

Agenda Item #17.C.1.



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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COVER SHEET

SUBJECT: Preferred College of Nursing, Van Nuys, Vocational Nursing Program – Consideration of Request to Admit Students (Director: Elizabeth Estrada, Van Nuys, Los Angeles County, Private)

The Preferred College of Nursing, Van Nuys, Vocational Nursing Program has requested approval to admit one (1) part-time class of 20 students beginning April 4, 2016 and graduating September 25, 2017. Denial of the request is recommended.

Initially placed on provisional approval on May 16, 2014, the program is required to obtain approval of the full Board prior to the admission of students.

On February 13, 2015, the Board considered the report of an October 2014 unannounced program inspection that identified a total of **16** violations.

On November 20, 2015, the Board considered a request to admit students and approved admission of 10 students, rather than the 20 students that had been requested by the program.

Recommendations:

1. Deny the Preferred College of Nursing, Van Nuys, Vocational Nursing Program's request for approval to admit one (1) part-time class of 20 students beginning April 4, 2016 and graduating September 25, 2017.
2. Continue to require the program to admit no additional classes without prior approval by the full Board.
3. Continue the program's placement on the Board's May 2016 agenda for reconsideration of provisional approval.

Rationale

The program has failed to provide documentation of adequate resources to support the requested students. In addition, the significant drop in the program's pass rate to a current rate of **53%**, which is **19** percentage points **below** the state average annual pass rate, is of serious concern. With the program having been approved to admit 10 students in January 2016, and with the program on the Board's agenda for reconsideration of provisional approval in May 2016, the recommendation is to deny the program's request to admit students at this time.

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DATE: January 25, 2016

TO: Board Members

FROM: 
Donna G. Johnson, RNP, MS, MA
Nursing Education Consultant

SUBJECT: Preferred College of Nursing, Van Nuys, Vocational Nursing Program –
Consideration of Request to Admit Students (Director: Elizabeth Estrada, Van Nuys, Los
Angeles County, Private)

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On November 20, 2015, the Board considered a request to admit students and approved admission of 10 students, rather than the 20 students that had been requested by the program.

History of Prior Board Actions

(See Attachment A, History of Prior Board Actions)

Enrollment

The Preferred College of Nursing, Van Nuys, Vocational Nursing Program is required to obtain approval by the full Board prior to admitting classes.

The following table represents **current and projected** student enrollment based on class starts and completions. The table indicates a **maximum enrollment of 111** students for the period of **May 2009 through April 2016**. However, should the current request be approved, the maximum enrollment would total **30** students.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
5/09 PT – Day		30	15	15
12/09 PT – Eve		40	16	15 + 16 = 31
5/10 PT – Eve		27	14	31 + 14 = 45
11/10 PT – Eve		15	8	45 + 8 = 53
12/10 FT – Day		15	14	53 + 14 = 67
	1/11 (5/9 PT Day)		-15	67 – 15 = 52
3/11 PT – Day		17	15	52 + 15 = 67
	8/11 (12/09 PT Eve)		-16	67 – 16 = 51
9/11 PT – Eve		17	14	51 + 14 = 65
	12/11 (12/10 FT Day)		-14	65 – 14 = 51
1/12 FT – Day		32	21	51 + 21 = 72
	1/12 (5/10 PT Eve)		-14	72 – 14 = 58
2/12 PT – Eve		19	14	58 + 14 = 72
6/12 FT - Eve		16	15	72 + 15 = 87
	8/12 (11/10 PT Eve)		-8	87 – 8 = 79
8/12 PT – Eve		25	16	79 + 16 = 95
	10/12 (3/11 PT Day)		-15	95 – 15 = 80
11/12 PT – Day		25	22	80 + 22 = 102
12/12 FT – Day		17	9	102 + 9 = 111
	12/12 (1/12 Day)		-21	111 – 21 = 90
3/13 PT – Eve		22	20	90 + 20 = 110
	3/13 (9/11 PT Eve)		-14	110 – 14 = 96
	6/13 (6/12 FT Eve)		-15	96 – 15 = 81
9/13 PT – Day		20	20	81 + 20 = 101
	10/13 (2/12 PT Eve)		-14	101 – 14 = 87
12/13 FT – Day		8	7	87 + 7 = 94

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
	12/13 (12/12 FT Day)		-9	94 - 9 = 85
3/14 PT - Eve		20	18	85 + 18 = 103
	4/14 (8/12 PT Eve)		-16	103 - 16 = 87
	7/14 (11/12 PT Day)		-22	87 - 22 = 65
	9/14 (3/13 PT Eve)		-20	65 - 20 = 45
	3/15 (12/13 FT - Day)		-7	45 - 7 = 38
	7/15 (9/13 PT - Day)		-20	38 - 20 = 18
	11/15 (3/14 PT Eve)		-18	18 - 18 = 0
1/16 FT - Day	1/17	10		0 + 10 = 10
4/16 PT (Proposed)	9/17	20		10 + 20 = 30

Licensing Examination Statistics

The following statistics, furnished by the 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 January 2010 through December 2015 specify the pass percentage rates for graduates of the Preferred College of Nursing, Van Nuys, Vocational Nursing Program on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®), and the variance from state average annual pass rates.

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Average Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR §2530(I)]	Variance from State Average Annual Pass Rate
Jan - Mar 2010	18	11	61%	76%	62%	74%	-12
Apr - Jun 2010	21	13	62%	74%	62%	75%	-13
Jul - Sep 2010	13	9	69%	76%	62%	75%	-13
Oct - Dec 2010	9	6	67%	77%	64%	76%	-12
Jan - Mar 2011	20	16	80%	80%	70%	77%	-7
Apr - Jun 2011	16	10	63%	71%	71%	76%	-5
Jul - Sep 2011	9	5	56%	74%	69%	76%	-7
Oct - Dec 2011	5	5	100%	74%	70%	75%	-5
Jan - Mar 2012	6	4	67%	77%	67%	74%	-7

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Average Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR §2530(I)]	Variance from State Average Annual Pass Rate
Apr - Jun 2012	15	7	47%	72%	60%	74%	-14
Jul - Sep 2012	13	6	46%	74%	56%	74%	-18
Oct - Dec 2012	7	4	57%	70%	54%	74%	-20
Jan - Mar 2013	4	2	50%	75%	49%	73%	-24
Apr - Jun 2013	4	3	75%	78%	54%	73%	-19
Jul - Sep 2013	12	7	58%	75%	59%	74%	-15
Oct - Dec 2013	17	7	41%	76%	51%	76%	-25
Jan - Mar 2014	19	8	42%	74%	48%	76%	-28
Apr - Jun 2014	7	4	57%	66%	47%	73%	-26
Jul - Sep 2014	11	7	64%	72%	48%	73%	-25
Oct - Dec 2014	7	5	71%	72%	55%	72%	-17
Jan - Mar 2015	12	7	58%	73%	62%	71%	-9
Apr - Jun 2015	8	7	88%	69%	68%	72%	-4
Jul - Sep 2015	6	3	50%	73%	65%	72%	-7
Oct - Dec 2015	9	2	22%	75%	53%	72%	-19

*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.

California Code of Regulations section 2530(I) 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.”

Based on the **most recent data** available (October through December 2015), the program's average annual pass rate is **53%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time is 72%. The average annual pass rate for the Preferred College of Nursing, Van Nuys, Vocational Nursing Program is **19** percentage points **below** the state average annual pass rate.

Faculty and Facilities

Section 2534(d) of the Vocational Nursing Rules and Regulations states:

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

The number of Board approved faculty totals seven (7), including the director, who has 100% time dedicated to administrative responsibilities. All instructors, including the director, are part-time.

For a maximum enrollment of 111 students and with one instructor per fifteen (15) students in clinical experiences, eight (8) instructors are needed. However, should the current request be

approved, maximum enrollment would be **30** students and two (2) instructors are required. Therefore, the existing faculty meets regulatory requirements regarding minimum faculty per number of students for the current enrollment.

