

GENESIS **MEDICAL COLLEGE**

Academic Catalog

January 1, 2025 to December 31, 2025



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Welcome

Welcome to Genesis Medical College (GMC). We are pleased that you have chosen GMC for your educational needs and career goals. This catalog provides an overview of GMC policies, practices, and procedures, and information on our programs, courses, and services.

History

Genesis Medical College's (GMC) main campus is located in Southern California, Tustin, Orange County. The institution was founded in 1992 as a continuing education school for nurses and other healthcare providers. Over the years, GMC has expanded to offer vocational programs that support initial licensure and certification from a variety of healthcare fields and to offer continuing education courses that support maintenance of licensure and certification. GMC's philosophy is to provide a high quality, stress-free learning environment that promotes life-long learning. GMC has grown through additional board and agency approvals, campus locations, educational levels, and new programs and courses.

Mission

Genesis Medical College is the premier vocational program and continuing education course provider for healthcare professionals that supports career aspirations, maintains professional licensing, and promotes life-long learning.

Values

- **High Quality** - GMC is approved by national, state, and regulatory agencies which ensure a strong reputation of providing high quality courses taught by highly qualified instructors.
- **Career-oriented** - Programs and courses are those required by licensing agencies, employers, and are ones that help prepare students for career success.
- **Affordable** - GMC provides a high value education at affordable costs for highly desirable programs and courses that help position students for career success.
- **Stress-free** - GMC offers our courses in a safe, professional, no stress, hands-on environment with a deep commitment to education excellence centered in the core values of nursing and healthcare providers.
- **Flexible** - GMC offers both vocational programs and continuing education courses that are scheduled throughout the weekdays and weekends to provide flexible options for our busy students.

INSTITUTIONAL OBJECTIVES

1. Provide a system of vocational and continuing education career-oriented programs and courses for healthcare service professionals.
2. Maintain Genesis Medical College compliance with all regulatory agencies as a high-quality provider of vocational programs and continuing education courses.
3. Evaluate the effectiveness of the programs and courses to support student success and learning through data driven decision making.
4. Utilize the appropriate regulations as a means for assuring the quality of vocational programs and continuing education courses.
5. Maintain a mechanism for identification and resolution of issues that may arise from any stakeholder.
6. Maintain appropriate communications with membership of regulatory agencies which may have an impact on vocational programs and continuing education courses.
7. Utilize evaluation data to improve curriculum, instruction, student learning outcomes, and general business operations.

Education Philosophy

Genesis Medical College provides individuals and approved providers a high-quality partnership to promote career advancement, improve skills and knowledge, and increase quality healthcare to patients. education philosophy reflects individual responsibility and a commitment to the following beliefs.¹

1. Healthcare education and services are instrumental to providing quality health care to all people.
2. GMC can contribute to quality health care by facilitating professional growth for individuals and approved providers through offering vocational programs and continuing education courses, and maintaining accreditation and regulatory approvals.
3. Individuals and approved providers can benefit from an association the promotes an individual's educational and professional development and/or advancement.
4. To defend the integrity and reputation of professionals' meaningful vocational programs and continuing education courses GMC must adhere to high quality standards.
5. Healthcare professionals are committed to high quality life-long learning.

¹ BMC Nursing: Jersey General Hospital, St Helier, Jersey; Department of LIME, Karolinska Institutet, Stockholm, Sweden; Department of Education, Stockholm University, Stockholm, Sweden. (2021) *Lifelong learning and nurses' continuing professional development, a metasynthesis of the literature*. Retrieved on 12/12/24 from: <https://bmcnurs.biomedcentral.com/articles/10.1186/s12912-021-00579-2>
Seminal publication: Quinn, F.M. (2001). *Continuing Professional Development in Nursing: A Guide for Practitioners and Educators*. Retrieved on 12/12/2024 from https://books.google.com/books?id=Wgk1ncslpDsC&pg=PA21&lpg=PA21&dq=nursing+continuing+education+philosophy&source=bl&ots=3kubu0Gkxa&sig=j23r8q561ZPzOCysJ_OOykkpQOg&hl=en&sa=X&ved=0ahUKEwjO-uW9sYPWAhWMwYMKHRaLCPA4KBD0AQg8MAQ#v=onepage&q=nursing%20continuing%20education%20philosophy&f=false

Approvals and Partnerships

GMC is accredited, approved, or in partnership with the following agencies. These include state, local, and national agencies. These include the Bureau of Private Postsecondary Education (BPPE), California Department of Public Health, Laboratory Field Services (LFS), California Board of Registered Nursing (BRN), Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Orange County Emergency Medical Services (OCEMS), and American Society of Radiologic Technicians (ASRT).

1. Bureau of Private Postsecondary Education

GMC is a private institution, that is approved to operate by the Bureau of Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. All programs and courses offered by GMC fall under this approval.

