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Board of Vocational Nursing and Psychiatric Technicians
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DATE	May 6, 2022
TO	Board Members
REVIEWED BY	Beth DeYoung, MPH, RN Lead Nursing Education Consultant (LNEC)
PREPARED BY	Jessica Gomez MSN, RN Nursing Education Consultant (NEC)
SUBJECT	Reconsideration of Provisional Approval; Request to Admit Students
PROGRAM	Curam College Vocational Nursing Program (Program) (Director: Wayne Williams, Sacramento, Sacramento County Private)

Please note: The NECs make recommendations. The recommendations are forwarded to the Executive Officer Review, the Education and Practice Committee or the full Board for action.

PROGRAM REQUEST:

Reconsideration of provisional approval

Request to admit a full-time class of 20 students to commence on May 31, 2022, with a graduation date of March 14, 2023.

BACKGROUND:

On August 2, 2019, during an unannounced onsite program inspection, it was identified that the Program Director was not following the approved admission policy or the director’s improvement plan to increase the annual average pass rates that was submitted in April 2019. The Program admitted students in June 2019 who did not meet the qualifications specified in the improvement plan.

The Program was placed on provisional approval at the November 23, 2019, Board meeting due to six violations identified during the unannounced onsite program inspection.

On June 2, 2020, documents submitted by the Program Director appeared to correct five of the six violations. The annual average pass rates remained non-compliant with regulations. However, state travel restrictions due to Covid-19 prevented NECs from conducting on-site inspections so a site visit was not conducted to evaluate the implementation of the submitted plan. Part of the submitted plan included determination

that the Program would develop a major curriculum revision to be in place prior to the next class admission of students.

On August 21, 2020, the Board approved a full-time class of 20 students to start on September 7, 2020.

On October 27, 2020, a major curriculum revision was approved by the Executive Officer. The revised curriculum includes the following changes as described by the director:

- Decreased total number of hours from 1720 to 1546,
- Moved Anatomy and Physiology from a prerequisite to term one fundamentals with 28 additional content hours integrated in terms two through four,
- Moved Nutrition and Pharmacology from prerequisites to term one fundamentals.

On December 7, 2020, during the evaluation of submitted documents, one violation was identified which has been corrected.

On February 18, 2021, the Board approved the program to start a class of 16 students on March 1, 2021, allowing the Program to initiate the new curriculum. Due to the Program's low average annual pass rate, the Board decided that no additional class requests will be considered until the approved class graduated and a verifiable pass rate for the class becomes available.

On March 2, 2021, the Program requested to delay start of the approved class until April 5, 2021, to allow the Program Director and faculty to complete the instructor training for the Kaplan program which was incorporated into the new curriculum. The request was granted by the Executive Officer.

On August 17, 2021, the Program submitted the required program comprehensive analysis that was due on May 22, 2021. The documents included the analysis and application of previously developed procedures.

On November 19, 2021, the Board approved the Program's provisional approval for a six-month period to allow the students who were currently enrolled to graduate and take the NCLEX-PN® licensure examination to obtain a pass rate for classes under the new curriculum. The Program was required to demonstrate incremental progress in the NCLEX-PN® examination pass rates. The Program was notified that, if it failed to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.

On March 2, 2022, a program analysis was submitted by the Program Director.

On March 17 and 21, 2022, an announced onsite inspection was completed by the NEC. One continued violation from the initial violations identified on November 23, 2019, and one new violation were identified. During the site visit, it was noted that students made up all missed hours during the last three weeks of the program. The Program Director was notified of the violations and given an opportunity to respond to them.

On April 15, 17 and, 18, 2022, the Program Director submitted his response to the violations. The Program Director has not been forthcoming to the NEC regarding make-up hours and remediation. New documents were submitted by the Program Director for make-up hours which included sign-in sheets marked as make-up that included 32 clinical hours made up for all but two students. The two students had a combination of theory and clinical hours made up totaling 32 hours. None of the student absences totaled 32 hours. The submitted documents also contained sign in sheets identified as make up theory which totaled 32 hours made up for each student for the last three weeks of term two. Due to the lack of correlation of the missed objectives to the newly identified make-up theory and clinical hours, two additional violations were identified.

STAFF ANALYSIS:

The class which recently graduated utilized the new curriculum. The Kaplan program testing and NCLEX-PN® preparation is included throughout the curriculum. With the decreased number of program hours from 1720 to 1546, the Board determined that no new students would be admitted to the Program prior to receiving a pass rate for the current class of graduates, who were the first class of students to receive the benefit of the new curriculum. Currently, seven of the fourteen students representing this class have taken the NCLEX-PN® licensure examination. Of the seven students, three students passed, and four students failed. The current pass rate for this class of students is 43 percent. Currently, there are no students enrolled in the vocational nursing program.

In preparation for this report on March 15, 2022, an analysis of all documents submitted by the Program Director was completed. An announced program site visit was conducted on March 17 and 21, 2022. The program analysis provided by the Program Director described the program's admission, testing, attendance, and faculty processes and how they were implemented. The analysis did not identify the initiation or development of any new policies or processes to assist students and to bring up the Program's non-compliant pass rate. The Program implemented interventions over the last two years to improve the NCLEX-PN® pass rates to no avail. The NCLEX-PN® pass rates actually dropped from 50 to 48 percent in quarter 1 of 2022 and have continuously been non-compliant for the past consecutive seven quarters.

The announced site visit included a discussion with the Program Director and an in-depth review of the student's files including admission, attendance, grades, and remediation for the most recent graduating class. It was identified that the Program Director is not following the policies described in the submitted analysis. It was also identified that the students made up all their missed hours at the end of the program. According to a conversation with the Program Director, the students' study what they feel weak in, the information is not correlated to missed clinical or theory objectives. One continuing and one new violation was identified.

On April 15, 17, and 18, 2022, the Program Director submitted documents in response to the violation. It did not escape the NEC's attention that the make-up hour records from the onsite visit and the new submission of make-up hours did not match (See

Attachment B). Due to the lack of correlation of the missed objectives to the (newly identified) make-up theory and clinical hours, two additional violations were identified.

STAFF RECOMMENDATIONS:

Please note: These are not NEC decisions, rather the recommendations presented at the Executive Officer Review, the Education and Practice Committee and/or the full Board.

1. Deny the Program’s request to admit a full-time class of 20 students to start on May 31, 2022.
2. Revoke the provisional approval of Curam College Vocational Nursing Program, effective immediately.
3. Remove the Program from the Board’s List of Approved Vocational Nursing Schools effective May 20, 2022.

RELEVANT PROGRAM ELEMENTS

Enrollment

Section 2530(k) of the California Code of Regulations, Title 16 states:

“(k) The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to: (1) Sufficient program resources as specified in Section 2530(a). (2) Adequacy of clinical experience as specified in Section 2534. (3) Licensure examination pass rates as specified in Section 2530(l)”.

The program is approved to offer a 39-week full-time class. Board approval is required prior to the admission of each class.

The following table represents current student enrollment based on the current class start and completion date. The table indicates a maximum enrollment of 20 students for the period May 2022 through March 2023.

Enrollment Data Table

Class Start Dates	Class Completion Dates	Number of Students Admitted	Number of Students Current	Number of Graduated	Total Enrolled
5/22 FT Proposed *3/23		20			20

*Indicates projected graduation date

Licensing Examination Statistics

Section 2530(l) of the California Code of Regulations, Title 16 states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of approved vocational nursing schools for the same period.”

The following statistics, furnished by Pearson Vue and published by the National Council of State Boards of Nursing as “Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction,” for the period April 2020 through March 2022, specify the pass percentage rate for graduates of the Program on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®) and the variance from the state average annual pass rates.