Section 2534 (b) of the Vocational Nursing Rules and Regulations states, in part:

“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.”

The program **lacks** sufficient clinical facilities to afford the number type and variety of patients that will provide clinical experience consistent with competency - based objectives and theory.

Other Considerations

The November 2015 report to the Board included a summary of reports and events since the program was placed on provisional approval in May 2014. Of note is that, despite the program describing intent to revise the curriculum since 2014, the program has failed to do so.

Also as reported to the Board in November 2015, an unannounced program inspection in October 2014 identified a total of 16 violations. Based on documentation submitted by the program as late as September 16, 2015, a total of seven (7) violations had been corrected. In addition, the program presented plans, which, ***if consistently implemented***, would correct violations related to:

- Lack of documentation of evaluation of the curriculum
- Lack of documentation of evaluation of clinical facilities (two violations)
- Failure to follow policies related to admission, screening, and selection of applicants
- Failure to document completion of high school or the equivalent for all students
- Lack of clinical facilities sufficient to support the accomplishment of learning objectives.

It is of concern that the program still did not identify what entrance examination would be utilized, how many times it could be repeated, or how frequently the entrance examination could be taken. The program still has not provided documentation of completion of high school for the one student for whom completion of high school or the equivalent was not forwarded to the Board. While the program has made progress with acquiring some additional clinical facilities for maternity and pediatrics, the program has submitted applications requiring significant revision after the assigned NEC contacted facilities and, as noted, below, concern regarding adequate facilities persists.

Violations uncorrected as of the November 2015 report to the Board included the following:

- 1) Inadequate resources to achieve the program's objectives
- 2) Lack of documentation of evaluation of student performance to determine the need for remediation or removal from the program
- 3) Pass rate was non-compliant with regulations.

Correspondence from the program was received by the Board on December 14 and 16, 2015. Several of the documents have been combined into Attachment B. Documents related to HESI testing and documents that contain billing information were redacted.

On December 14, 2015, the program submitted a proposed Student Progress Policy, which, *if consistently implemented*, would correct the violation related to failure to document evaluation of student performance and remediation. The program submitted photos of the new site and the program submitted a number of invoices and packing slips for miscellaneous skills lab equipment, examples of which are listed on the Summary of Skills Laboratory Acquisition Orders in Attachment B.

According to the documentation submitted by the program, the new site contains a classroom with 23 student seats and a computer lab with 10 computer stations. Submitted photos of the skills lab provides only a partial view of the lab, which is listed as 465 square feet. The requested approval by the Bureau of Private Postsecondary Education (BPPE) was not included in the documentation submitted by the program. It was seen that the program has been in communication with the BPPE regarding the move and that the program's accrediting body, Accrediting Bureau of Health Education Schools (ABHES), was made aware of the move and would be conducting an on-site inspection.

Programs requiring approval to admit students describe how existing faculty and clinical facilities will be utilized to support the learning objectives of the program for current and proposed students. The Board-approved Instructional Plan, approved clinical facilities applications, and schedule of placements proposed by the program are examined. **Close examination of the documents submitted in support of the request to admit students revealed important deficits.**

- 1) The program has failed to update clinical facility applications. According to the list of current clinical facilities provided by the program and the approved facility applications on file, the program has no facilities approved for Term 1, Term 4, or Term 5 Fundamental and Medical-Surgical clinical nursing experiences and only one facility is approved for use in Term 2.
- 2) The program now indicates that the students approved by the Board to begin in January 2016 will receive **all** clinical experience except Maternity and Pediatric Nursing in one single facility, severely limiting the student's exposure and learning opportunities. Previously, the program's documents described intent to utilize two facilities for the students, which is still quite minimal for accomplishing the learning objectives of the program.
- 3) For the proposed students, the program describes the intent to utilize only two (2) facilities for all the students and all terms, with the exception of maternity and pediatrics. Current approvals for these two (2) facilities do not include all of the terms and clinical objectives for which the program is intending to use them.
- 4) The program has proposed to utilize a **single faculty member in two (2) different places at the same time, with two (2) different classes of students**. Therefore, the proposed placements do not indicate adequate faculty resources.
- 5) In order to list the required number of hours of Maternity Nursing clinical experience for the 20 proposed students, the program has included days of the week that some facilities have specifically stated they cannot accommodate students. The program has also listed

placements for which they state they plan to submit new facility applications. Those applications have not been received as of this date.

Therefore, in addition to a current average annual pass rate that is non-compliant with regulations, the program has failed to provide documentation of adequate resources to support the requested students.

Recommendations:

1. Deny the Preferred College of Nursing, Van Nuys, Vocational Nursing Program's request for approval to admit one (1) part-time class of 20 students beginning April 4, 2016 and graduating September 25, 2017.
2. Continue to require the program to admit no additional classes without prior approval by the full Board.
3. Continue the program's placement on the Board's May 2016 agenda for reconsideration of provisional approval.

Rationale

The program has failed to provide documentation of adequate resources to support the requested students. In addition, the significant drop in the program's pass rate to a current rate of **53%**, which is **19** percentage points **below** the state average annual pass rate, is of serious concern. With the program having been approved to admit 10 students in January 2016, and with the program on the Board's agenda for reconsideration of provisional approval in May 2016, the recommendation is to deny the program's request to admit students at this time.

Attachment A: History of Prior Board Action
Attachment B: Program Correspondence

Agenda Item #17.C.1., Attachment A

PREFERRED COLLEGE OF NURSING, VAN NUYS VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- On April 27, 2001, the Board approved the school's request to begin a part-time weekend vocational nursing program with an initial class of 20 students on May 11, 2001, only. The Board also approved the vocational nursing curriculum of 1,550 hours, including 590 theory and 960 clinical hours. The program is 75 weeks in length. Classes are held on Fridays, Saturdays and Sundays. There are 5 terms, each 15 weeks long.
- On September 6, 2002, the Board approved initial accreditation for the Preferred College of Nursing Vocational Nursing Program for the period from May 11, 2001, to September 5, 2006. Additionally, the Board approved the school's request to admit 20 students into the part-time weekend class on December 8, 2002, only, to **replace** students graduating December 7, 2002.
- On June 20, 2003, the Board approved the school's request to begin a second 75-week part-time evening program of 20 students on July 8, 2003, only. This class is known as the part-time Tuesday-Thursday class.
- On September 19, 2003, the Board approved the school's request to begin a full-time program of 20 students on October 10, 2003, only.
- On February 20, 2004, the Board approved the school's request to begin a part-time program (Wednesday and Friday class) of 20 students on March 26, 2004, only.
- On May 14, 2004, the Board approved the program's request to admit 30 students into the part-time week-end class starting June 18, 2004, only, to replace students graduating on June 13, 2004.

The Board approved the program's request to increase class size from 20 to 30 students per class in both the part-time and full-time programs.

The Board approved on-going admissions to **replace** graduating classes, only, for the Preferred College of Nursing, Panorama City, Vocational Nursing Program with the stipulation that no additional classes are to be added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes 1 part-time weekend class, 1 part-time Tuesday & Thursday evening class, 1 part-time Wednesday & Friday evening class and 1 full-time class Monday through Friday per year, each admitting 30 students per class.

