



**Board of Vocational Nursing and Psychiatric Technicians**  
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<b>DATE</b>	May 7, 2024
<b>TO</b>	Board Members
<b>REVIEWED BY</b>	Judith D. McLeod DNP, CPNP, RN Lead Nursing Education Consultant (LNEC)
<b>PREPARED BY</b>	Tara Devila, MSN-Ed, RN, PHN, SMQT, CHEP Nursing Education Consultant (NEC)
<b>SUBJECT</b>	Request to Admit Students
<b>PROGRAM</b>	Cypress College Psychiatric Technician Program (Program) (Program Director: Jaime Ramos, Cypress, Orange County, Community College)

Please note: Board Nursing Education Consultants make recommendations. The recommendations are forwarded to the Education and Practice Committee for review and recommendation or to the Executive Officer or full Board for action.

**PROGRAM REQUEST:**

Admit a full-time day class of 20 students to commence on August 26, 2024, with a graduation date of December 11, 2025, to replace the class graduating on May 23, 2024.

**BACKGROUND:**

On May 14, 2020, the Executive Officer rescinded the Program’s approved pattern of admission of two full-time classes a year due to four consecutive quarters of noncompliance with California Code of Regulations, Title 16, Section 2585(I) which requires programs to maintain a minimum yearly average pass rate on the licensure examination. The Board ratified the decision to rescind the Program’s pattern of admission on May 21, 2020.

On August 20, 2021, the Program was placed on provisional approval by the Board due to eight consecutive quarters of noncompliance with California Code of Regulations, Title 16, Section 2585(I) which requires programs to maintain a minimum yearly average pass rate on the licensure examination.

On May 19, 2023, the Board denied the Program’s request to admit a full-time class of 24 students to commence on August 21, 2023, due to 15 consecutive quarters of noncompliance with California Code of Regulations, Title 16, Section 2585(I) which requires programs to maintain a minimum yearly average pass rate on the licensure examination.

On August 25, 2023, the Board extended the Program's provisional approval for 18 months and issued a certificate accordingly. The Board also placed the Program on the February 2025 Board meeting agenda for reconsideration of provisional approval.

On March 11, 2024, the Program Director submitted a request to admit students with supporting documentation.

### **STAFF ANALYSIS:**

The NEC reviewed and analyzed the documents provided by the Program Director to verify adequate resources including clinical facilities and classrooms to accommodate the students' learning needs and ability to meet the Program's approved objectives.

Submitted documentation by the Program Director substantiates adequate resources including faculty and facilities for students to achieve programmatic learning objectives.

The NEC reviewed and analyzed the results of the last 16 quarters (April 2020 to March 2024) of the California Psychiatric Technician Licensure Examination (CAPTLE). The data showed 13 quarters of noncompliance with California Code of Regulations, Title 16, Section 2585(l) out of the 16 total quarters reviewed.

Although the data showed 13 quarters of noncompliance with the average annual pass rates for the CAPTLE examination, the last three quarters of CAPTLE data available (July to March 2024) did reflect compliance with California Code of Regulations, Title 16, Section 2585(l), demonstrating incremental progress. The average annual pass rate is 69 percent, which is 6 percentage points below the state average annual pass rate.

The most recent class graduated 13 students in December 2023. Of the 13 students that graduated, 11 (85 percent), took the CAPTLE exam in the first quarter of 2024 (within three months of graduation). This is an improvement from the historical data of approximately 50 percent of students waiting six months or longer after graduation before taking the CAPTLE.

The NEC reviewed and analyzed the documents provided by the Program demonstrating an evaluation of previously implemented interventions to improve CAPTLE average annual pass rates. The Program provided the following information:

1. Graduate engagement, review course, and preparation for CAPTLE exam: A new study schedule was implemented into the CAPTLE review course in Fall 2023, as well as implementation of a proctored practice exam during the review course. The proctored practice exam is designed to predict CAPLTE success. Attendance continues to improve for the Program's CAPTLE review course. For the most recent class, all 13 graduates (100 percent) attended the review course. This is an improvement from the previous class when 14 of 20 graduates (70

percent) attended the review course. As previously noted, there was a high percentage of Fall 2023 class who took the CAPTLE exam in a timely manner.