BPPE “Approved” means the school operates in compliance with state standards as set forth in Title 5, Division 7.5 of the California Code of Regulations. Approval does not imply that the Bureau endorses programs or courses, or that Bureau approval means the institution exceeds minimum state standards.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to BPPE with the information below.

Bureau of Private Postsecondary Education
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Toll-free telephone number
(888) 370-7589 or fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888-370-7580) or by visiting (www.osar.bppe.ca.gov).

2. California Department of Public Health, Laboratory Field Services (LFS) - Accreditation Agency

Genesis Medical College has been granted approval to be an accrediting agency for clinical laboratory scientist education in 2020. Approval is subject to operation under the regulations



specified at Title 17, CA Code of Regulations (CCR) Subchapter 1, Group 2. Article 2.5, section 1038-1038.7. Clinical Laboratory Science 2020 LFS Registration Number 225.

Office of Continuing Education
Laboratory Field Services
650 Marina Bay Pkwy.
Richmond, CA. 94804
510-620-3800

3. California Department of Public Health, Laboratory Field Services (LFS)

California Department of Public Health – Laboratory Field Services (LFS) has approved Genesis Medical College (GMC) to teach Phlebotomy Technician I programs: Basic 20 hour, Advanced 20 hour, 40 hour, and 80 hour programs.

CDPH-LFD
P.O. Box 997377
MS 0500
Sacramento, CA 925899-7377
916-558-1784

California Department of Public Health – Laboratory Field Services (LFS) has approved Genesis Medical College (GMC) application for Continuing Education (CE) Accrediting Agency (AA). This means that individuals that have completed GMC CE courses can use the certificate of CE completion to meet the CE requirement. GMC AA number is 225.

CDPH-LFS
CE Office - Laboratory Field Services
850 Marina Bay Pkwy., Bldg. P, 1st Floor
Richmond, CA 94804-6403

4. California Board of Registered Nursing (BRN)

Continuing Education Provider Renewal Certificate (CEP16797).

Board of Registered Nursing
P. O. Box 944210
Sacramento, CA 95244-2100
(916) 574-7682 Fax: (916) 574-7700

5. Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

Approved CE Provider number 10783. Course Provider for IV Therapy for LVN (IV-15036), Blood Withdrawal for LVN (BW 15027), and IV Therapy and Blood Withdrawal for LVN (IBBW 10210)



Board of Vocational Nursing and Psychiatric Technicians | Licensing Division Post Licensure Unit
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
P: (916) 263-7819 | F: (916) 263-7855

6. Orange County Emergency Medical Services

Approval number is 30-0143.

Orange County Emergency Medical Services
405 W. Fifth Street, Suite 301A Santa Ana, CA 92701
Direct: 714.834.2926

7. American Society of Radiologic Technologists

Approval reference number CAZ0077001

American Society of Radiologic Technologists
15000 Central Ave. SE
Albuquerque, NM 87123-3909
Phone: 800-444-2778, Ext 1262
Fax: 505-298-5063

Accreditation Standing

GMC is not accredited by an accrediting agency recognized by the United States Department of Education. GMC programs and courses may lead to licensure in California or other states. See licensure details in the Programs and Courses Section. GMC offer does not offer degree programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Litigation Standing

GMC has never filed for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the proceeding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec, 1101 et seq.)

General Information

Locations and Contact Information

Main Campus

1391 Warner Ave., Suite A
Tustin, CA 92780
Office phone number: 714-577-0187
admin@genesismec.com
genesismec.com

Branch Locations

One Medical Plaza
Roseville, CA 95661

3033 Augusta Street
San Luis Obispo, CA 93401

Satellite Campuses

20122 Cabrillo Lane
Cerritos, CA 90703

12254 Cuesta Drive
Cerritos, CA 90703

1530 W. 17th Street
Santa Ana, CA 92706

5770 Carlson Drive
Sacramento, CA 95819

14600 Goldenwest Street, Suite 105
Westminster, CA 92683

Classes are held on the main campus location unless otherwise noted.

GMC offers vocational programs that may include a clinical rotation. The clinical rotation location varies depending on availability. Students enrolled in rotations will work with administration and be provided the location at the appropriate time during their program progression. Continuing education courses do not include clinical rotations.

Student Services contact studentservices@genesismec.com
Administrative Support contact adminassistant@genesismec.com

Organization

Leslie Gargiulo, MS, PhD, CEO, Director of Education
 Mou Crowley, BSN, RN, CPTII, Director of Clinical Education
 Elizabeth McPeak, MSN, RN, Director of Vocational Nursing Program

Professional Advisory Council (PAC)

GMC has a Professional Advisory Council. The purpose of the GMC PAC is to provide unique knowledge and skills to help effectively guide the organization in regulatory, industry, policy, and subject matter expertise matters.