- On September 10, 2004, the Board approved the program's request to admit 30 students into a fourth part-time Tuesday, Wednesday, Thursday class starting on October 28, 2004, only, with a projected completion date of May, 2006.
- On April 21, 2005, the director notified the Board of a location and address change to Van Nuys, California. The name of the school was changed to reflect this change as Preferred College of Nursing, Van Nuys.
- On June 20, 2005, the director submitted a plan to improve NCLEX-PN pass rates, as requested by the consultant.
- On September 16, 2005, the Executive Officer approved the program's request to admit 30 students into the Monday through Friday full-time class starting on September 19, 2005, with a projected graduation date of September 22, 2006, replacing the students that graduate on September 28, 2005; approved the program's request to admit 30 students into the Su-M-W-F part-time program starting on October 3, 2005, with a projected graduation date of June 4, 2007, to replace students graduating October 10, 2005; **and** approved ongoing admissions to **replace** graduating classes, only, for the program with the following stipulations:
 - a. No additional classes are added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes one full-time class which admits once each calendar year and four part-time classes which admit every 18 months.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On October 20, 2005, the Board notified the director that the program's pass rates had fallen more than ten (10) percentage points below the state average pass rate for the fourth quarter. The school was acknowledged for submitting a written plan for pass rate improvement and requested that any additional plans currently implemented be submitted to the Board.
- On February 8, 2006, the Board notified the director that the program's pass rates had fallen more than ten (10) percentage points below the state average pass rate for the fifth quarter.
- On May 12, 2006, the Executive Officer approved continued full accreditation for the Preferred College of Nursing, Van Nuys, Vocational Nursing Program for the period from September 5, 2006, through September 4, 2010, and issued a certificate accordingly.
- On December 6, 2006, the Executive Officer approved the program's request to admit 40 students into the Monday, Wednesday, Friday, and Saturday part-time program starting on January 26, 2007, with a projected graduation date of July 18, 2008.

The Board approved the program's request to increase the class size from 30 to 40 students per class.

- On January 5, 2007, the director notified the Board of a modification of the part-time program scheduled to start January 26, 2007. The start date was changed to February 6, 2007 with a projected graduation date of July 18, 2008. Instead of a Monday, Wednesday, Friday, and

Saturday schedule, a change was made to a Monday, Tuesday, Friday, and Saturday schedule.

- **On September 15, 2008 a new director was approved.**
- **On March 11, 2009 a new director was approved**
- On April 23, 2010, the Board received the program's completed Program Records Survey for Continued Accreditation and required supporting documents.
- On July 22, 2010, the Executive Officer approved continued full accreditation for the Preferred College of Nursing, Van Nuys, Vocational Nursing Program for the period September 5, 2010 through September 4, 2014, and issued a certificate accordingly; **and**, continued approval of the program's ongoing admission pattern of one (1) full-time class of 40 students once each year and four (4) part-time classes of 40 students which admits every 18 months to **replace** outgoing students only, with the following stipulation: the program must maintain an average annual licensure pass rate within ten (10) percentage points of the California average annual licensure examination pass rate, consistent with Section 2530 (I) of the Vocational Rules and Regulations.
- On April 16, 2012, the Executive Officer approved the following recommendations:
 1. Deny Preferred College of Nursing, Vocational Nursing Program's request to admit an additional full-time evening class of 40 students and **approve** a class of 30 students with a commencement date of April 18, 2012 and graduation date of May, 25 2013 **only**.
 2. Continue the program's approval for ongoing admissions of one (1) full-time class of 40 students each year and four (4) part-time classes of 40 students every 18 months to **replace** graduating students only, with the following stipulations:
 - a. No additional classes are added to the program's current pattern of admissions without prior Board approval. The current pattern is approval is one (1) Full-time class each year and four (4) Part-time classes every 18 months.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
 - c. The program's average annual pass rate is no more than ten (10) percentage points below the state average annual pass rate.
- On May 16, 2014, the Board placed the program on provisional approval for the four - month period from May 16, 2014, through September 30, 2014, and issued a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations. **Further**, the Board rescinded approval of the program's ongoing admissions; **and** required the program to admit no additional classes without prior approval by the full Board; **and** required the program to

submit a written report no later than **June 1, 2014**. The report was to include a comprehensive analysis of the program including all elements in the previously submitted plan of correction, to identify factors negatively impacting student achievement, to identify specific actions taken to improve program pass rates and dates of implementation, to identify the effect of employed interventions, and to identify specific program resources required for achievement of program objectives. **Further**, the Board directed that if the program fails to submit the report as specified by **June 1, 2014**, the program would be placed on the **September 2014** Board agenda for reconsideration of provisional approval; **and**, if the program submits the report as specified by **June 1, 2014**, the Board would extend the program's provisional approval from September 30, 2014 through May 31, 2016.

The Board also required the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate; **and** required the program to demonstrate incremental progress in correcting the violations; and if the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.

The Board also required the program to submit follow-up reports in two (2) months, but no later than **July 1, 2014**, and 21 months, but no later than **February 1, 2016**. The reports must include a comprehensive analysis of the program, specific actions taken to improve program 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. Terminal Objectives.
- d. Curriculum Objectives.
- e. Instructional Plan.
- f. Theory and Clinical Objectives for Each Course.
- g. Lesson Plans for Each Course.
- h. Textbooks.
- i. Attendance Policy.
- j. Remediation Policy.
- k. Evaluations of Theory and Clinical Faculty.
- l. Evaluations of Theory Presentations.
- m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
- n. Evaluation of Student Achievement.
- o. Current Enrollment.

Also on May 16, 2014, the Board required 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 **and** the Board noted that failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

- On May 27, 2014, the Board forwarded to the director the Notice of Change in Approval Status. That document identified violations, required corrections, and timeline for completion.

- On May 30, 2014, the Board received the director's comprehensive analysis.
- On July 15, 2014, with curriculum revision in process, the Board received electronic correspondence from the director indicating she would be out of the country until August 25, 2014.
- On August 11, 2014, electronic and telephonic communication with the Assistant Director clarified the lack of obstetrical clinical experience.
- On September 12, 2014, the Board denied the program's request to admit students. The Board also required the program to admit no students without approval of the full board and the Board required documentation of approved clinical experience for obstetrical and pediatric nursing.
- On October 28 and 29, 2014, an unannounced program survey was conducted.
- On November 12, 2014, the Board sent, via certified mail, Notice of Violations.
- On November 19, 2014, the Board sent, via certified mail, revised numbering of the identified violations.
- On November 26, 2014, the Board notified the program of placement on the February 2015 Board agenda for reconsideration of provisional approval and consideration of the report of the unannounced program survey visit.
- On December 1, 2014, the Board received a notice of resignation from the program director.
- On December 5, 2014, the Board sent correspondence to the program administrator regarding the need for active administration of the program and the need for response to previous Board correspondence.
- On December 12, 2014, the Board sent, via certified mail, correspondence to the program regarding additional required corrective action.
- On December 15, 2014, the Board received the program's response to the violations.
- On December 29, 2014, the program administrator sent, via electronic correspondence, a request for placement on the February 2015 Board agenda for a request to admit students.
- On December 29, 2014, the Board informed the administrator the deadline passed on December 15, 2014.
- **On December 29, 2014, a new director was approved.**
- On February 13, 2015, the Board approved the following:

1. Require the Preferred College of Nursing, Van Nuys, to correct violations identified during the onsite inspection and submit a report identifying implemented interventions no later than **March 1, 2015**.
 2. Continue to require the program to admit no additional classes without prior approval by the full Board.
 3. Require the program director to submit, under penalty of perjury, the names of all enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by **March 1, 2015**.
 4. Require the program director, under penalty of perjury, to submit documentation of clinical experiences for both Pediatric and Maternity Nursing for all students scheduled to graduate in 2015 **prior** to graduation.
 5. Require the program to submit a written report no later than **March 13, 2015**. The report shall include a comprehensive analysis of the program including identification of factors negatively impacting student achievement, specific actions taken to improve program pass rates, dates of implementation, the effect of employed interventions, and specific program resources required for achievement of program objectives. The following elements must be addressed in the analysis.
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
 6. Continue to require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
 7. Continue to 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. Continue 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 Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
 9. Continue the program's placement on the program on the Board's May 2016 for reconsideration of provisional approval.
- **On August 26, 2015, the Board approved a new program director.**

- On November 20, 2015, the Board approved the following:
 1. Require the Preferred College of Nursing, Van Nuys, Vocational Nursing Program to submit a revised policy, and timeline for implementation of the policy, for the evaluation of student progress to determine the need for remediation or removal from the program. Due no later than **December 14, 2015**.
 2. Require the program to submit documentation of adequate physical resources to support achievement of the program's objectives. Due no later than **December 14, 2015**.
 3. Deny the program's request for approval to admit one (1) class of 20 students beginning January 11, 2016, graduating January 30, 2017.
 4. Contingent upon satisfactory submission of documentation of physical resources and a revised policy for evaluation of student progress, **approve** the Preferred College of Nursing, Van Nuys, Vocational Nursing Program's admission of one (1) class of ten (10) students beginning January 11, 2016, graduating January 30, 2017, **only**.
 5. Continue to require the program to admit no additional classes without prior approval by the full Board.
 6. Require the program director to submit, under penalty of perjury, the names of all enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by **January 29, 2016**.
 7. Continue the program's placement on the Board's May 2016 agenda for reconsideration of provisional approval.