2. Program Director's administrative time: Administrative time of the Program Director will remain at 60 percent during the Fall 2024 semester. Previously, the administrative time was increased from 40 percent to 60 percent. The Program Director reported that the additional administrative time has been effective as evidenced by incremental improvements in CAPTLE data. The additional time has been spent working on the evaluation of the previous interventions as well as developing new interventions.
3. Focus on faculty evaluation and development: The Program Director has continued evaluating faculty compliance with following the curriculum. The Program Director has completed seven faculty evaluations in the Fall 2023 semester, when six of the seven faculty were observed following the instructional plan. The one faculty that was not observed using the instructional plan did not have access to the clinical objectives. The Program Director addressed the issue by ensuring that that faculty had access to the clinical objectives and the clinical faculty was then observed following the clinical objectives and the instructional plan. A follow up faculty development day occurred in the Spring 2024 semester, which also covered this topic. Flipping the classroom techniques are also still being utilized and the Program is working on having more faculty utilize the technique.
4. Systematic tracking tool to track graduates: The Program continues to use the systematic tracking tool to track the status of graduates. The Program reported that the tracking tool is working as evidenced by the increased number of students taking the CAPTLE exam in a timely manner.
5. Curriculum alignment of nursing science content to the CAPTLE test plan: Historically, the students were struggling with the nursing science and pharmacology content. The curriculum alignment was completed in Fall 2023. The nursing science content is taught in the first semester of the Program and the first group of students following the aligned curriculum for this content started in January 2024. This group of students will not take the CAPTLE exam until 2025.

The NEC reviewed and analyzed the submitted comprehensive analysis and other supporting documentation, which reflected some newly implemented interventions in Fall 2023 to help continue to increase the CAPTLE average annual pass rates. The Program provided the following information:

1. The Program purchased supplemental study material called Osmosis from a third-party vendor to support the nursing science and pharmacology content. The Osmosis program is designed to allow faculty to access the analytics for student engagement in activities, videos, and practice exam questions.

2. The Program Director petitioned the selections committee to ensure the Program is accepting the most qualified candidates.

These interventions are ongoing; therefore, the final outcome is yet to be determined. The first group of students subjected to these interventions commenced the Program in January 2024. This group of students will not take the CAPTLE exam until 2025.

Board staff will continue to monitor the Program's effectiveness by tracking class admissions, employed interventions, and the Program's licensure examination pass rates each quarter.

### **STAFF RECOMMENDATIONS:**

1. Approve a full-time day class of 20 students to commence on August 26, 2024, with a graduation date of December 11, 2025, to replace the class graduating on May 16, 2024.to
2. Require the Program to comply with all requirements listed below.

### **PROGRAM REQUIREMENTS**

1. Continue to require the Program to submit comprehensive analysis reports in three months, but no later than August 1, 2024, and in seven months, but no later than December 1, 2024. The reports 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- Daily Lesson Plans for each term
  - c. Student Policies including:
    - 1- Admission Criteria
    - 2- Screening and Selection Criteria
    - 3- Attendance Policy
    - 4- Remediation Policy
    - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
    - 6- Credit Granting Policy
  - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
  - e. Faculty Meeting Methodology
  - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.