NCLEX-PN® Licensure Examination Data

Quarter	Quarterly Statistics				Annual Statistics*		
	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate CCR §2530(l)	Variance from State Average Annual Pass Rate
Apr - Jun 2020	9	6	67%	81%	71%	79%	-8
Jul - Sept 2020	10	5	50%	75%	62%	78%	-16
Oct - Dec 2020	8	1	13%	75%	44%	77%	-33
Jan - Mar 2021	4	3	75%	73%	48%	76%	-28
Apr - Jun 2021	6	2	33%	72%	39%	74%	-35
Jul – Sep 2021	3	1	33%	70%	33%	72%	-39
Oct – Dec 2021	9	5	56%	73%	50%	72%	-22
Jan – Mar 2022	9	5	56%	76%	48%	73%	-25

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

Based on the most current data available (January – March 2022), the Program’s average annual pass rate is 48 percent. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time during the same period is 73 percent. The average annual pass rate for the Program is 25 percentage points below the state average annual pass rate. The Program has failed to maintain the minimum pass rate for eight consecutive quarters while it has been on provisional approval. Of the most recent class of fourteen graduates who received the new curriculum, seven of the 14 graduates took the NCLEX-PN® and three passed for a 43 percent pass rate.

Faculty and Facilities

Section 2534(d) of the California Code of Regulations, Title 16 states:

“For supervision of clinical experience, there shall be a maximum of 15 students for each instructor.”

The current number of Board-approved faculty totals four, including the director. The director has 100 percent administrative duties. Of the total faculty, three are designated to teach clinical. Based upon a maximum proposed enrollment of 20 students, two instructors are required for clinical supervision. The utilization of faculty at clinical facilities is such that clinical instruction is covered adequately.

Section 2534(b) of the California Code of Regulations, Title 16 states:

“Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught.”

Submitted documentation indicates the program has sufficient clinical facilities to afford the number, type and variety of patients that will provide clinical experience consistent with Board-approved competency-based objectives and theory being taught for current students.

Program Analysis and Program Onsite Inspection

A program analysis was submitted to the NEC on March 2, 2022. (See Attachment C)

The NEC evaluated the analysis and conducted an announced onsite program inspection of student records on March 17, 2022. The following concerns were identified regarding statements made in the Program Director’s analysis and documents provided on campus.

1. Attendance:

Student	Total hours missed	Identified on programs make-up form	Hours to make up per form	Hours marked as complete per form	Total hours made up at the end of program per theory sign-in sheets	Missing hours
Student 1	11	yes - campus	1.5	0	11	
Student 2	18	no	N/A	N/A	18	
Student 3	34	yes - campus	2.5	0	34	
Student 4	8	no	N/A	N/A	7.5	.5
Student 5	40	no	N/A	N/A	40	
Student 6	71	no	N/A	N/A	37 theory 21 skills lab	13
Student 7	20	no	N/A	N/A	20	
Student 8	16	no	N/A	N/A	16	
Student 9	16	no	N/A	N/A	16	
Student 10	34	no	N/A	N/A	34	
Student 11	26	yes – campus	1	0	26.5	
Student 12	18	no	N/A	N/A	15.5	2.5
Student 13	34	no	N/A	N/A	34	
Student 14	8	yes - campus	.5	0	7.5	

- a. The program analysis stated: “Attendance is monitored daily and entered in our tracking system; and any student missing hours are reported to the Program Director daily so that corrective action can be taken. The Program Director will either speak to the student personally or send an email to the student with a verbal warning. No student is permitted to progress to the next term unless the missed hours are made up.”
- b. During the onsite inspection, the Program Director provided the NEC with the attendance records for each student in group 24. The records identified the number of hours each student missed through the program. All missed hours were marked as theory hours. (See Attachment D)

The NEC was shown student attendance sign-in sheets dated January 10, 2022, through January 31, 2022, verifying all theory make-up hours were made-up at the end of the program, two of the sheets were marked skills lab with one student attending, and one sheet was marked theory and skills lab with one student in attendance. No attendance make-up forms were provided for the end of each term as stated in the program analysis.

- c. One student continued through the program with 71 missed hours. Provided documentation identified 58 hours which were made up during the last three weeks of the program.

- d. According to the Program Director, the theory make-up time was used for the students to study what they feel academically weak in, not to make-up missed theory objectives. All but 21 make-up hours on the attendance roster were identified as theory.
 - e. Student Absence Reports: During the site visit the NEC requested to see all attendance make-up forms for the last group of students. The NEC was provided eight forms only, four of the forms were for the requested group of students. A total of 4 hours and 45 minutes of missed time was accounted for by the attendance make-up forms. Two of the forms were marked reflecting that no assignment was given to make up the missed hours. All four forms identified the location of the missed hours as campus hours. (See Attachment E)
2. Student Progression: According to the submitted program analysis and the review of student records
- a. According to Student 2's file, the student received an Academic Probation Contract on October 21, 2021. The document stated the plan for remediation: "The SVN may seek assistance with any instructor by making an appointment to seek guidance on areas that need additional effort and focus to achieve successful conclusion of their study goal." No assignments or structured method of study was supplied for the probation learning process. (See Attachment F)
 - b. The Academic Probation form identified that Student 2 was passed from term 3 to term 4 after an exam that the student received a score of less than 75 percent which required remediation. According to the Program Director, the contract started in term 3 on October 21, 2021, and was completed in term 4 on December 23, 2021.
 - c. According to the program analysis submitted March 3, 2022, "Any student who does not maintain the 75% expected average is considered for remediation. The faculty will meet with the student and develop a plan for remediation. The student must complete the remediation contract conditions no later than the end date for the term that they were placed on remediation. No student will be allowed to carry over a remediation contract to the next term".
 - d. Student 2 took the NCLEX-PN® licensure examination on March 10, 2022, according to documentation placed in the students file, the student failed the licensing examination on the first attempt. (See Attachment G)
 - e. During the onsite inspection it was identified that all students took an examination on the urinary system three times. There is a concern regarding the legitimacy of the testing for the examination. No explanation of the time frame between the testing was provided. The Program Director stated the instructors really worked with the students so they could pass. On the first

attempt of the test, all students received 46 to 59 percent for a test score. On the second attempt, several of the student's test score dropped. The second test scores ranged between 42 and 60 percent. One student did obtain a 70 percent on the second test. On the third test all student's scores ranged between 87 and 98 percent. (See table below)

Student	Examination	Test 1	Test 2	Test 3
Student 1	Urinary System	55%	49%	87%
Student 2	Urinary System	46%	54%	88%
Student 3	Urinary System	49%	48%	93%
Student 4	Urinary System	55%	60%	90%
Student 5	Urinary System	54%	52%	90%
Student 6	Urinary System	45%	45%	97%
Student 7	Urinary System	49%	42%	97%
Student 8	Urinary System	51%	54%	92%
Student 9	Urinary System	41%	49%	98%
Student 10	Urinary System	59%	72%	93%
Student 11	Urinary System	58%	56%	97%
Student 12	Urinary System	59%	55%	93%
Student 13	Urinary System	49%	54%	95%
Student 14	Urinary System	53%	49%	90%

On April 15, 17 and 18, 2022 the Program Director submitted responses to the violations identified on March 17, 2022.

- 1- Documents were submitted identifying student attendance throughout the program. The document also identified scheduled make-up days for missed theory or clinical. Sign in sheets were provided that specified the date and method of make-up hours.
- 2- Sign-in sheets marked make-up hours were submitted for 32 clinical make-up hours for all but two students in the Program for term 1. Two students had received 16 hours of clinical make-up and 14 hours of theory make-up.
- 3- Sign-in sheets marked make-up hours were submitted for 32 theory make-up hours for all student in the Program for term 2.
- 4- There were no make-up hours identified for term 3.
- 5- Sign in sheets marked make-up hours were submitted with various amounts of theory hours and one sheet with one student's clinical hour make-up time were submitted for term 4.
- 6- The make-up hours in the documents received on March 17, 2022, were very close to the identified missed hours. The make-up time presented on April 17, 2022, were vastly different than the identified missed hours.

7- There was no identified correlation of missed theory or clinical objectives to the time made up on either set of documents presented to the NEC.