Agenda Item #17.C.1., Attachment B

TO: Donna Johnson, NEC
FROM: Elizabeth Estrada, MSN, RN
DATE: December 14, 2015

As per the letter dated November 23, 2015 prior to board meeting, your report had recommendations which I will address below:

- 1) Submit revised policy, and timeline for implementation of the policy, for the evaluation of student progress to determine the need for remediation or removal from the program. Due no later than **December 14, 2015**.

Attached the new policy which was submitted to the board regarding student progress policy. This policy and guidelines have been approved by the BVNPT and utilized by other colleges. Ms. Estrada, current Program Director of Preferred College of Nursing-Van Nuys, has had experience in implementing this policy. As previous Director of Infotech, the same policy had been implemented successful taking the college from -17 below average NCLEX pass rate to 80% pass rate upon her tenor at that school for four years.

- 2) Submit documentation of a adequate physical resources to support achievement of program's objectives. Due no later than December 14, 2015.

Attached are the receipts submitted to the board on November 10th which shows the invoices. On the invoices, it clearly states that these items were paid by Visa, American Express, and bank debit. In addition, Attached will be shipping receipts of a certain number of supplies that the school has received. A few of the items are on back order and information provided to college that the rest of the supplies will be shipped by December 30th, 2015.

New location confirmation: Effective immediately, our official new address is 7400 Van Nuys Blvd., Suite 207, Van Nuys, CA. 91405. As mentioned at the BVNPT board meeting on November 20, 2015. We were anticipating this move. Attached is the picture we submitted that day of the outside of the building. In addition, I'm including a floor plan of the new facility which totals 7000 square feet. We have occupied 2221 feet immediately. The rest of the area (approximately 5000 sq feet) secured is being renovated with plans to be added as the college expands its student population. Additional offices are being renovated to house additional faculty.

Please see floor plan of our space in current use.

- 3) Deny request to admit one class of 20 students beginning January 11, 2016 graduating January 30, 2017.

This has been noted.

4) Contingent upon satisfactory submission of documentation of physical resources and a revised policy of student progress, approve PCN, Van Nuys admission of (1) class of ten (10) students beginning January 11, 2016, graduating January 30, 2017 only.

We are actively recruiting new students to fill our ten slots with 1 alternate. In partnership with the community work source center, we are getting referrals. The Program Director has accepted three invitations to make a presentation to groups of individuals interested in health care industry jobs. We have an ongoing CNA group in which some of the graduates have indicated an interest and are currently interviewing. In addition, we have reached out to our various clinics where some of the staff have interest in learning about the program and applying for the open student spots.

5) Admit no additional classes without prior approval by full Board.

Without approval of the full board, we do not plan to add classes until we have a request for another group of students approved.

6) Require submission of names of all enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by January 29, 2016.

The Program Director will provide the names of enrolled students, dates of admission, placement in the curriculum and expected dates of graduation by January 29, 2016.

7) Continue program's placement on the Board's May 2016 agenda for reconsideration of provisional approval.

Upon the BVNPT confirming dates of the May board meeting, we will be officially requesting by March (two months prior to meeting as required) to be on the Board's May 2016 agenda for reconsideration of provisional approval.

RECOMMENDATION #1

STUDENT PROGRESS POLICY

VOCATIONAL NURSING PROGRAM STUDENT PROGRESS POLICY

By the end of the course/module/term, you MUST receive 76% as a final grade in order to pass. In each module the clinical scale will be pass or fail, using the Clinical evaluation tools. A student must pass both clinical and theory in order to progress to the next module.

To figure your grade, multiply your percent on the item x % of grade this will give you a number. The total of all the numbers is your percent of 100 which translates into the grade given below.

ITEM/DATE	% OF GRADE	YOUR%	CONTENT
Test #1	1.5%		
Test #2	1.5%		
Test #3	1.5%		
Test #4	1.5%		
Test #5	1.5%		
MID-TERM EXAM	25%		
Test #6	1.5%		
Test #7	1.5%		
Test #8	1.5%		
Test #9	1.5%		
Test #10	1.5%		
PHARMACOLOGY EXAM	20%		
FINAL EXAM	35%		
HOMEWORK	5%		
TOTAL	100%		

A=90-100

B = 80-89

C = 76-79

Below 76% is not acceptable and constitutes failure

Remediation Policy and Plan

- Students must satisfactorily complete each module of the program before progressing to the succeeding module.
- Tests are usually administrated every week. Students who do not pass a test

will be required to attend remediation when scheduled by instructor. This is usually in the same week on Friday but can be a different day or week to meet college scheduling convenience. If a student is absent for the test, they must take that test within one week from the date it was first scheduled. It is the student's responsibility to schedule the test and remediation with the theory instructor. The highest grade that can be received from a missed test is 76%. If the student does not retake the test within a week, they will automatically receive a zero.

- If a student scores less than 76% on a UNIT EXAM (i.e., Mid Term, Final, Pharmacology), he/she will be required to remediate and take a makeup exam that reflects the content area of the failed unit exam. The student is required to score at least 76%. Even if the score from the re-test is higher, the student will only be credited with a score of 76%.
- Failure to comply with this remediation process will result in grade of "0" (ZERO) for the unit exam requiring remediation.
- An Instructor, at their discretion, will occasionally plan a unannounced "pop" quiz with the purpose of assessing the students' understanding of the subject being covered. These are not entered in the official grade calculations but are important in monitoring the students' progress.

Non-Compliance Notice

A student who does not maintain the minimum grade of 76% will be issued a "Non-compliance notice" to formally be notified of their need to improve their grades. See form below. A Non-Compliance notice can be given for:

Low grades
Attendance deficiencies
Poor Attitude
Unprofessional Appearance
Unprofessional Conduct
Unsatisfactory clinical skills
Incomplete/late Assignments
Poor Attitude

NON-COMPLIANCE NOTICE

Student: _____ Date: _____ Module (circle): 1 2 3 4

<input type="checkbox"/> Attendance deficiency <input type="checkbox"/> Poor Attitude <input type="checkbox"/> Low Grades <input type="checkbox"/> Incomplete/late Assignments	<input type="checkbox"/> Conduct Unprofessional <input type="checkbox"/> Unprofessional Appearance <input type="checkbox"/> Clinical Skills Unsatisfactory <input type="checkbox"/> OTHER
---	--

COMMENTS by Instructor:

Situation:

Action:

- | |
|---|
| <input type="checkbox"/> Placed on Attendance probation (circle 1) missed two or more days of theory 2) missed one or more days of skills/clinical until the end of current module.
<input type="checkbox"/> Placed on Conduct probation until _____
<input type="checkbox"/> At risk of failure for not meeting educational objectives in (circle): theory / clinical
<input type="checkbox"/> Placed on probation due to violation of dress code standards |
|---|

You are being given *formal notice* that you are non-compliant with established policies of Infotech Career College and not meeting the minimum expected educational objectives. You are required to correct non-compliance, i.e. make up attendance, meet dress code, meet educational standards of the college, or other action as directed. Continued non-compliance can result in termination from the program.