2. Continue to require the Program to submit documentation of the tracking of graduates, which will be due monthly on the first of each month. The following elements must be addressed in the tracking documentation:
  - a. List of all graduates in each class, including name, cohort number, and graduation date beginning with Fall 2020 graduates.
  - b. List the CAPTLE examination dates and results (pass/fail).
  - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
3. Continue to require the Program to submit documentation evaluating each of the interventions implemented by the Program with a submission date of no later than July 1, 2024. The following elements must be addressed in the documentation:
  - a. Graduate engagement, review course and preparation for CAPTLE examination, including the new study schedule using Osmosis
  - b. Increased Program Director's administrative time
  - c. Focus on faculty evaluation and development
  - d. Systematic tracking tool to track graduates
  - e. Curriculum alignment of nursing science content
  - f. Use of Osmosis program within the curriculum
  - g. Admission and selection process
4. Admit no additional classes without prior approval by the Board.
5. 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 California Code of Regulations, Title 16, Section 2585(I).
6. Continue to require the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) 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.
7. Notify the NEC in the event a current class is displaced from clinical sites.
8. Continue the Program's requirement to comply with all of the approval standards set forth in Article 4 of the Psychiatric Technicians Law, commencing with the

California Business and Professions Code, Section 4530, and in Article 5 of California Code of Regulations, Title 16, commencing with Section 2580.

9. Continue the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.
10. Failure to take any of these corrective actions may cause the Board to revoke the Program's approval.

## **RELEVANT PROGRAM ELEMENTS**

### **Enrollment**

California Code of Regulations, Title 16, Section 2585(k) states:

“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 2585(a). (2) Adequacy of clinical experience as specified in Section 2588. (3) Licensure examination pass rates as specified in Section 2585(l)”.

The Program is approved to offer a 48-week full-time class. Board approval is required prior to the admission of each class.

The following table represents current and projected student enrollment based on current and proposed class starts and completion dates. The table indicates a maximum enrollment of 36 students for the period January 2023 through August 2024.

**ENROLLMENT DATA TABLE**

Class Start Dates	Class Completion Dates	Number of Students Admitted	Number of Students Current	Number of Graduated	Total Enrolled
1/23/23 FT Day *(5/23/24)		18	14		14
1/29/24 FT Day *(5/29/25)		19	16		14+16=30
	5/16/24 (1/23/23)			-14	30-14=16
8/26/24 FT Day *(12/11/25) Proposed		20			16+20=36

\*Indicates projected graduation date

**Licensing Examination Statistics**

California Code of Regulations, Title 16, Section 2585(l) 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 psychiatric technician schools for the same period.”

The following statistics, furnished by Psychological Services, LLC (PSI) and printed by the Board of Vocational Nursing and Psychiatric Technicians for the period April 2020 through March 2024, specify the pass percentage rates for graduates of the Program on the California Psychiatric Technician Licensure Examination (CAPTLE).

## CALIFORNIA PSYCHIATRIC TECHNICIAN LICENSURE EXAMINATION DATA

Quarterly Statistics					Annual Statistics		
Quarter	# Candidates in Quarter	# Passed in Quarter	% Passed in Quarter	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate CCR §2585(l)	Variance from State Average Annual Pass Rate
Apr-Jun 2020	8	4	50%	76%	53%	80%	-27
Jul-Sep 2020	19	13	68%	79%	56%	79%	-23
Oct-Dec 2020	2	2	100%	74%	59%	78%	-19
Jan-Mar 2021	16	9	56%	79%	62%	77%	-15
Apr-Jun 2021	6	2	33%	73%	60%	76%	-16
Jul-Sep 2021	7	6	86%	84%	61%	77%	-16
Oct-Dec 2021	4	1	25%	71%	55%	76%	-21
Jan-Mar 2022	1	0	0%	77%	50%	76%	-26
Apr-Jun 2022	7	5	71%	66%	63%	75%	-12
Jul-Sep 2022	11	5	45%	67%	48%	71%	-23
Oct-Dec 2022	3	1	33%	74%	50%	72%	-22
Jan-Mar 2023	12	8	67%	74%	58%	71%	-13
Apr-Jun 2023	5	4	80%	76%	58%	73%	-15
Jul-Sep 2023	20	13	65%	76%	65%	75%	-10
Oct-Dec 2023	No tests			70%	68%	74%	-6
Jan-Mar 2024	11	8	73%	79%	69%	75%	-6

\*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 2024), the Program’s average annual pass rate is 69 percent. The California average annual pass rate for graduates from approved psychiatric technician programs who took the licensure examination for the first time during the same period is 75 percent. The average annual pass rate for the Program is 6 percentage points below the state average annual pass rate.