Violations:

Section 2530(e) of the California Code of Regulations, Title 16 states:

(e) "Each instructor shall have a daily lesson plan which correlates the theory and practice offered to the student. A copy of this plan shall be available to the director."

Violation #1: During the evaluation of the submitted documents by the Program Director in response to the violations, it was identified that there is no correlation to the objectives the students missed and the made-up hours during the scheduled theory or clinical make-up. According to documents submitted, 32 hours of clinical make-up in term one and 32 hours of theory make-up hours were completed by all students in the class regardless of the number missed time by each student.

Status: This violation is not corrected.

Section 2530(h)(1)(2) of the California Code of Regulations, Title 16, states:

(h) "Each program shall have an attendance policy approved by the Board. The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up time is required. Acceptable methods for make-up include:

- (1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
- (2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients."

Violation #2: During the onsite inspection, make up attendance sheets were provided to the NEC that identified all but one student who made up the missed hours at the end of the program between January 10 and January 31, 2022. The initial documents provided a correlation between number of missed hours and made-up hours. However, there were no identification of objectives, topics, or method used to make-up missed hours.

On April 15, 2022, the Program Director submitted a response to the violation which included two attachments regarding missed time for each student. The forms were identified as:

- 1- Missing hours attendance report and
- 2- Make up schedule and attendance records

The submitted make-up forms did not match the initial documents provided to the NEC during the site inspection. The forms did not identify clinical or theory objectives that were made up. Student's make-up hours did not match hours missed.

Status: The violation is not corrected.

Section 2530(i) of the California Code of Regulations, Title 16, states:

- (i) "The school shall evaluate student performance to determine the need for remediation or removal from program."

Violation #3: During the onsite inspection and the evaluation of student files, it was determined that a student was placed on probation for an examination score of less than 75 percent. The student's remediation plan stated the student may contact an instructor for guidance in the remediation process. No clear assignments were provided to the student. The student was allowed to progress to the next term prior to probation being complete. This conflicts with the student requirements submitted in the program analysis on March 3, 2022.

Status: The violation is not corrected.

Section 2534(d) of the California Code of Regulations Title 16, states:

- (d) "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor."

Violation #4: Submitted documents provided by the Program Director on April 15, 2022, identified that during skills lab make-up hours on June 29, June 30, and July 1, 2021, sixteen students signed the attendance roster and only one instructor's name was assigned to the group of students.

Status This violation is not corrected.

ATTACHMENTS:

- Attachment A: Program History
- Attachment B: Comparison of Submitted Documents
- Attachment C: Program Analysis submitted March 2, 2022
- Attachment D: Attendance Records
- Attachment E: Student Make-Up Forms
- Attachment F: Student Probation form
- Attachment G: Notice of Failure of NCLEX-PN®

CURAM COLLEGE OF NURSING VOCATIONAL NURSING PROGRAM

Program History

- On May 9, 2011, the Executive Officer approved Curam College of Nursing's request to begin a vocational nursing program with an initial full-time class of 30 students on July 5, 2011, only; and approved the program's curriculum for 1550 hours, including 594 theory and 956 clinical hours.
- On April 26 and 27, 2012 an initial site visit was completed by the Nursing Education Consultant.
- On May 30, 2012, the Executive Officer approved the Curam College of Nursing Vocational Nursing Program for the four – year period from May 30, 2012, through May 29, 2016, and issue a certificate accordingly; and, approved the program's request to admit a class of 30 students on June 4, 2012 with a projected graduation date of March 1, 2013, only, to replace students who graduated May 10, 2012; and, required the program to obtain Board approval prior to the admission of additional students.
- On November 2, 2012, the Executive Officer approved the program's request to admit a class of 20 students on November 5, 2012, only, with a projected graduation date of August 7, 2013, only; and required the program to obtain Board approval prior to the admission of additional students.
- On February 28, 2013, the Executive Officer denied Curam College's request to admit a class of 30 students on March 18, 2013 graduating December 6, 2013, to replace the class that will graduate on March 1, 2013; and, approved the program to admit a class of 20 students on March 18, 2013 only, with a projected graduation date of December 6, 2013. This class will replace students scheduled to graduate on March 1, 2013; and required the program to obtain Board approval prior to the admission of additional students.
- On December 19, 2013, the Executive Officer denied Curam College Vocational Nursing Program's request to admit a class of 30 students on January 21, 2014 graduating September 5, 2014, to replace the class that graduated August 7, 2013; and, approved the program's admission of a class of 20 students on January 13, 2014 only, with a projected graduation date of September 5, 2014. This class will replace students that graduated on August 7, 2013; and required the program to revise its admission criteria to include the following:
 1. Pre-requisite computer class.

2. Minimum pass rate of 75 percent on the ATI admission test in the following content areas:
 - Reading
 - Language
 - Mathematics
 - Critical Thinking
 3. Require the program to revise its screening and selection criteria to include:
 - Pre – requisite computer class.
 - Essay.
 4. Require the program to submit a revised instructional plan to increase the length of the program from 38 weeks to 44 weeks by January 31, 2014. The additional time would be allocated to terms 2 and 3.
 5. Require the program to obtain Board approval prior to the admission of additional students.
- On January 31, 2014, the director submitted the revised curriculum as directed above.
 - On February 6, 2014, the NECs met with the director regarding revisions that needed to be made to the submitted curriculum.
 - On May 2, 2014, the director was notified the program had four (4) quarters of low licensure pass rates. The director was required to submit a plan to improve the programs licensure pass rates by May 30, 2014.
 - On May 13, 2014, the revised Term 1 was submitted for review and the director's plan to improve licensure pass rates.
 - On May 22, 2014, the Executive Officer denied Curam College Vocational Nursing Program's request to admit a class of 20 students on June 16, 2014, graduating April 3, 2015.
 - On July 15, 2014, the Board received electronic correspondence from Curam College requesting approval to admit a new class.
 - On August 13, 2014, the Executive Officer approved Curam College Vocational Nursing Program's request to admit a class of 20 students on August 18, 2014, only, graduating June 12, 2015, to replace students who graduated May 2, 2014; and required the program to obtain Board approval prior to the admission of additional students.
 - On October 30, 2014, the Executive Officer approved Curam College Vocational Nursing Program's request to admit a class of 20 students on November 4, 2014, only, graduating September 18, 2015. This class will replace students that will

graduate October 3, 2014; and, continued to require the program to obtain Board approval prior to the admission of additional students.

- On February 24, 2015, the Executive Officer denied Curam College Vocational Nursing Program's request to admit a class of 20 students on March 2, 2015, only, graduating September 18, 2016; and, continued to require the program to obtain Board approval prior to the admission of additional students.
- On August 4, 2015, the Board received electronic correspondence from the program director stating that BPPE had provided Curam College of Nursing approval to operate from August 4, 2015 through August 3, 2020.
- On August 6, 2015, the Acting Executive Officer:
 1. Approved the Curam College Vocational Nursing Program's request to admit a class of 20 students starting August 10, 2015, only, that would graduate on May 27, 2016, to replace the class that graduated on June 12, 2015.
 2. Approved the program's request to admit a class of 20 students starting on October 19, 2015, only, that would graduate on August 19, 2016, to replace the class graduating on September 18, 2015.
 3. Continued to require the program to obtain Board approval prior to the admission of additional students.
- On January 14, 2016, the Acting Executive Officer approved Curam College Vocational Nursing Program's request to admit a class of 30 students starting February 9, 2016, graduating on December 2, 2016, only. This is not a replacement class; and, continued to require the program to obtain Board approval prior to the admission of additional students.
- On May 19, 2016, the Executive Officer continued approval of the Curam Collage of Nursing, Vocational Nursing Program for the four – year period from May 29, 2016, through May 28, 2020, and issued a certificate accordingly and:
 1. Approved the program's request to admit a class of 20 full-time students commencing on June 6, 2016, only, that would graduate on April 14, 2017. To replace the class graduating on May 25, 2016.
 2. Continued to require the program to obtain Board approval prior to the admission of additional students.
- On August 31, 2016, the Executive Officer:
 1. Approved the program's request to admit a class of 20 full-time students commencing on October 10, 2016, only, scheduled to graduate on August 4, 2017. To replace the class that graduated on August 19, 2016.
 2. Continued to require the program to obtain Board approval prior to the admission of additional students.

