinical Practice:

Class Session (*theory*)
Windsor School of Nursing Assistants
18780 Amar Road, Suite 203, Walnut, Ca 91789
Phone #: (626)810 – 0058; Fax # (626)810-0086

Class Session (*clinical*)
Garden View Post – Acute Rehab
 14475 Garden View Lane,
 Baldwin Park, CA 91706
 Phone #: (626) 962-7095

Class Session (*clinical*)
The Rowland
 330 W. Rowland Street,
 Covina, CA 91723
 Phone#: (626)967-2741

The institution is using books, power point videos, and handouts. The school maintains a good number of supplies for the theory classes. For the laboratory skills practice supplies are provided and purchased, no items are leaned or rented.

The amount of supplies is indicated below:

Thermometer (10)	Sphygmomanometer (5)	Stethoscope (5)	Gait belts
Wheelchair (1)	Shower chair (1)	Cane (3)	Walker (3)
Bedpan (5)	Urinal (5)	Bedpan commode (1)	Catheter bag (10)
Measuring container (15)	Rubbing alcohol (5)	Betadine (3)	Wipes (plenty)
Gloves (plenty)	Scale (2)	Measuring tape (3)	Bathing supplies (5)
Emesis basin (5)	Denture cup (15)	Toothbrushes (15)	Adaptive device (3)
Dental floss (5)	Plastic toothpicks (plenty)	Comb/Brush (10)	Lotions (5)
Diaper and Pads (30)	Specimen containers (15)	Enemas (5)	Dry Dressings (10)
Suppositories (5)	Bandages (plenty)	Pillows (8)	Restraint devices (3)
Mattress pads (10)	Isolation supplies (15)	Pencils (30)	Papers (plenty)
ADL forms (50)	Charting forms (plenty)	Bed (1)	Bed linens (5)
Glass thermometers (10)	Digital thermometers (3)		

Description of library & other learning resources & procedure for students to access the resources

A library is provided for the students to access books and some learning materials such as videos and power point slides that will help them to enhance their knowledge about nursing assistants. Reference books are also available on request, and it is the students' responsibility to return and sign a waiver for the book. In case of loss, students need to replace and/or pay the amount of the book listed on the waiver. All books provided in the library are of the latest edition.

The school maintains a collection of textbooks related to health care specifically related to Nursing Assistant, Home Health Aide, Restorative Nursing Assistant – Continuing Education Units, and Acute Care Nurse Assistant.

A quiet room is made available where a student could check out the textbook to study or read. The school uses the book “Hartman’s Nursing Assistant Care Long-Term Care 6th Edition by Susan Alvare Hedman, Jetta Fuzy, RN, MS, & Susan Rymer, MSTE, RN, LSW”. as it only textbook, the school makes available three (3) more different textbooks for Nursing Assistant as part of the school’s library collection for any reference.

Videos are also available for skills. Videos and books can be checked out by notifying the secretary or the instructor by signing the forms to log out and log in.

Book check out should be returned not tampered. The student will be charged the price of the book for unreturned and tampered books.

➤ **HOUSING INFORMATION**

The school does not provide housing or dormitory for the students. Windsor School of Nursing Assistants has no dormitory facility under its control. Windsor School of Nursing Assistants is not responsible for finding or assisting students with housing. It is the student’s responsibility.

The availability of housing located reasonably near the institution’s facilities and an estimation of the approximate cost or range of cost of the housing; the school could suggest the nearby motels or room-for-rent to the students who are in need of assistance for housing, and that range from \$49+ per day for motels, or \$500 bed space/room-for-rent per month.

****THE SCHOOL DOES NOT GUARANTEE ANY STUDENT DISCOUNTS ON HOUSING****

Windsor School of Nursing Assistants has no responsibility to find or assist a student in finding housing. The school does not operate or control dormitories.

➤ **EMERGENCY CLOSINGS**

In the event severe weather conditions, such as earthquake, or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school.

In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

Student services

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.

Student Services is committed to providing support to prospective and current students within the Windsor School of Nursing Assistants to promote academic success. In collaboration with faculty, staff, and administration. Student Services serves as an advocate for all students. Counseling is available. Referral to Work Source Solution who have that target young adults (16-24) exited the school system without diploma, the Work Source Solution routes them to alternative high school services, GED preparation or rapid occupational skills training. We offer students job search support including referring students to known facilities that are currently hiring.