### **Faculty and Facilities**

California Code of Regulations, Title 16, Section 2588(d) states:

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

The current number of approved faculty totals 12, including the Program Director. The Program Director has 60 percent administrative duties and 40 percent teaching responsibilities. Of the total faculty, 12 are designated to teach clinical. At the August



15, 2023, Board meeting, the Board required the Program to provide a maximum of ten students to each instructor for clinical experiences. Based upon a proposed enrollment of 36 students four instructors are required for clinical supervision. The utilization of faculty at clinical facilities is such that clinical instruction is covered adequately.

California Code of Regulations, Title 16, Section 2588(b) 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 2587. 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 and proposed student enrollment.

**ATTACHMENTS:**

Attachment A: Program History

## Attachment A

# CYPRESS COLLEGE PSYCHIATRIC TECHNICIAN PROGRAM

### Program History

In June 1968, the Board approved Fairview State Hospital's request to begin a psychiatric technician program.

In June 1969, the Board approved initial accreditation of the Fairview State Hospital Psychiatric Technician Program.

In March 1971, the Program was moved to Cypress College under the administration of the Division of Health Sciences.

In January 1977, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.

In November 1983, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.

In February 1992, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.

In May 1992, the Board ratified the Nursing Education Consultant authorization to establish class size at a maximum of 30 students. Additionally, the Board approved the Program's admission of two classes per year.

In September 1996, the Board ratified action by the Executive Officer authorizing the Program's admission of 15 additional students commencing August 19, 1996, only. This action allowed the accommodation of students from Hacienda La Puente Psychiatric Technician Program, which closed due to the unexpected resignation of two instructors.

In November 1996, a new Program Director was approved.

In November 1998, the Board approved the Program's request to admit a class of 45 students commencing January 20, 1999, contingent upon approval of adequate faculty and facilities. The Program was directed to submit a revised admission policy and instructional plan. Additionally, the Board requested presentation of a follow-up report at its November 1999 meeting relative to the Program's attrition and examination statistics.

In November 1999, the Board accepted an informational report relative to the Program's attrition and examination statistics. The Board directed continuous monitoring of the Program's examination pass rate and a full analysis by the Program Director if no improvement is evidenced.

In April 2001, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program for the four-year period from April 27, 2001, to April 27, 2005.

On February 8, 2002, the Board approved the Program's request to admit 15 full-time advanced placement students to the January 22, 2002, class, commencing April 1, 2002, only, thereby increasing the Program's class size.

On February 7, 2003, the Board approved the Program's request to admit 15 full-time advanced placement students to the January 21, 2003, class, commencing March 17, 2003, only, thereby increasing the Program's class size.

On January 12, 2005, the Board approved continued full accreditation for the Cypress College Psychiatric Technician Program for the four-year period from February 4, 2005, through February 3, 2009, and issued a certificate accordingly.

On January 14, 2009, the Executive Officer approved continued full accreditation for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2009, through February 3, 2013; and required that the Program present a follow-up report at the September 11, 2009, Board meeting relative to the performance of Cypress College Psychiatric Technician Program graduates on the California Psychiatric Technician Licensure Examination.

On January 22, 2013, the Executive Officer approved continued full accreditation for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2013, through February 3, 2017, and issued a certificate accordingly.

On June 5, 2017, the Executive Officer approved continued full accreditation for Cypress College Psychiatric Technicians' Program:

1. Continued approval for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2017, through February 3, 2021, and issue a certificate accordingly.
2. Continued the Program's approval to admit a class of 30 students two times each year (January and August), with the following stipulations:
  - a. No additional classes are added to the Program's current pattern of admission without prior Board approval. The Program's current pattern of admission includes one class of 30 students two times each year (January and August).

- b. The Program 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 rates remain no more than ten percentage points below the state average annual pass rate.