- On December 29, 2016, the Executive Officer:
 1. Approved the program's request to admit a class of 20 full-time students commencing on February 13, 2017, only, scheduled to graduate on December 1, 2017, to replace the class that graduated on August 19, 2016.
 2. Approved the program's request to admit a class of 20 full-time students commencing on May 21, 2017, only, scheduled to graduate on March 10, 2018, to replace the class scheduled to graduate on April 14, 2017.
 3. Continued to require the program to obtain Board approval prior to the admission of additional students.

- On August 30, 2017, the Interim Executive Officer Rendered the following decisions:
 1. Approved the program's request to admit a class of 20 full-time students commencing on September 19, 2017, scheduled to graduate on August 15, 2018, only. The class will replace students scheduled to graduate on August 4, 2017.
 2. Approved the program's request to admit a class of 20 full-time students commencing on December 4, 2017, scheduled to graduate on October 5, 2018, only. The class will replace students scheduled to graduate on December 14, 2017.
 3. Approved the program's request for ongoing admissions, with the pattern of one class of twenty (20) students quarterly, to replace graduating students only, with the following stipulations:
 - a. No additional classes are added to the program's pattern of admissions without prior Board approval.
 - b. The director documents that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students; and,
 - c. The program maintains an average annual pass rate that is compliant with Section 2530 (l) of the Code.

- On February 20, 2018, the Board approved the minor curriculum change to accommodate a part-time evening class.

- On May 11, 2018, the Executive Officer rendered the following decisions:
 1. Approved the program's request to admit a class of 20 part-time evening students commencing on June 4, 2018, scheduled to graduate on June 14, 2019, only. This is in addition to the approved ongoing admissions.
 2. Denied the program's request to increase the current ongoing admissions pattern to include one-day class of twenty (20) students quarterly, and one evening class of 20 students yearly, to replace graduating students only.
 3. Rescinded the program's approval for ongoing admissions pattern to include one-day class of twenty (20) students quarterly, to replace graduating students only.

4. Required the program to obtain Board approval prior to the admission of each class.
- On July 31, 2018, the Executive Officer rendered the following decisions:
 1. Approved the program's request to admit a class of 20 full-time day students commencing on August 6, 2018, scheduled to graduate on July 13, 2019, only. The class will replace the students graduating July 13, 2018.
 2. Denied the directors request to admit a class of 20 students to a full-time day class, commencing on November 5, 2018, scheduled to graduate on August 23, 2019: only.
 3. Continued to require the program to obtain Board approval prior to the admission of each class.
 4. Required the program to a submit a report in four months, but no later than November 30, 2018. The reports must include a comprehensive analysis of the program, specific identified actions required to improve pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Admission Criteria
 - b. Screening and Selection Criteria
 - c. Current Enrollment
 - d. Terminal Objectives
 - e. Curriculum Including:
 - 1- Curriculum Objectives
 - 2- Instructional Plan
 - 3- Theory and Clinical Objectives
 - 4- Correlation of Clinical Rotation to Theory Presentations
 - f. Attendance Policy
 - g. Remediation Policy
 - h. Program resources including but not limited to faculty, facilities, and skills lab.
 - On November 20, 2018, the Executive officer rendered the following decisions:
 - 1- Approved the program's request to admit a class of 20 full-time day students commencing on December 18, 2018, scheduled to graduate on October 11, 2019, only. The class will replace the students who graduated on November 13, 2018.
 - 2- Continued to require the program to obtain Board approval prior to the admission of each class.
 - 3- Required the program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the Board, no later than two months prior to the requested start date for the class.

- b. Provide documentation that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the program maintains an average annual pass rate that is compliant with Section 2530(I) of the Vocational Nursing Rules and Regulations.
 - 4- Continued to require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the California Code of Regulations, Title 16.
- On September 3, 2019, the Executive Officer rendered the following decisions:
 1. Placed the Curam College Vocational Nursing Program on the October 7, 2019, Board Education Committee agenda for consideration of provisional approval.
 2. Denied the program's request to admit a class of 20 full-time day students commencing on September 30, 2019, scheduled to graduate on July 24, 2020, only.
 3. Continued to require the program to obtain Board approval prior to the admission of each class.
 4. Required the program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the Board, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the program maintains an average annual pass rate that is compliant with Section 2530(I) of the Vocational Nursing Rules and Regulations.
 5. Continued to require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the California Code of Regulations, Title 16.
- On November 8, 2019, the full Board rendered the following decisions:
 - i. Placed Curam College, Vocational Nursing Program the November 7, Board meeting to consider provisional approval for the two-year period beginning November 22, 2019; and issue a certificate accordingly.
 - ii. Issued a notice of change in approval status to the program identifying specific areas of non-compliance and requirements for correction as referenced in Section 2526.1 and Section 2530(I) of the California Code of Regulations.
 - iii. Required the program to admit no additional classes without prior approval by the Board.
 - iv. Required the program to correct the remaining violations identified and submit documentation of corrections no later than November 30, 2019.
 - v. Required the program to submit a report to the Board in six months, no later than May 22, 2020, and eighteen months, no later than May 22, 2021. The report must include a comprehensive analysis of the program, timeline for

- implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
- a. Terminal objectives
 - b. Evaluation of current curriculum including:
 - 1- Instructional plan
 - 2- Theory objectives for each term
 - 3- Clinical objectives for each term
 - 4- Lesson plans for each term
 - c. Student Policies including:
 - 1- Admission policy
 - 2- Screening and selection policy
 - 3- Attendance policy
 - 4- Remediation policy
 - 5- Evaluation of student achievement
 - 6- Credit granting policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of faculty
 - f. Methodologies for:
 - 1- Faculty meetings
 - 2- Clinical evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
 - vi. Require the program to provide no less than one instructor for every ten students in clinical experiences.
 - vii. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2526.
 - viii. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
 - ix. Place the program on the Board's November 2021 agenda for reconsideration of provisional approval.
 - x. Requested the NEC to update the report for the Board meeting and attempt to include the programs request to admit students if submitted timely.
- On February 10, 2020, the full Board rendered the following decisions:
 1. Approve the program director's request to admit a class of 20 students on March 2, 2020, with an expected graduation date of December 18, 2020.
 2. Require the program to admit no additional classes without prior approval by the Board.
 3. Continue to require the program to submit the previously required reports to the Board no later than May 22, 2020, and the reevaluation due no later than May 22, 2021. The report must include a comprehensive analysis of the program, timeline

for implementation, and the effect of employed interventions. The elements below must be addressed in the analysis.

- a. Terminal objectives
 - b. Evaluation of current curriculum including:
 1. Instructional plan
 2. Theory objectives for each term
 3. Clinical objectives for each term
 4. Lesson plans for each term
 - c. Student Policies including:
 - 1- Admission policy
 - 2- Screening and selection policy
 - 3- Attendance policy
 - 4- Remediation policy
 - 5- Evaluation of student achievement
 - 6- Credit granting policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of faculty
 - f. Methodologies for:
 - 1- Faculty meetings
 - 2- Clinical evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
4. Require the program to provide no less than one instructor for every ten students in clinical experiences.
 5. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professionals Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2526.
 6. Require the program to refrain from further misrepresentation of fact or the Board may take further action up to and including revocation of the program.
 7. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
 8. Place the program on the Board's November 2021 agenda for reconsideration of provisional approval.
 9. program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
 10. Place the program on the Board's November 2021 agenda for reconsideration of provisional approval.
- On August 21, 2020, the Board rendered the following decisions.
 1. Approved the program director's request to admit a class of 20 students on September 7, 2020, with an expected graduation date of July 9, 2021
 2. Required the program to admit no additional classes without prior approval by the Board.