Staff Representative: _____ Date: _____

Student: _____ Date: _____

STUDENT COMMENTS

Plan of Action:

SUMMARY OF SKILLS LABORATORY ACQUISITION ORDERS

ITEM	QTY
20 pcs 16x35mm Tiny Empty Clear Cork Glass Bottles Vials 2ml	1 box
Santamedical Adult Deluxe aneroid Sphygmomanometer w/ Black Cuff and Carrying Case	6 pcs
Kendall/Covidien Prepping Cotton Ball, 500 count	5 boxes
Dynarex Specimen Containers, Sterile, Tab Type, Tamper Evident, 100 count	1 box
Medline Industries NONTH 150 Thumbs up Polyethylene Isolation Gown, Latex Free (pack of 75)	1 pack
4 Pack, Bed Pad Standard Reusable Underpad Washable 34x36 Blue	1 set
McKesson Performance Plus Gauze Sponge Cover Dressing Sterile 4"x4" Latex Free (25 count)	2 boxes
ACCU-CHEK Avila Blood Glucose Meter	2pcs
3M Micropore Paper Tape – White, 1"x10 yds (Box of 12)	1 box
Digital Thermometer for Rectal, Oral and Axillary Underarm Body Temperature Measurement	5 pcs
Covidien5750 Curity Alcohol Prep, Sterile, Medium, 2-ply (pack of 200)	10 packs
1 ml TB Slip-Tip Disposable Syringe MVA 100/box (w/out needle)	1 box
70% Iso Alcohol Pint	5 bottles
1 oz. Graduated Disposable Medicine Cups (pack of 100)	1 pack
BD Vacutainer Plus Venous Blood Collection Tubes, Light Blue (box of 100)	1 box
BDEALS 8"x4"x2" Surgical Instrument Tray with Lid Holloware Dental Medical	5 pcs
Medline DYND80342H Rectangular Washbasin, Graphit, 8.000	2 pcs
MediChoice Laboratory Container, Polypropylene, 100 cu. cm. (box of 10)	1 box
5 pack 1 TSP 5 ml 5cc Slip Tip Syringes w/o Needle	5 packs
Johnson & Johnson Flexible Fabric Adhesive Bandages, 1x3 (box of 100)	1 box
1X Disposable Earloop Face Mask Blue (box of 50)	5 boxes
One Touch Ultra Diabetes Testing Kit- One Touch Ultra meter, 100 Unistrip Test Strips, 100 Lancets, 100 Alcohol Pads, 1 Lancing Device	1 kit
3M Coban Self-Adherent Wrap #1581 1"x 5 yds (pack of 5)	1 pack
Smartview Diabetes Testing Kit – ACCU CHEK Smartview Meter, 50 Test Strips, 100 Slight touch Lancets, 100 Slight Touch Lancets, 100 Slight Touch Alcohol Pads, Lancing	1 kit
Ace Elastic Bandage w/ Clips, 6 in.	1 pc
Posey Vest Restraint Medium Zipper Back Closure 2-Strap	1 pc
French 16-inch-300cc Balloon	12 pcs
1 ml. 27 Gauge	1 pc
1 ml. Syringe, 25 Gauge x 5/5 in. Needle	1 pc
23 Gauge x 1 in. w/ Turquoise Hub	1pc
23 Gauge x 1 in. w/Turquoise Hub (Small)	5 pcs
23 Gauge x 1 in. w/Turquoise Hub (Medium)	5 pcs
23 Gauge x 1 in. w/Turquoise Hub (Large)	5 pcs
Urinary Leg Bags Steril-Large	1 pc
Sensi-Wrap Self Adherent Bandage Rolls	1 pc
Hip Abduction Kit	1 kit
Lancets-Blue Disposable 28g.	1 box
Lancet Device	1 pc
Catheter Tube Holder Strap	1pc
Newborn Darin Bag 100ml.	1 pc
Kendall Straight Catheter Kit 14 Fr Ltx	1 pc
Pocket Nurse Simulated Silicone GTube(16FR)	1 pc
Wound Closure Strips 1/8" x 3"	5 boxes
Sputum Collector Kit	1 kit

ITEM	QTY
Culture Swab Sterile Collection & Transport System, 50/Cs	1 pc
Antiembolism Stockings Medium, Thigh	1 pc
Universal Spill Control Kit	1 kit
Smith and Nephew Skin Prep Pads w/ Alcohol, 50/box	1 box
S/L Surgical Gloves, St. (Size 6.5)	1 box
Urinary Leg Bag 1000ml. Sterile	1 box
Sensi-Wrap Self Adherent bandage Rolls 6in.	1 pc
Hip Abduction Kit	1 kit
Lancets-Blue Disposable 28g.	1 box
Lancet Device	1 pc
Catheter Tube Holder Strap	1pc
Newborn Darin Bag 100ml.	1 pc
Kendall Straight Catheter Kit 14 Fr Ltx	1 pc
Pocket Nurse Simulated Silicone GTube(16FR)	1 pc
Wound Closure Strips 1/8" x 3"	5 boxes
Sputum Collector Kit	1 kit
Culture Swab Sterile Collection & Transport System, 50/Cs	1 pc
Antiembolism Stockings Medium, Thigh	1 pc
Universal Spill Control Kit	1 kit
Smith and Nephew Skin Prep Pads w/ Alcohol, 50/box	1 box
S/L Surgical Gloves, St. (Size 6.5)	1 box

Johnson, Donna@DCA

From: elizabeth@pcn.edu
Sent: Wednesday, December 16, 2015 12:06 AM
To: Johnson, Donna@DCA
Subject: Request for Placement on February BVNPT Board Agenda
Attachments: Facility_Report_December2015-rev-3.numbers; Faculty_Report_December2015-3.numbers; Enrollment Data Table-Jan2013-Revised-5.pages.zip; Batch45_Faculty_Student_Clinical_Assignments.pdf; I-320_ChangeinLocationApproval_11.2015.pdf; BVNPT Facility Pictures.pdf; Library Holdings.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Donna,

Preferred College of Nursing is requesting a replacement class for our part time class that is officially ending their curriculum on December 30, 2015. There are currently 18 students we hope to graduate.

As you know, the BVNPT approved our program for ten students to start a full time program for January 11, 2016. We are actively involved in recruitment for the ten openings. During our current recruitment efforts for the full-time program, we found that many prospective students had a significant interest in the part-time program. Because of the economic challenges our young people face these days, a part-time program is desirable among the communities we serve.

Since we are completing our current part time program, we would like to provide another class and are thereby requesting twenty (20) students to replace the 18 students we are graduating now. We would like to start the program on April 4, 2016 graduating September 25, 2017.

We have adequate facilities including maternity and pediatrics. Our physical facilities can accommodate the new full-time class as well as the requested part time class since they will be on campus at different times.

Once we have approval of the new part time class, PCN provide the new clinical schedule to our many already approved clinical facilities. As we plan for Term V, many of our clinics have already indicated their willingness to accommodate our students during the weekends. We will be submitting a revised approval form to add Saturday and Sunday to the clinical rotation during Term V which will be starting in 2017.

I am attaching the following:

1. a new enrollment data table
2. current list of faculty and facilities (using the BVNPT standard excel sheets), I was not technical enough to add the extra column on the BVNPT excel sheets
3. Faculty/Student Clinical Assignment forms for all proposed students as well as students currently to be enrolled in January 2016 with designated placements
4. Maternity Faculty/Student Clinical Assignment forms for all proposed students, as well as students currently to be enrolled in January 2016
5. Pediatric Faculty/Student Clinical Assignment forms for all proposed students and students currently to be enrolled in January 2016

6) New location information effective immediately is 7400 Van Nuys Blvd., Suite 207, Van Nuys, CA 91405. We currently are occupying 2221 square feet and anticipate the additional 5000 to be renovated in 2016 for our ability to occupy approximately 7000 square feet.