On May 14, 2020, the Executive Officer approved:

1. Rescinded Cypress College, Psychiatric Technician Programs pattern of admission of two full-time classes per year, (January and August) of 30 students; to replace graduating classes only.
2. The Program is required to submit a written plan for improving the Program's California Psychiatric Technician Licensure Examination (CAPTLE) pass rate for first time candidates.
3. The Program is required to obtain Board approval prior to admission of any additional classes.
4. The Program is required, 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 California Code of Regulations, Title 16, Section 2585(l).

On November 10, 2020, the Executive Officer approved:

1. Approved the Program's request to admit a full-time class of 24 students commencing on January 25, 2021, graduating on May 26, 2022, to replace the class that graduates on December 12, 2020.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. No additional classes are added without prior BVNPT approval.
3. Documents adequate resources, i.e., faculty and facilities, are available to

support each admitted class of students.

4. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
5. Continued to require the Program to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.

On January 26, 2021, the Executive Officer approved:

1. Granted continued full approval for the Cypress College Psychiatric Technician Program for a four-year period beginning February 3, 2021, and issue a certificate accordingly.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Continued to require the Program, when requesting approval to admit students, to:
  - a. Submit all documentation in final form, using forms provided by the BVNPT, 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. Maintain an average pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580

On June 1, 2021, the Executive Officer approved:

1. Admit a full-time class of 24 students commencing on August 23, 2021, graduating on December 9, 2022, to replace the class that graduates on May 20, 2021.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Continued to require the Program, when requesting approval to admit students, to:
  - a. Submit all documentation in final form, using forms provided by the BVNPT, 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. Maintain an average pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(l).
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.

On August 20, 2021, the Board:

1. Placed Cypress College Psychiatric Technician Program on provisional approval.
2. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Required the Program Director to submit follow-up reports in 10 months, but no later than June 1, 2022, and in 22 months but no later than June 1, 2023. The report must include a comprehensive analysis of the Program, specific actions taken with revisions to improve average annual pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
  - a. Admission and Screening Criteria
  - b. Terminal Objectives
  - c. Evaluate the Current Curriculum for Possible Update Curriculum to include:
    - 1- Program objectives
    - 2- Instructional Plan
    - 3- Theory and Clinical Objectives for Each Course

- 4- Lesson Plans for Each Course
  - 5- Evaluation of Correlation of Theory and Clinical
  - 6- Textbooks
  - d. Student Policies to include:
    - 1- Attendance Policy
    - 2- Remediation Policy
    - 3- Evaluation of Student Achievement
    - 4- Credit Granting
  - e. Evaluation of available clinical facilities approvals to determine adequacy in number and variety to accommodate current and projected students.
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
  5. Failure to take any of these corrective actions may cause the full Board to revoke the Program's approval.

On February 9, 2022, the Board:

1. Approved the Program's request to admit a full-time class of 24 students to commence on March 28, 2022, with a graduation date of July 14, 2023
2. Required the Program to comply with all requirements listed below.

#### PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2022, and a subsequent report no later than June 1, 2023. 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 & Clinical Objectives for each Term
    - 3- Lesson Plans for each Term
  - c. Student Policies including:
    - 1- Admission Policy
    - 2- Screening and Selection Policy
    - 3- Attendance & Remediation Policy
    - 4- Evaluation of Student Achievement
    - 5- 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. Admit no additional classes without prior approval by the Board.
  3. Required 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 California Code of Regulations, Title 16, Section 2585(l).
  4. Continue to provide a maximum of twelve students for each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588 states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve 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 sites.
  6. Continued the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
  7. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates or other violations. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.

On May 20, 2022, the Board:

1. Approved the Program's request to admit a full-time class of 24 students to commence on August 22, 2022, with a graduation date of December 7, 2023, to replace the class graduating on May 19, 2022.