3. Placed the Program on the Board's November 2021 agenda for reconsideration of provisional approval.
4. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS:

1. Program director to reevaluate the program and submit the report no later than May 22, 2021. The report must include a comprehensive analysis of the program, timeline for implementation, and the effect of employed interventions. The elements below must be addressed in the analysis:
 - a. Terminal Objectives
 - b. Evaluation of current curriculum including:
 - 1- Instructional plan
 - 2- Theory objectives for each term
 - 3- Clinical objectives for each term
 - 4- Lesson plans for each term
 - c. Student Policies including:
 - 1- Admission policy
 - 2- Screening and selection policy
 - 3- Attendance policy
 - 4- Remediation policy
 - 5- Evaluation of student achievement
 - 6- Credit granting policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of faculty
 - f. Methodologies for:
 - 1- Faculty meetings
 - 2- Clinical evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
 2. Continue to provide no less than one instructor for every ten students in clinical experiences. Regulation 2534. (d) states, "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor."
 3. Comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2526.
 4. Refrain from further misrepresentation of fact or the Board may take further action up to and including revocation of the Program.
 5. Demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.
- On October 27, 2020, the Executive Officer rendered the following decisions:
 - 1- Approve the major curriculum revision to include 1546 total hours, 588 theory hours and 958 clinical hours.
 - 2- Comply with all program requirements listed below.

PROGRAM REQUIREMENTS:

- 1- Continue the program's requirement to obtain Board approval prior to admission of any additional classes.
- 2- Notify the NEC in the event a current class is displaced from clinical sites.
- 3- Notify the NEC when a course is 50 percent complete, and submit an update related to clinical sites.
- 4- Continue to require the program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the Board, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the program maintains an average annual pass rate that is compliant with Section 2530(l) of the Vocational Nursing Rules and Regulations.
- 5- Program director to reevaluate the program and submit the report no later than May 22, 2021. The report must include a comprehensive analysis of the program, timeline for implementation, and the effect of employed interventions. The elements below must be addressed in the analysis:
 - a- Terminal Objectives
 - b- Evaluation of current curriculum including:
 1. Instructional plan
 2. Theory objectives for each term
 3. Clinical objectives for each term
 4. Lesson plans for each term
 - c- Student Policies including:
 1. Admission policy
 2. Screening and selection policy
 3. Attendance policy
 4. Remediation policy
 5. Evaluation of student achievement
 6. Credit granting policy
 - d- Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e- Evaluations of faculty
 - f- Methodologies for:
 1. Faculty meetings
 2. Clinical evaluations
 - g- Documentation of required clinical resources for all terms for all current cohorts.
- 6- Comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2526.
- 7- Refrain from further misrepresentation of fact or the Board may take further action up to and including revocation of the Program.

- On February 9, 2021, the full Board rendered the following decisions:
 1. Admit a class of 16 students to start on March 1, 2021, with an expected graduation date of December 10, 2021, to replace the students who graduated December 20, 2020.
 2. No additional requests for admission will be considered until the March 1, 2021, class graduates and verifiable pass rates are available.
 3. Comply with all program requirements listed below.

PROGRAM REQUIREMENTS:

1. Approval by the full Board is required prior to the admission of additional students.
2. Notify the NEC in the event a current class is displaced from clinical sites.
3. Notify the NEC when a course is 50 percent complete, and submit an update related to clinical sites.
4. Continue to require the program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the program maintains an average annual pass rate that is compliant with Section 2530(l) of the Vocational Nursing Rules and Regulations.
5. Program director to reevaluate the program and submit the report no later than May 22, 2021. The report must include a comprehensive analysis of the program, timeline for implementation, and the effect of employed interventions have had on the program's pass rates. The elements below must be addressed in the analysis:
 - a. Terminal Objectives
 - b. Evaluation of current curriculum including:
 1. Instructional plan
 2. Theory objectives for each term.
 3. Clinical objectives for each term
 4. Lesson plans for each term
 - c. Evaluation of student policies including:
 1. Admission policy
 2. Screening and selection policy
 3. Attendance policy
 4. Remediation policy
 5. Evaluation of student achievement
 6. Credit granting policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of faculty
 - f. Methodologies for:
 1. Faculty meetings
 2. Clinical evaluations

- a. Documentation of required clinical resources for all terms for all current cohorts.
 - 6. Comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professionals Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2526.
 - 7. Refrain from further misrepresentation of fact or the Board may take further action up to and including revocation of the Program.
- On August 17, 2021, the program submitted the required comprehensive analysis that was due by May 22, 2021.
 - On November 19, 2021, the Board rendered the following decisions:
 1. Approve the extension of the provisional approval for a six-month period to begin November 19, 2021.
 2. Comply with all program requirements listed below.
- PROGRAM REQUIREMENTS:**
1. Continue to require the program to submit a comprehensive analysis report every 10 months, with a submission date no later than June 1, 2022. The report must include a comprehensive analysis of the program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - b. Terminal Objectives
 - c. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Theory & Clinical Objectives for each Term
 - 3- Lesson Plans for each Term
 - d. Student Policies including:
 - 1- Admission Policy
 - 2- Screening and Selection Policy
 - 3- Attendance & Remediation Policy
 - 4- Evaluation of Student Achievement
 - 5- Credit Granting Policy
 - e. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - f. Evaluations of Faculty
 - g. Methodologies for:
 - 1- Faculty Meetings
 - 2- Clinical Evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
 2. Admit no additional classes without prior approval by the Board.
 3. Require the Program, when requesting approval to admit students, to

- a- Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b- Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c- Ensure that the program maintains an average annual pass rate that is compliant with Section 2530(l) of the California Code of Regulations.
4. Continue to provide no less than one instructor for every ten students in clinical experiences. Regulation 2534(d) states, "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every ten students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 5. Notify the NEC in the event a current class is displaced from clinical site.
 6. Continue the program's requirement to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at the California Business and Professions Code, Section 2880, and Article 5 of the California Code of Regulations, Title 16, Section 2526.
 7. Continue the program's requirement to demonstrate incremental progress in NCLEX-PN® examination pass rates. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
- On March 17, 2022 an announced program inspection was conducted.

CURAM COLLEGE OF NURSING
PROGRAM COMPREHENSIVE EVALUATION

March 02, 2022

Terminal Objectives: The terminal objectives were reviewed for this submission. We are satisfied that we can meet the objectives designated to assist the student in becoming prepared and have a successful outcome with the NCLEX-PN examination.

1. Provide safe, proficient, and compassionate care as a beginning practitioner applying, selected principles and utilizing the nursing process, therapeutic communication skills and the principles of critical thinking.
2. Exhibit responsibility in the practice of vocational nursing by adherence to ethical, moral, and legal obligations as stated in the Vocational Nursing Practice Act.
3. Acknowledge accountability for recognizing own limitations and refusing to perform tasks for which the graduate is not prepared.
4. Function as an effective member of the health care team under the direction of a registered nurse or physician.
5. Assume responsibility for professional growth and recognize the need for continuing education.
6. Interact with other health team members in the role of patient advocate.
7. Be prepared to successfully take and pass the NCLEX-PN examination.

Curriculum:

1. **Instructional Plan:** (September 2020) The BVNPT approved a total curriculum revision that now incorporates the previous pre-requisite courses (Anatomy & Physiology, Nutrition and Pharmacology). The curriculum is now divided into 4 Terms (First Term is devoted to Nursing Fundamentals, Second & Third Terms are devoted to Medical Surgical Nursing and Term Four is devoted to Maternity, Pediatrics and Leadership and Supervision). In the 3rd Qtr of 2021, the instructional plan was once again updated to include the Kaplan Resources that are being implemented throughout the program.

The new curriculum was implemented with our new class that started in April 2021. We have one cohort that graduated in December 2021 using the new curriculum. These students will start taking the NCLEX-PN exam in the 1st Qtr of 2022.