List of Pictures attached:

- 1 Entrance to PCN Van Nuys
 - 2 Copy Machine Color / Scantron
 - 3 Office
 - 4 Hallway
 - 5 Library resource Center
 - 6 Storage separate for files
 - 7 Storage for equipment
 - 8 Outside of building with signage and parking lot 1 and 2
 - 9 Computer lab
 - 10 Skills Lab
 - 11 Classroom
 - 12 Floor plan with sqf
- Included is ABHES and BBPE documentation,

7) library pictures, books and resources provided in library, skills lab pictures, classroom pictures, and other misc. pictures of new site.

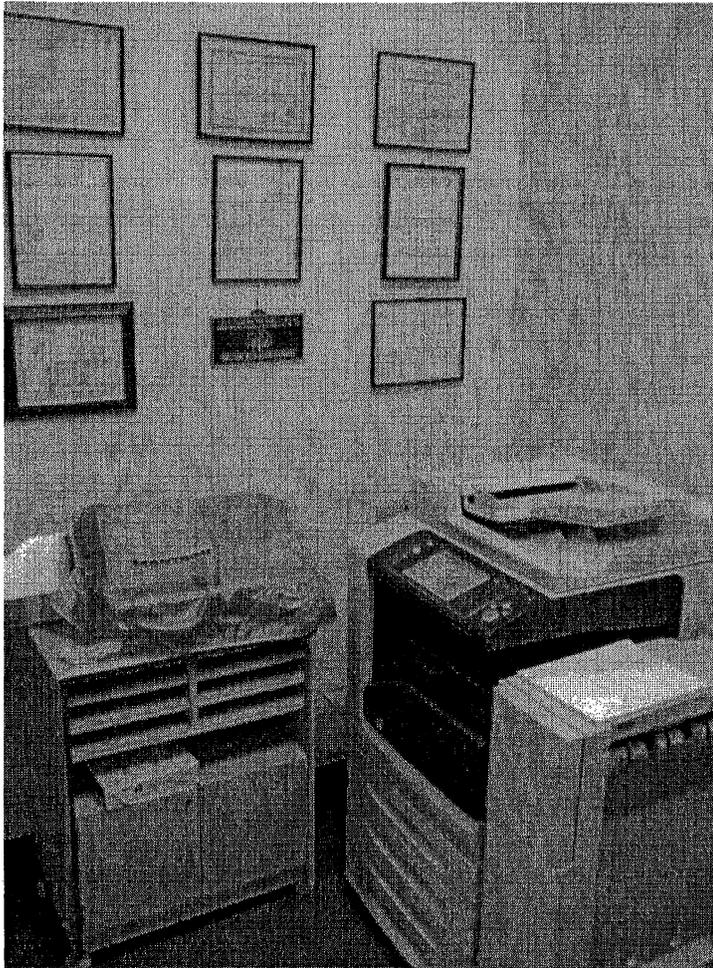
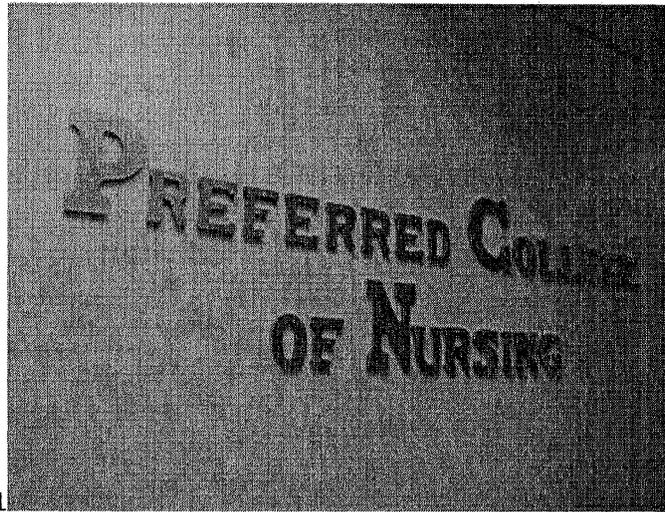
As you can see from the time this email is sent that we are working late into the night in our effort to be compliant. Since we had quite a bit of local / regional challenges to deal with in our area, we tried to get it all done with extra hours and efforts. We were challenged with a lot of distractions from the news of terror threats to our schools in Los Angeles. Half of our team was not available most of the day hours, so once the potential terrorist situation was mitigated and school children stabilized, some of our team was able to concentrate this evening on this request. It is our intention to provide the items you requested.

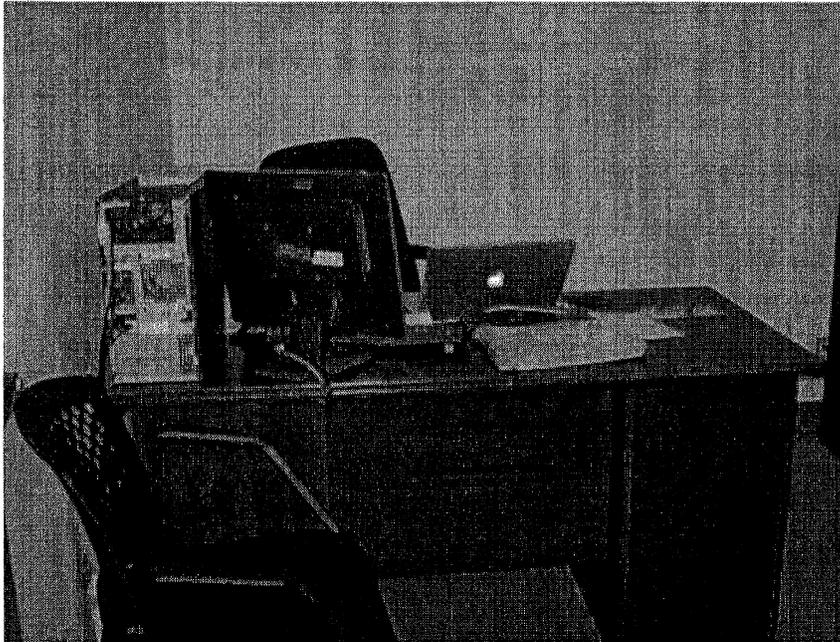
However, given the situation here if there is any omission, please inform me as soon as possible so we can provide needed information. As I know it is your protocol, please provide the board with a copy of our new request for a replacement class.