2. Required the Program to comply with all program requirements listed below.

### PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2022, and a subsequent report no later than June 1, 2023. 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 & Clinical Objectives for each Term
    3. Lesson Plans for each Term
  - c. Student Policies including:
    1. Admission Policy
    2. Screening and Selection Policy
    3. Attendance & Remediation Policy
    4. Evaluation of Student Achievement
    5. 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. Admit no additional classes without prior approval by the Board.
3. Required 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 California Code of Regulations, Title 16, Section 2585(l).
4. Continue to provide no less than one instructor for every twelve students in clinical experiences. California Code of Regulations, Title 16, Section 2588 states: "For supervision of clinical experience, there shall be a maximum of 15 students for each

instructor.” Recommendation of one instructor for every twelve 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 sites.
6. Continued the Program’s requirement to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
7. Continued the Program’s requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates or other violations. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program’s approval.

On November 8, 2022, the Board:

1. Approved the Program’s request to admit a full-time class of 24 students to commence on January 23, 2023, with a graduation date of May 16, 2024.
2. Required the Program to comply with all program requirements listed below.

#### PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2023. 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- Daily Lesson Plans for each Term
  - c. Student Policies including:
    - 1- Admission Criteria
    - 2- Screening and Selection Criteria
    - 3- Attendance Policy
    - 4- Remediation Policy
    - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
    - 6- Credit Granting Policy
  - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment
  - e. Faculty Meeting Methodology

- f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts
2. Admit no additional classes without prior approval by the Board.
3. Required 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 California Code of Regulations, Title 16, Section 2585(l).
4. Continue to provide a maximum of twelve students for each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states, "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve 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 sites.
6. Continued the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technicians Law, commencing at the California Business and Professionals Code, Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
7. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.

On May 19, 2023, the Board rendered the following decisions:

1. Denied the Program's request to admit a full-time class of 24 students to commence on August 21, 2023, with a graduation date of December 5, 2024, which will replace the class graduating on May 19, 2023.
2. Placed the Program on the agenda for the August 2023 Board meeting for reconsideration of provisional approval.
3. Required the Program to comply with all requirements listed below.

## PROGRAM REQUIREMENTS

1. Continued to require the Program to submit a comprehensive analysis with a submission date no later than June 1, 2023. 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- Daily Lesson Plans for each Term
  - c. Student Policies including:
    - 1- Admission Criteria
    - 2- Screening and Selection Criteria
    - 3- Attendance Policy
    - 4- Remediation Policy
    - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
    - 6- Credit Granting Policy
  - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
  - e. Faculty Meeting Methodology
  - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
  
2. Required the Program to submit documentation of the tracking of graduates with a submission date of June 1, 2023. The following elements must be addressed in the tracking documentation:
  - a. List of all graduates per class, including name, cohort number, and graduation date beginning Fall 2018 graduates.
  - b. List the CAPTLE examination dates and results (pass/fail)
  - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
  
3. Admit no additional classes without prior approval by the Board.
  
4. Required 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 California Code of Regulations, Title 16, Section 2585(l).
5. Continue to provide a maximum of 12 students for each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every 12 students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
6. Notify the NEC in the event a current class is displaced from clinical sites.
7. Continued the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technicians Law, commencing at the California Business and Professions Code, Section 4530, and Article 5 of California Code of Regulations, Title 16, commencing at Section 2580.
8. Continued the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the Board may revoke the Program's approval.

On August 25, 2023, the Board rendered the following decisions:

1. Extended the Program's provisional approval for 18 months and issued a certificate accordingly.
2. Placed the Program on the February 2025 Board meeting agenda for reconsideration of provisional approval.
3. Required the Program to comply with all requirements listed below.

#### PROGRAM REQUIREMENTS

1. Continued to require the Program to submit comprehensive analysis reports with submission dates of six months but no later than February 1, 2024, twelve months but no later than August 1, 2024, and sixteen months but no later than December 1, 2024. The reports 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 Daily Lesson Plans for each Term