The faculty and students noted that the new format presented the cohort with more instructional resources and the integration of the pre-requisites (Pharmacology, Nutrition, and Anatomy & Physiology) helped the student gain a better understanding of the concepts of Fundamentals, Medical-Surgical, Maternity and Pediatrics)

Director communicates with each graduate as they prepare themselves for the exam, to determine their progress and the effectiveness of the study resources that they are using to prepare. The Program Director will make suggestions or direct the student to additional resources if needed.

Student Policies:

1. **Admission Policy:** We have developed an Admission Matrix using a point system in which potential students are rated and must acquire a total of 14 points for automatic admission. (Attached: Copy of Matrix and Worksheet).
2. **Screening and Selection:** We have implemented a comprehensive screening and selection process that is tied into the admission policy and uses the same matrix. (Attached Copy of Screening and Selection Worksheet).
3. **Attendance Policy:** We did not make any changes to our attendance policy however we did implement stricter guidelines, monitoring and taking immediate action to council students who are abusing the policy. Attendance is now monitored daily and entered in our tracking system; any student missing hours are reported to the Program Director daily so that corrective action can be taken. The Program Director will either speak to the student personally or send an email to the student with a verbal warning. **No student is permitted to progress to the next term unless the missed hours are made up. (Copy of Attendance Policy Attached).**
4. **Evaluation of Student Progress:** Students are assessed after each subject examination to ensure that they are achieving the benchmark of at least 75%. Item analysis is completed after each examination and adjustment made accordingly. A review of the exam is completed by the instructor with the entire class. Students who failed the exam are required to attend a subject review session and then given the opportunity to rewrite and they must achieve a score of not less than 75%. Clinical evaluations are completed by the faculty upon the completion of each clinical assignment. The student is given feedback and notified of any required corrections.
5. **Progression:** **No student is permitted to progress to the next term unless they have successfully passed the previous term with a minimum grade of 75%. Students who do not achieve the 75% passing rate required for progression will be required to repeat the term and achieve 75% in order to move ahead.**
6. **Remediation:** Any student who does not maintain the 75% expected average is considered for remediation. The faculty will meet with the student and develop a plan for remediation. The student must complete the remediation contract conditions no later than the end date for the term that they were placed on remediation. No student will be allowed to carry over a remediation contract to the next term. Students on remediation for failed examinations will be given the opportunity to rewrite the examination only once. If they fail the remediation exam, they will be dropped from the current term with no credit being given for the term. We also offer Saturday tutoring classes.

Faculty Evaluations:

1. Our faculty are evaluated by the student body three times during each term one evaluation for theory presentation, one evaluation for skills lab instruction and once for clinical evaluations.
2. The faculty is evaluated yearly by the Program Director, and this includes a classroom evaluation. Each faculty member is apprised of the evaluation comments that were presented by the student body. Faculty can also be randomly evaluated if there is a concern coming from the students, other faculty members or one of our clinical partners. During the evaluation a professional development plan is included, and the faculty is expected to discuss any courses or workshops or conventions that they will attend the upcoming year to continue with professional development. Faculty are required to submit copies of certificates they received from CEU attendance. We also solicit any information related to clinical performance by the faculty from the facility administrators, directors of nursing or directors of staff development.
3. **Faculty are also given an orientation related to the instructional plan and they are advised that the instructional plan is in two locations. 1. Program Directors Office which is accessible during normal business hours. Should the Program Director be out of the office then the Campus Manager can give them access. 2. The second copy is in the Faculty Share Drive, which is accessible via computer, cell phone, tablet.**

Faculty Meetings:

1. Faculty meetings are held at least quarterly and more often if there is a concern related to student performance, clinical issues. Faculty are expected to discuss the curriculum and its application in the classroom, clinical setting. Faculty are expected to make suggestions for improvements in any area of the curriculum application, skills lab demonstrations, student body issues and any other concern that they may be having to problem solve and apply critical thinking criteria to all decisions.

Student Clinical Evaluations:

1. Student clinical evaluations are completed by the faculty after each clinical assignment and discussed with the student. Any concerns for student success or a need for remediation are then referred to the Program Director for further action. The Program Director will meet with the faculty member and the student to develop a plan of remediation if that is required.

Required Clinical Resources All Terms:

1. **Clinical:** As discussed in the evaluations of approved clinical facilities we have the clinical resources to ensure that the students can achieve their clinical objectives for

address. Students will receive documents like simple worksheets, as well as CDPH and BVNPT testing information. Curam College would advise checking your email at least once per day as some time sensitive information may be delivered during the course/program. This time sensitive email could contain documents needed for a clinical session or an announcement for a weekend volunteer event in which the student could attend and receive hands on experiences which cannot be duplicated at the college.

Most cellular phones, tablets, and personal computers have software preinstalled on them that will enable you to view and print ".pdf" files. If you do not have the software on your phone, tablet or personal computer, you can download the software for free. Open your computer's browser or your mobile devices "store/marketplace" and search for "Adobe Acrobat Reader". Please make sure the Publisher of the software is "Adobe" to avoid downloading any malware.

Curam College of Nursing assumes no liability for any software students install on their devices. If you need assistance, please contact the Front Office with your concerns.

30.10 DRUG & ALCOHOL

Curam College of Nursing prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and/or employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
 - This includes nursing students who have a valid California medical marijuana card.
- The sale of any controlled substance which is in violation of local, state, or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized school activity.
- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.
- Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.
- Violations of this policy also constitute grounds for dismissal from Curam College.
- Students suspected to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training.

RANDOM DRUG TESTING

Our students will graduate and go on to take care of elderly clients, as well as others in the community. This great responsibility cannot be taken lightly. Therefore, we must ensure the integrity and professionalism of the school and our graduates. Keeping this in mind, the Curam College has the following policy related to the use of drugs or alcohol by its staff and students.

- **Random Testing:** Any staff member or student is subject to drug/alcohol screening for any suspicious activity or behavior.
- **Suspension:** Any staff member or student who is suspected of using drugs or alcohol while on duty, classroom or clinical, will be required to complete a drug/alcohol screening and may face suspension.
- **Positive Results:** Any staff member or student who completes a drug/alcohol screening test which has a positive return will be terminated from the course/program/employment, no exceptions.
- **School Rights:** The school reserves the right to test its staff, faculty, and students at any time without any prior notice.

Any violation of this policy will lead to the termination of employment or dismissal as a student at Curam College of Nursing.

30.11 WEAPONS

PURPOSE

"Weapon" means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage. Weapons include the

following items: firearms, including rifles, shotguns, handguns; bowie, dirks, and knives (other than kitchen knives) with blades four (4) inches or longer, explosives, swords, nunchakus, throwing stars and other martial arts weapons, crossbows, compound bows, recurve bows, long bows, pepper spray (except for small, personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms.

"Campus" means the facilities and land owned, leased by or under the primary control of Curam College of Nursing and passenger vehicles owned, leased or otherwise under the control of the college.

POLICY

No student may carry or possess a weapon, regardless of whether the person has a permit to carry a concealed weapon, on Campus.

30.12 PERSONAL ELECTRONIC DEVICES

Since the inception of cellular phones, educators have been battling the ringing, buzzing, and attention these devices take from their classrooms. As such, Curam College has defined a Personal Electronic Device Policy specifically designed to protect the classroom, students, and patients.

- The use of cellular devices in the classroom, skills lab, or clinical setting is not tolerated at any time.
- Any disruption caused by a student's personal electronic device shall be a violation.
- Students who leave the instructional setting to attend to an electronic device will not be permitted to return to the class or lab setting until after the next class break.
- Students who leave an examination due to a cellular call/ringing/vibrating will be dismissed from the examination and be given a score of "zero".
- Students who may need to be reached for emergencies are encouraged to give the school phone number, (916) 427-4400, to anyone who may need to contact them with an emergency. If the Front Office receives an emergency call for a student, they shall be notified immediately by Curam College staff.

THEORY & SKILLS LAB

Students are advised to place their cellular phones in the "phone hotel" and turn them "OFF."