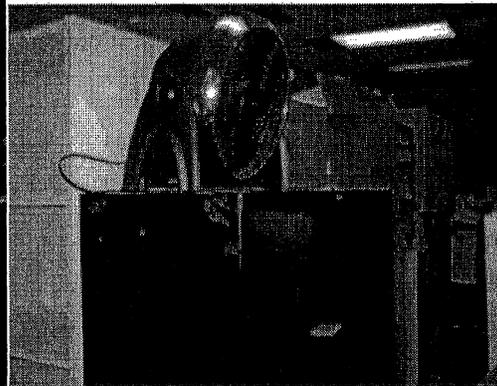
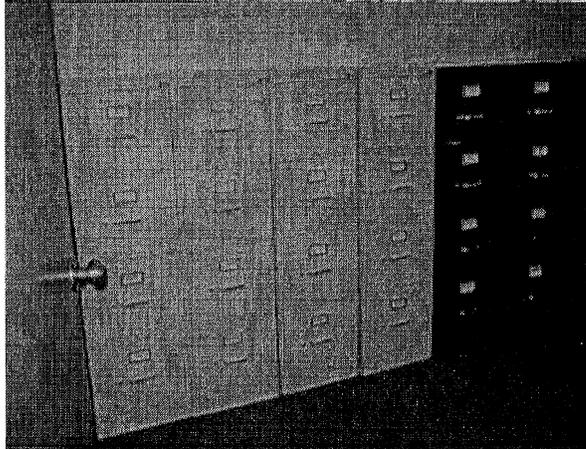
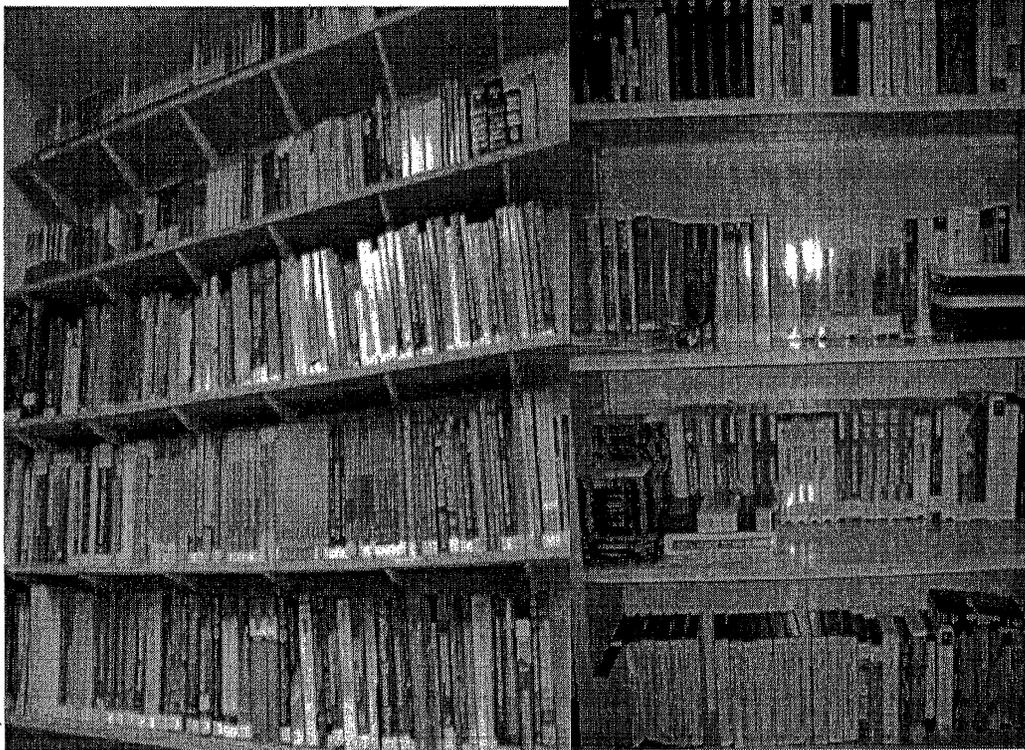
I'm am sending this off now.

With regards,

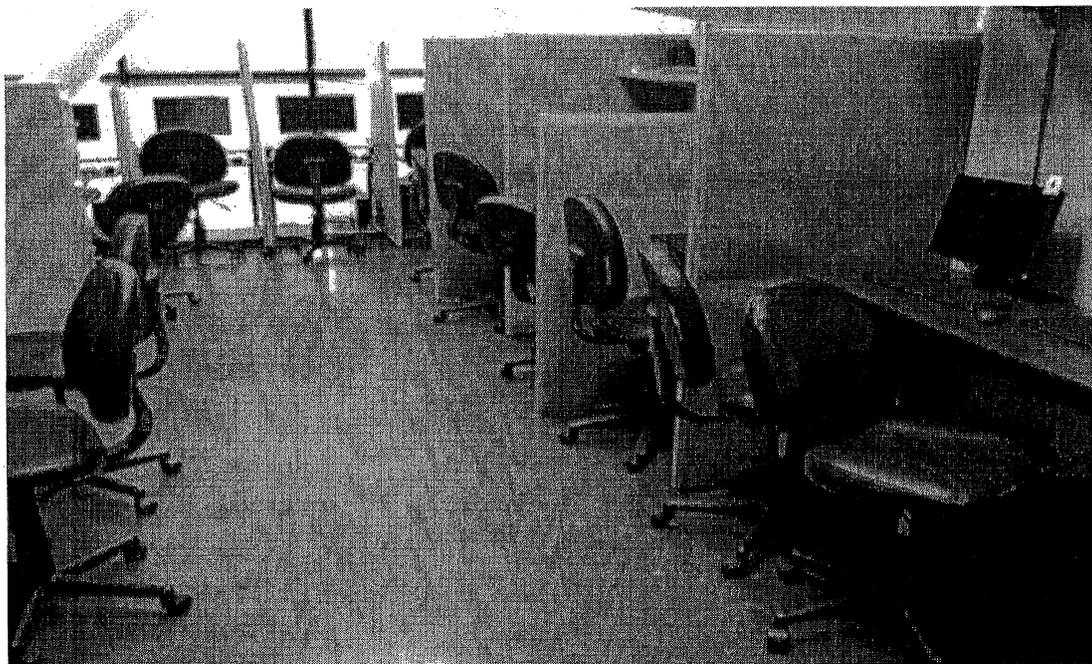
Elizabeth Estrada, MSN, RN
Program Director
Preferred College of Nursing