Location

Windsor School of Nursing Assistants
18780 E. Amar Rd., Suite 203
Walnut, CA 91789

Contact

Phone: (626) 810 – 0058
FAX: (626) 810 – 0086
Website: www.windsorschoolnursing.com

GRADUATION policy

➤ **GRADUATION REQUIREMENTS**

Nursing Assistant

1. Completed 160 hours of clinical and theory.
2. Passed the clinical with satisfactory score and theory with 75% passing.
3. Settled all financial obligations to Windsor School of Nursing Assistants.
4. Passed the final exam with a 75% passing score.

Home Health Aide

1. Completed the 40 hours of clinical and theory.
2. Passed the clinical with satisfactory score and theory with 75% score.
3. Passed the final exam with 75% passing score.
4. Settled all financial obligations to Windsor School of Nursing Assistants.

Restorative Nursing Assistant – Continuing Education Units

1. Completed the 24 hours of clinical and theory
2. Passed the clinical with satisfactory score and theory with 75% passing score.

3. Passed the final exam with 75% passing score.
4. Settled all financial obligations to Windsor School of Nursing Assistants

Acute Care Nurse Assistant

1. Completed the 104 hours of clinical and theory.
2. Passed the clinical with satisfactory score and theory with 75% score.
3. Passed the final exam with 75% passing score.
4. Settled all financial obligations to Windsor School of Nursing Assistants.

➤ **STATE EXAMINATIONS**

To qualify for the State Examination, all students are required to pass the course or program. State licensing certification or process is the students' responsibility. Windsor School of Nursing Assistants will provide students with information regarding test dates, test location and fees, if possible. Students should be aware that all test fees are the student responsibility. To be certified in the State of California, the students are required to pass the skills and written competency examination.

➤ **PLACEMENT SERVICES**

Windsor School of Nursing Assistants will make every effort to assist employment needs to all students and prospective graduates. It is also understood that the students will fully cooperate in the job search and will also make a good-faith effort to secure a position on their own.

Referring to the nursing facilities or home care, those who are looking for Certified Nursing Assistants that contact the Windsor School of Nursing Assistants are part of our service.

****NO GUARANTEES ARE MADE CONCERNING A PROFESSIONAL PLACEMENT AS AN ENTICEMENT TO ENROLL, NOR CAN THE SCHOOL PROMISE THAT PLACEMENT IS ASSURED UPON GRADUATION.**

➤ **HOLIDAYS**

The following school holidays will be observed:

- | | |
|--------------------------|--------------------------------|
| ▪ New Year's Day | ▪ 4 th of July |
| ▪ Martin Luther King Day | ▪ Labor Day |
| ▪ Presidents Day | ▪ Thanksgiving Day & Day After |
| ▪ Good Friday | ▪ Christmas Eve |
| ▪ Memorial Day | ▪ Christmas Day |
| | ▪ New Year's Eve |

Students are not required to report to school on these holidays. In the event a student is scheduled for clinical training in the nursing home during one of the named holidays, see the School Director for clarification.

HOURS OF OPERATION

The school office opens on Monday – Friday from 9:00am – 5:00pm

- Mondays - Fridays from 8:00 am – 4:30pm (Weekday Theory Classes)
- Regular classes are scheduled Monday through Friday. Make-up classes may be scheduled on weekdays or weekends depending on the circumstances, instructor availability, and school approval.

NOTICE OF CANCELLATION

DATE OF ENROLLMENT: _____

DATE OF CANCELLATION: _____

DATE OF FIRST-CLASS SESSION: _____

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day (7) after enrollment, whichever is later.

To cancel this agreement, mail or deliver a signed and dated copy of this notice, or any other written notice, to the following address:

Windsor School of Nursing Assistants
18780 E. Amar Rd., Suite 203
Walnut, CA 91789
Phone #: (626)810-0058
Fax #: (626)810-0086

REMEMBER:

- **YOU MAY CANCEL BY MAILING OR DELIVERING A SIGNED AND DATED WRITTEN NOTICE. Windsor's cancellation form is optional; certified mail is not required. Nonattendance alone is not a written cancellation notice.**
- Refer to "Student's Right to Cancel" about the refund policy.
- Any refund due will be paid within 45 days of the date the school receives the student's signed and dated written cancellation notice.

Student's Name (Printed Name)

Date

Student's Signature

Date

Signature of School Official

Date

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; (888) 370-7589; (916) 574-8900; fax (916) 263-1897.