CLINICAL ROTATIONS

Personal Electronic Devices are not allowed in the clinical setting.

30.13 TRANSFER CREDIT

Curam College of Nursing accepts credits earned at other institutions or through challenge examinations and achievement tests. The school does not have any agreements between the institution and any other colleges, universities or other schools that provides for transfer of credits earned in the program of instruction.

Curam College of Nursing may grant credit for previous nursing education that has been completed within five years prior to admission.

- Transfer credit shall be given for related previous education completed within the last five (5) years. This includes the following courses:
 - Accredited vocational or practical nursing courses
 - Accredited registered nursing courses
 - Accredited psychiatric technician courses
 - Armed services nursing courses
 - Certified nurse assistant courses
 - Other courses the school determines are equivalent to courses in the program
- Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations. Credit will be granted through evaluation of course work (official transcripts) by the Program Director. Students who are enrolling in the Vocational Nursing Program and possess a current Certified Nursing Assistant certificate, will be granted 10.0 units of credit for their

- Exit and reenter the classroom quietly as to not disrupt the instructor and your classmates.
- Understand that instructors will not review any missed information.
- If you are on a clinical rotation and must attend to personal matters, make sure all your patients are protected by informing your instructor. Do not leave a clinical site early without notifying your instructor.
- If you have any medical condition which will require leaving the class on a semi-regular basis
 - This must be documented in your student record by a doctor's note
- Emergencies; As students are not allowed the use of personal electronic devices during instructional periods, students are encouraged to give family/friends Curam College of Nursing's Front Office phone number. In the event an emergency should arise, and the student needs contacted, family/friends are able to call the school and the Front Office will relay the message to the student in a timely manner.

Student will not get any credit for any time they are outside of classroom.

Please use your break time wisely and maximize your time inside the classroom.

SKILLS LAB / CLINICAL ATTENDANCE

Students must attend a skills lab prior to a clinical experience.

The following policy will apply to Skills Lab Hours affecting Clinical Attendance.

- Students must attend the related skills lab prior to any clinical experience to practice skills that will be applied in that next clinical experience.
- Students who miss a skills lab experience will not be allowed to participate in the next clinical experience in which the newly acquired skills will be applied. This may put a student at risk for dismissal as attending clinical is required to advance through the program.

30.15 MAKING UP CREDIT HOURS

POLICY

Students who have missed credit hours for their course/program shall complete each hour before they are eligible for completion.

- All makeup assignments must have the prior approval of the Program Director.
- All assignments must be completed under the supervision of a BVNPT approved and school consented instructor or no credit will be granted for the makeup credit hours.
- Assignments for missed instruction shall be directly related to the content missed.
 - Examples of acceptable theory assignments:
 - Reading pertinent periodicals and writing a summary
 - Attending lectures, conferences, or workshops related to the missed material. Writing a summary and orally presenting to the cohort.
 - Examples of acceptable clinical assignments:
 - Attending an actual clinical rotation. The facility with dates and times will be scheduled by the Program Director.
 - A Satisfactory performance evaluation in the skills lab.

PROCEDURE

VN100 students can makeup time at the end of each term using the allotted days. While the program allows for a maximum of 3 make up days per term, students must make up all time owing at the end of each term. Students who do not make up the missed hours will not be permitted to advance to the next term.

All other courses and programs can makeup time in the next cohort if there is space and students are required to pay for any time beyond 1-day at the current hourly rate for the new cohort.

Students shall contact the Front Office for payments, scheduling guidance, and finally referring them to the faculty to schedule dates and times for makeup completion.

30.16 CCN OBLIGATION FOR MAKEUP CREDIT HOURS

The BVNPT approved curriculum states that CCN must provide a total of twelve (12) makeup days for the entire Vocational Nursing Program. These makeup days are intended for students who have had to miss days due to no fault of their own.

Students who miss more than three (3) days in any one term will not be able to make up the missed hours, therefore they will not be eligible to progress to the next term and will be dropped from the program.

All scheduling and agreements for all missed time must be made directly with the Director of Nursing or their designee.

The Director of Nursing may allocate CCN instructors or any other BVNPT approved instructor from other institutions to supervise makeup theory or clinical time.

All theory and clinical hours must be fulfilled before any student will be certified to the BVNPT as having completed the VN Program.

30.17 SAP, EVALUATION, GRADING

SAP

All student progress will be assessed at 25% intervals throughout each course/program. Students who have not maintained a 75% grade average shall meet with the Director of Nursing and placed on an academic probation contract.

The Academic Probation Contract shall include:

- A plan for preparation to rewrite failed exam(s)
- Consequences should the student fail a rewrite or violate the probation contract.
- Grievance policy, for students electing to grieve or appeal the probation contract.
- Start and End dates for the contract.
- Scheduled dates for rewrites
- List of resources and a study plan
- If the student rewrites and is unsuccessful in attaining a minimum of 75%, address the possibility of readmission to a future program.

EVALUATION & GRADING

The evaluation of all coursework at Curam College will adhere to the following standards:

- All students must achieve no less than 75% on each exam for credit.
- All course/program assignments shall be weighted by the requirements set forth in their respective catalog sections.
- Students are permitted 2 attempts per exam. After which the course/program/content shall be repeated, at the students' expense, to receive credit.
 - Students repeating content are required to reenroll and pay all applicable fees.

NA100 – NURSE ASSISTANT PROGRAM

Students who achieve a grade of 74% or below – the exam must be rectified before attending clinical rotations.

VN100 – VOCATIONAL NURSE PROGRAM

Students who achieve a grade of 74% or below shall:

- 1) Within 2-days, schedule a time to meet with the instructor to review the test questions missed;
- 2) Within 3-days, schedule an appointment with the Program Director
 - a. A remediation plan shall be developed and carried out with the student and the Program Director. The student shall be allowed to

Attachment D

The Curam College program director described to the NEC with the following instructions to read the attendance forms.

- Column 1 T = Theory S = Skills Lab C = Clinical
- Column 2 T1 = Term 1 Numbers below = hours per each type attended
- Column 3 T2 = Term 2 Numbers below = hours per each type attended
- Column 4 T3 = Term 3 Numbers below = hours per each type attended
- Column 5 T4 = Term 4 Numbers below = hours per each type attended
- Column 6 M = method of makeup
- Column 7 Total = total number of hours attended per row.

		102103					
Type	T1	T2	T3	T4	M	Total	
T	186	196	111	80	20	573	
S	204	84	112	44	0	444	
C	120	178	152	72	0	522	
TOT	510	457	375	196	20	1558	

102097

Type	T1	T2	T3	T4	M	Total
T	185	196	110	80	34	570
S	202	84	109	43	0	438
C	117	173	144	72	0	506
TOT	504	453	362	195	34	1547

102094

Type	T1	T2	T3	T4	M	Total
T	178	191	106	79	34	554
S	198	83	110	43	0	434
C	120	191	144	72	0	527
TOT	496	465	360	194	34	1549

102093

Type	T1	T2	T3	T4	M	Total
T	177	191	105	79	34	552
S	197	83	107	43	0	430
C	119	192	152	72	0	535
TOT	493	466	364	194	34	1550

102092

Type	T1	T2	T3	T4	M	Total
T	186	196	111	80	8	573
S	205	84	112	44	0	445
C	120	192	160	72	0	544
TOT	511	472	383	196	8	1569

102087

Type	T1	T2	T3	T4	M	Total
T	182	172	112	80	40	545
S	205	76	112	43	0	436
C	120	191	152	72	0	535
TOT	507	439	376	195	40	1557

102026

Type	T1	T2	T3	T4	M	Total
T	184	196	111	80	8	570
S	204	84	112	44	0	444
C	120	192	160	72	0	544
TOT	508	472	383	196	8	1566

		101962				
Type	T1	T2	T3	T4	M	Total
T	185	188	110	79	26	562
S	206	84	112	42	0	444
C	120	191	152	72	0	535
TOT	511	463	374	192	26	1566