- c. Student Policies including:
    1. Admission Criteria
    2. Screening and Selection Criteria
    3. Attendance Policy
    4. Remediation Policy
    5. Evaluation Methodology for Student Progress including evaluation of clinical practice
    6. Credit Granting Policy
  - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
  - e. Faculty Meeting Methodology
  - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
2. Continued to require the Program to submit documentation of the tracking of graduates, which will be due monthly on the first of each month. The following elements must be addressed in the tracking documentation:
    - a. List of all graduates per class, including name, cohort number, and graduation date beginning with Fall 2018 graduates.
    - b. List the CAPTLE examination dates and results (pass/fail).
    - c. Status of graduates engaged in the review course and preparation for the CAPTLE exam.
    - d. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
  3. Required the Program to submit documentation evaluating each of the Spring 2023 interventions implemented by the Program Director with a submission date of no later than September 15, 2023. The following elements must be addressed in the documentation:
    - a. Graduate engagement, review course and preparation for CAPTLE examination
    - b. Increased Program Director's administrative time
    - c. Focus on faculty evaluation and development
    - d. Systematic tracking tool to track graduates
    - e. New medication cart with additional medications
  4. Required the Program to submit documentation of the curriculum alignment of the nursing science content with the CAPTLE test plan no later than September 15, 2023.
  5. Admit no additional classes without prior approval by the Board.

6. Required 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 California Code of Regulations, Title 16, Section 2585(l).
7. Required the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: “[f]or 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.
8. Notify the NEC in the event a current class is displaced from clinical sites.
9. Continued the Program’s requirement to comply with all of the approval standards set-forth in Article 4 of the Psychiatric Technicians Law, commencing with California Business and Professions Code, Section 4530, and in Article 5 of California Code of Regulations, Title 16, commencing with Section 2580.
10. Continued the Program’s requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program’s approval.
11. Failure to take any of these corrective actions may cause the Board to revoke the Program’s approval.

On November 17, 2023, the Board rendered the following decisions:

1. Approved the Program’s request to admit a full-time day class of 20 students to commence on January 29, 2024, with a graduation date of May 29, 2025, to replace the class that graduates on December 8, 2023.
2. Required the Program to comply with all requirements listed below.

#### PROGRAM REQUIREMENTS

1. Continued to require the Program to submit comprehensive analysis reports with submission dates of six months but no later than February 1, 2024, twelve months but no later than August 1, 2024, and sixteen months but no later than December 1, 2024. The reports 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- Daily Lesson Plans for each term
  - c. Student Policies including:
    - 3- Admission Criteria
    - 4- Screening and Selection Criteria
    - 5- Attendance Policy
    - 6- Remediation Policy
    - 7- Evaluation Methodology for Student Progress including evaluation of clinical practice
    - 8- Credit Granting Policy
  - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
  - e. Faculty Meeting Methodology
  - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
  
3. Continued to require the Program to submit documentation of the tracking of graduates, which will be due monthly on the first of each month. The following elements must be addressed in the tracking documentation:
  - a. List of all graduates per class, including name, cohort number, and graduation date beginning with Fall 2018 graduates.
  - b. List the CAPTLE examination dates and results (pass/fail).
  - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
  
4. Continued to require the Program to submit documentation evaluating each of the interventions implemented by the Program with a submission date of no later than December 9, 2023. The following elements must be addressed in the documentation:
  - a. Graduate engagement, review course and preparation for CAPTLE examination
  - b. Increased Program Director's administrative time
  - c. Focus on faculty evaluation and development
  - d. Systematic tracking tool to track graduates
  - e. Curriculum alignment of nursing science content



5. Admit no additional classes without prior approval by the Board.
6. Require the Program, when requesting approval to admit students, to:
  - d. 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.
  - e. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
  - f. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2585(I).
7. Continued to require the Program to provide a maximum of ten students to each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) 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.
8. Notify the NEC in the event a current class is displaced from clinical sites.
9. Continued the Program’s requirement to comply with all of the approval standards set forth in Article 4 of the Psychiatric Technicians Law, commencing with the California Business and Professions Code, Section 4530, and in Article 5 of California Code of Regulations, Title 16, commencing with Section 2580.
10. Continued the Program’s requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) average annual pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program’s approval.
11. Failure to take any of these corrective actions may cause the Board to revoke the Program’s approval.