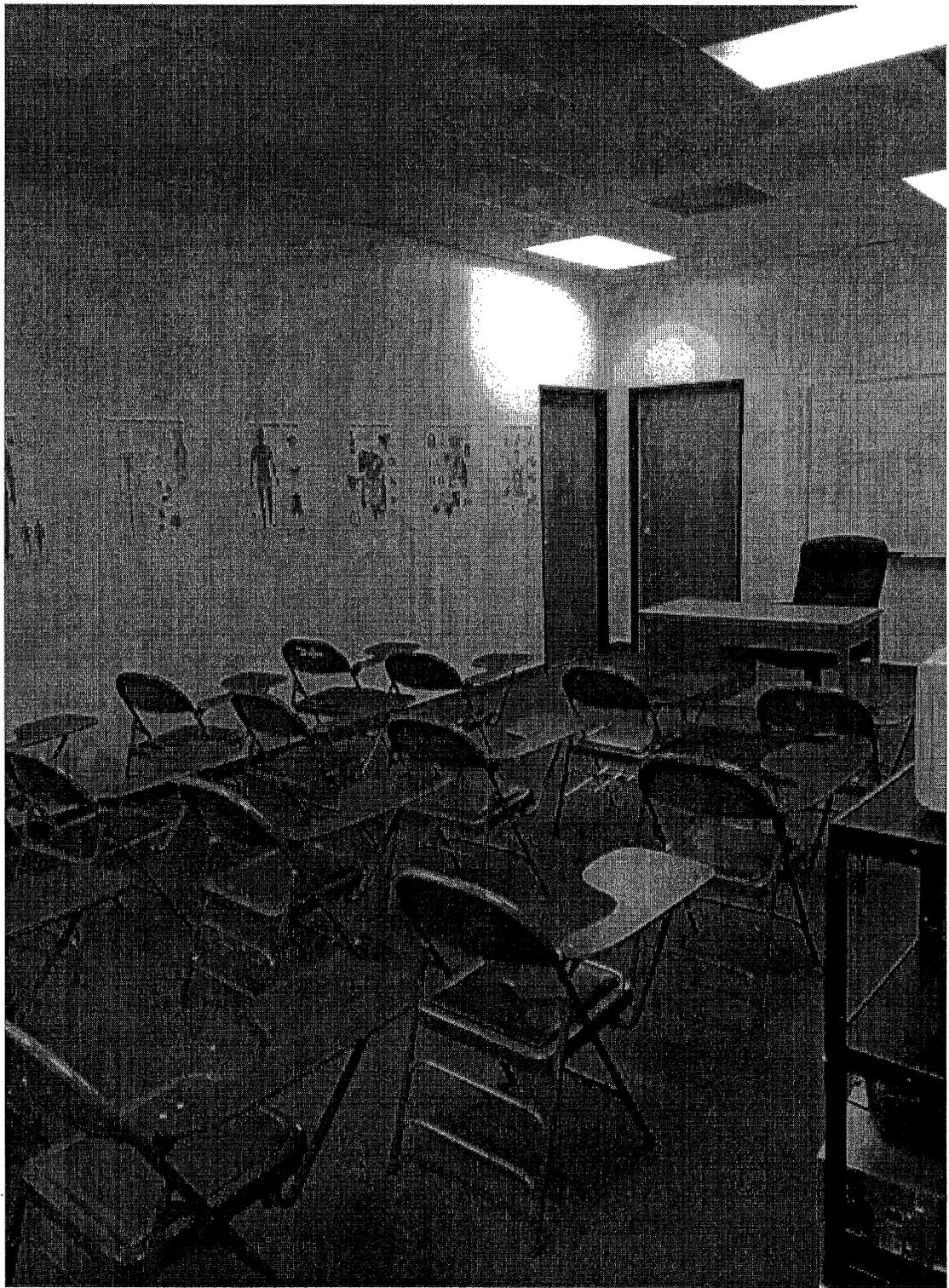




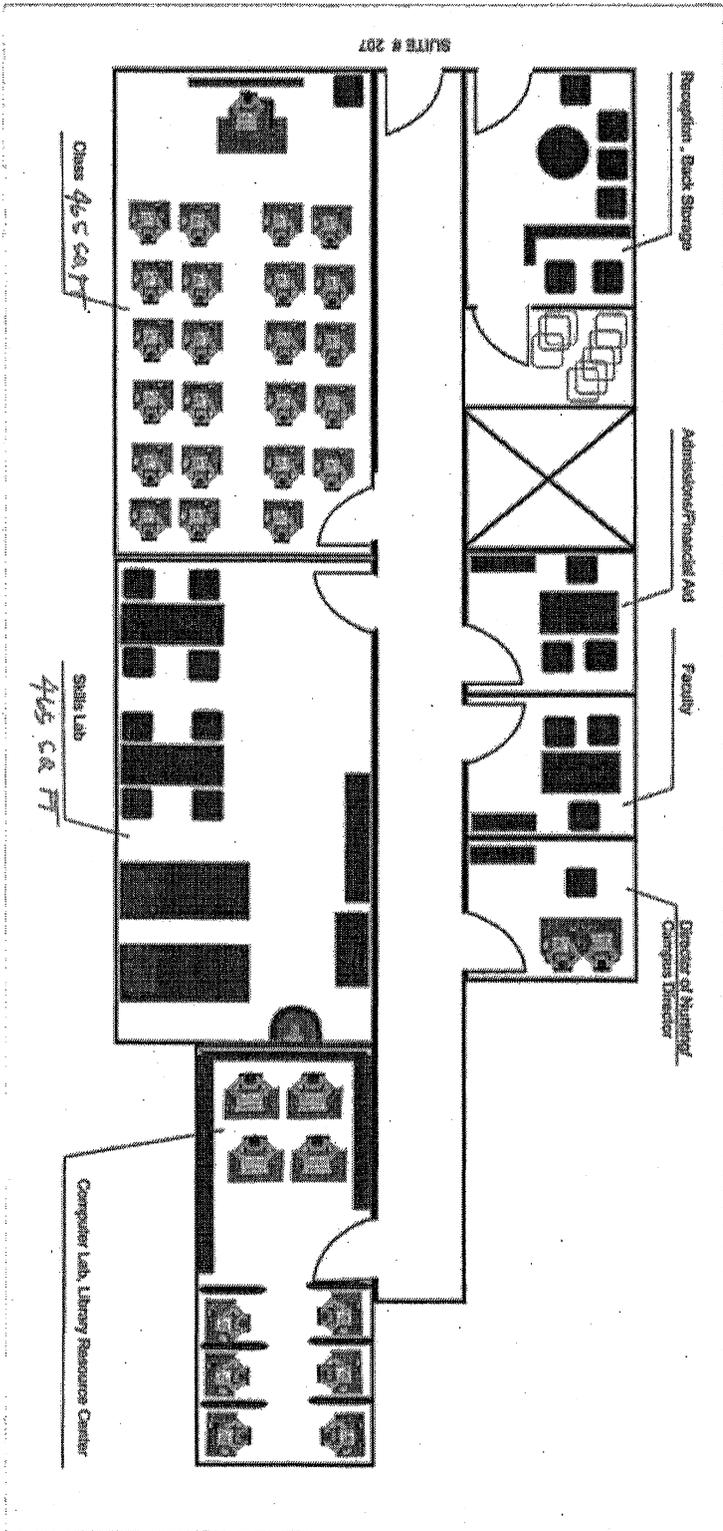








SUITE # 207



Reception, Back Storage

Admission/Financial Aid

Faculty

Director of Student
Campus Director

Class 465 CA FT

Study Lab
465 CA FT

Computer Lab, Library Resource Center



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike Suite 314 N Falls Church, Virginia 22043
Tel. 703/917.9503 Fax 703/917.4109 E-Mail info@abhes.org

Sent electronically: bsanchez@pcn.edu

November 30, 2015

ID#: I-320

Ms. Bernardita Sanchez
President
Preferred College of Nursing
7400 Van Nuys Boulevard, Suite 207
Van Nuys, CA 91405

Dear Ms. Sanchez:

This is to acknowledge receipt of your completed application for a change in location.

Your file will reflect approval of the change in location by the Accrediting Bureau of Health Education Schools (ABHES) effective **December 1, 2015**, as follows:

NEW ADDRESS:

7400 Van Nuys Boulevard, Suite 207
Van Nuys, CA 91405

FORMER ADDRESS:

6551 Van Nuys Boulevard, Suite 200
Van Nuys, CA 91405

In accordance with ABHES policies and procedures, an on-site visitation will be required within six months from the date of relocation. The change in location documentation and the on-site visitation report will be reviewed by the ABHES Commission for affirmation of the approval at the July 2016 Commission meeting.

Please note approval by ABHES does not constitute eligibility to participate in federal Title IV programs. You are strongly encouraged to research all relevant requirements governing Title IV eligibility should you wish to participate in such programs.

Thank you for keeping ABHES apprised of the changes at your institution.

Sincerely,

Naomi Blake

Naomi Blake
Accreditation Coordinator

c: Holly Viar, ABHES
Eileen Brennan, ABHES
Herman Bounds, U.S. Department of Education

Nationally Recognized by the U.S. Department of Education



Preferred College of Nursing
6551 Van Nuys Blvd., Suite 200
Van Nuys, CA 91401
(818) 902-3708

September 29, 2015

Licensing Unit
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Re: 71660 Notification of Non-substantive Changes: An Institution shall notify the Bureau of a non-substantive change including: change of location of less than 10 miles

To whom it may concern:

This is to formally notify the Bureau that Preferred College of Nursing will be moving to a new location on Friday, October 9, 2015 to 1.07 miles north at 7400 Van Nuys Blvd.

This move is due mainly to the growing safety concerns that both the students and employees brought about the last several months. The building air conditioning system operates either on extreme coldness or extreme hotness. On different occasions students were given blankets during classes and on other instances, building management had to shut down the entire system allowing room temperatures to climb up to 98 degrees during the summer months. This is totally unacceptable. This situation has also brought about a smell coming out of the vents that many students and employees have recurring complaints particularly the possible breathing hazards. We have not been able to get the building ownership and management to commit to a permanent solution to this situation. We have been in this location for over 10 years now and have been on a month-to-month lease the last 6 months, with all the unresolved issues we believe it is to the best interest of all our students and employees to move to a new location.

Should the Bureau have any questions or concerns regarding this move, please feel free to contact me at the above number or directly on my cell phone at [REDACTED]

Thank you for your consideration.

Sincerely,


Freddie Sanchez
Vice President
fsanchez@pcn.edu