		101892				
Type	T1	T2	T3	T4	M	Total
T	185	196	111	80	11	571
S	205	84	112	43	0	444
C	120	183	160	64	0	527
TOT	510	463	383	187	11	1553

101876

Type	T1	T2	T3	T4	M	Total
T	186	195	110	76	16	566
S	206	84	112	44	0	446
C	120	191	160	64	0	535
TOT	512	470	382	184	16	1563

101769

Type	T1	T2	T3	T4	M	Total
T	111	196	111	76	71	493
S	199	84	112	43	0	438
C	120	184	160	72	0	536
TOT	430	464	383	191	71	1538

101691

Type	T1	T2	T3	T4	M	Total
T	185	196	111	80	22	572
S	206	84	112	44	0	446
C	120	191	144	72	0	527
TOT	511	471	367	196	22	1566

		101585				
Type	T1	T2	T3	T4	M	Total
T	186	196	111	80	18	573
S	205	84	112	44	0	445
C	120	190	144	64	0	518
TOT	511	470	367	188	18	1554

101444

Type	T1	T2	T3	T4	M	Total
T	185	191	110	76	18	561
S	205	84	112	43	0	444
C	119	184	160	64	0	527
TOT	509	459	381	183	18	1550

Curam College of Nursing - Student Absence Report

Students are required to complete this form when they are absent or are requesting to be absent from either a theory class or clinical. Please email the instructor in advance of any absence.

STUDENT SECTION - Students, please fill in this section completely.

Today's Date: 10/26/21 Date of Absence: 10/26/21

Student Name: [Redacted] Cohort: VN24

Reason for the absence or request to be absent: Dental Appointment

Time Leaving Class: 3:30PM Time Returning to Class: 0800 (10/27/21)

Student Signature: [Redacted]

FACULTY

*notified 10/26/21
1330*

Instructor Notified Prior to Absence: Yes: No: Location of missed Class: campus

Scheduled Class Material (missed): Lymphatic System -

Assignment (make up): [Signature]

Total Time to be Made-up (in hours): 1 Hr.

Instructor Signature: [Redacted]

PROGRAM DIRECTOR

Make-up assignment approved by the Program Director: Yes No (if no, appropriate assignment is as follows)

Program Director Signature: _____ Date: _____

COMPLETED

Date: _____

Hours: _____ Location: _____

Supervised by: _____ Signature: _____

Curam College of Nursing - Student Absence Report

Students are required to complete this form when they are absent or are requesting to be absent from either a theory class or clinical. Please email the instructor in advance of any absence.

STUDENT SECTION - Students, please fill in this section completely.

Today's Date: 05/10/2021 Date of Absence: 05/10/2021
Student Name: [REDACTED] Cohort: _____
Reason for the absence or request to be absent: Doctor APPT
Time Leaving Class: 1600 Time Returning to Class: _____
Student Signature: [REDACTED]

FACULTY

Instructor Notified Prior to Absence: Yes: No: Location of missed Class: Campus
Scheduled Class Material (missed): Day 26
Assignment (make up): X
Total Time to be Made-up (in hours): 0.5
Instructor Signature: [REDACTED]

PROGRAM DIRECTOR

Make-up assignment approved by the Program Director: Yes No (if no, appropriate assignment is as follows)

Dr. Wayne C. Williams, CNS., PhD.
CNS015140
Program Director Signature: [Signature] Date: 6/7/2021

COMPLETED

Date: _____
Hours: _____ Location: _____
Supervised by: _____ Signature: _____

Curam College of Nursing - Student Absence Report

Students are required to complete this form when they are absent or are requesting to be absent from either a theory class or clinical. Please email the instructor in advance of any absence.

STUDENT SECTION - Students, please fill in this section completely.

Today's Date: 05/11/2021 Date of Absence: 05/13/2021
Student Name: [REDACTED] Cohort: VN-024
Reason for the absence or request to be absent: DOCTOR'S APPOINTMENT (BLOOD WORK)
Time Leaving Class: [REDACTED] Time Returning to Class: 10:30 AM
Student Signature: [REDACTED]

FACULTY

Instructor Notified Prior to Absence: Yes: No: Location of missed Class: Campus
Scheduled Class Material (missed): Growth & Development (Family)
Assignment (make up): Copy lecture notes
Total Time to be Made-up (in hours): 2.5
Instructor Signature: [REDACTED]

PROGRAM DIRECTOR

Make-up assignment approved by the Program Director: Yes No (if no, appropriate assignment is as follows)

Dr. Wayne C. Williams, CNS, PhD,
CNS015140

Program Director Signature: [Signature] Date: 6/7/2021

COMPLETED

Date: _____
Hours: _____ Location: _____
Supervised by: _____ Signature: _____

Curam College of Nursing - Student Absence Report

Students are required to complete this form when they are absent or are requesting to be absent from either a theory class or clinical. Please email the instructor in advance of any absence.

STUDENT SECTION - Students, please fill in this section completely.

Today's Date: 10/14/2021 Date of Absence: 10/14/2021
Student Name: [REDACTED] Cohort: VN 24
Reason for the absence or request to be absent: DMV appointment
Time Leaving Class: 1545 Time Returning to Class: N/A
Student Signature: [REDACTED]

FACULTY

Instructor Notified Prior to Absence: Yes: No: Location of missed Class: campus
Scheduled Class Material (missed): Nursing Care Plan development
Assignment (make up): Complete et submit NCP as required on time
Total Time to be Made-up (in hours): 45 min
Instructor Signature: [REDACTED]

PROGRAM DIRECTOR

Make-up assignment approved by the Program Director: Yes No (if no, appropriate assignment is as follows)

Program Director Signature: _____ Date: _____

COMPLETED

Date: _____
Hours: _____ Location: _____
Supervised by: _____ Signature: _____

**Curam College of Nursing
Vocational Nursing Program
Academic Probation Agreement**

Ver.10.21

October 21, 2021

TO:

[REDACTED]
Cohort: VN 024

FROM:

Subject: Academic Probation Contract

1. The Student Vocational Nurse (SVN) named above is formally placed on Academic Probation due to deficient performance (<75% on the Subject Examinations and/or the Comprehensive examination) in the display of their knowledge as related to the practice of Vocational Nursing.
2. The objective of this contract is to inform the SVN of the need to improve and maintain the highest possible level of education and experience to prepare the student to take and pass the California State Vocational Nursing License Examination.
3. Agreement for Improvement
 - a. Purpose
 - i. The primary intent of this Contract is to inform the SVN of the required additional effort to take the California State Vocational Nursing License Examination with the highest probability for success in passing the examination.
 - b. Plan for Remediation
 - i. The SVN may seek assistance with any instructor by making an appointment to seek guidance on areas that need additional effort and focus to achieve successful conclusion of their study goal.
 - c. Consequences for Probation failure:
 1. The failure of any course examination that is part of the VN course of study is grounds for immediate removal from the VN program.
 2. The options the VN Program Director may institute include, but are not limited to:
 - a. Placement with the following VN cohort
 - b. Other options as deemed viable by the program director

A copy of this contract will be given to the student for their records, a second copy of the contract with original signatures will be placed in the school's permanent student file.

All questions and comments should be directed to John Vertido, BS, LVN, Assistant Professor of Nursing.

The signature of the student on this document acknowledges they are placed on Academic Probation and understands the purpose, plan and consequences of the Academic Probation Contract.

Contract Status Review Date: November 22, 2021


Contract Termination Date: December 23, 2021

Acknowledgement:

 _____

11/02/21
Date

For Curam College of Nursing:

 _____

25 OCT 21
Date

Exam Appointment History

Description	Details	Order Information
Exam NCLEX-PN: The National Council Licensure Examination for Practical Nurses Language: English Length: 300 minutes ⓘ	Appointment Thursday, March 10, 2022 Start time: 11:15 AM PST Location Pearson Professional Centers-Sacramento CA	Order Number/Invoice Registration ID Status Fail