Holidays and Calendars

GMC recognizes the following holidays, and the office is closed on these days.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Day

2025 Holiday Calendar

New Year's Day	Wednesday, January 1, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving	Thursday, November 27, 2025
Thanksgiving, the day after	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025

2026 Holiday Calendar

New Year's Day	Thursday, January 1, 2025
Memorial Day	Monday, May 25, 2025
Independence Day	Saturday, July 4, 2025
Labor Day	Monday, September 7, 2025
Thanksgiving	Thursday, November 26, 2025
Thanksgiving, the day after	Friday, November 27, 2025
Christmas Day	Friday, December 25, 2025

Academic Calendar - Vocational Nursing

Cohort	Year	Semester	Term	Start Date	End Date
1	2025	Summer	1	Monday, May 5, 2025	Friday, August 23, 2025
1	2025	Fall	2	Tuesday, September 2, 2025	Friday, December 19, 2025
1	2026	Spring	3	Monday, January 5, 2026	Monday, April 27, 2026
TBA	2026	Summer	1	To be announced	
TBA	2026	Fall	2	To be announced	

Programs and Courses

GMC offers two education tracks, vocational programs and continuing education courses.

GMC vocational programs are offered in a variety of instructional methods that include classroom, online, and hybrid learning environments. Programs are designed to meet state, local, and national licensing and credentialing requirements.

GMC continuing education courses are offered in a variety of instructional methods that include classroom, online, and hybrid learning environments. Courses are designed to meet state licensing and certification requirements.

Instructional Practices and Technology

GMC provides a range of instructional models that include 100% classroom, 100% online, and hybrid which has in-person classroom and online learning. For all courses and programs, the course materials are housed in the online learning management system. Students must have a laptop and internet access to meet the admissions requirements and graduate expectations to complete all the required attendance, assessments, quizzes, and exams.

There are minimum technology requirements that must be met. See the section on minimum technology requirements. In addition, the official communications is through email. Students are responsible to ensure that they meet all technology requirements, can access their emails and to respond within a timely manner to meet the college requirements and expectations. See the section on communications.

Philosophy and Practice

GMC instructional philosophy is student centric. We offer our courses in a safe, professional, no stress, hands-on environment with a deep commitment to education excellence centered in the core values of healthcare providers and career success. Each program and course is taught in a safe, professional atmosphere to ensure those from all levels of healthcare, phlebotomists, MAs, LVNs, RNs, doctors, EMTs, Paramedics, first responders, midwives, and many other healthcare students and providers will benefit from the high quality learning experience that GMC provides.

GMC Instructors are highly qualified nurses and healthcare professionals with years of practical and professional experience. Each instructor meets or exceeds minimum requirements from our approving and regulatory agencies. GMC instructors utilize a variety of teaching methods to effectively communicate current theory and knowledge, and they utilize life-like and simulation teaching aids to better demonstrate practical technique. The technical aspects of these programs and courses are comprehensively emphasized to instill confidence once in the workplace.

The GMC curriculum is career-oriented, highly relevant, and up to date. Our program development process includes regular revision and updating of course materials, supplemental resources, and equipment at least every three years.

Instructional Facilities and Equipment

GMC has one main campus location. For vocational programs and continuing education courses the main campus's classrooms facilities and equipment are used. See the section Location and Contact Information.

Equipment, supplies, and materials for all programs and courses are owned by GMC. All durable medical equipment meets or exceeds the standards for learning and mastering the knowledge and skills for each program or course.

GMC uses state of the art technology to facilitate instruction through interactive resources, hands-on skills manipulatives and electronic simulations, and use of computers and multi-media.

Instructional Methods of Classroom and Distance Education

Programs and courses can be approved for different instructional methods: classroom, hybrid, and online. Distance education refers to both synchronous and asynchronous online education. Programs and courses can be taught through distance education have these additional criteria. Distance education does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

Students enrolled in a distance education shall receive access to their course and the first lesson and any materials within seven days after acceptance for admission. The approximate number of days that will elapse between the GMC's receipt of student lessons, projects, or assignments and the institution's mailing of its response or evaluation is seven business days.

The student shall have the right to cancel the agreement and receive a full refund per the refund policy in the catalog before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. GMC shall make the refund pursuant per the refund policy in the catalog. If GMC sent the first lesson and materials before an effective cancellation notice was received, GMC shall make a refund within 45 days after the student's return of the materials.

GMC shall transmit all the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

If GMC transmits the balance of the material as the student requests, GMC shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student but shall not be obligated to pay any refund after all the lessons and material are transmitted.

Services

GMC provides a range of support services to help students succeed in their educational goals. These services are listed in alphabetical order and described below.

Academic

Faculty are available during class to answer student questions about the course content, and related subject matter expertise. Faculty can be available after class in office hours which are shared with students in class.

Administrative

The office staff is available to answer student questions, help with registrations, and to guide students to courses that best fit their needs. Students can call the office or email the staff using the information in Location and Contact Information section.

Career and Placement Services

GMC has a job board on campus, has a partnership with a self-serve job registry, and periodically sends out newsletters with job opportunities. GMC does not provide job placement services.

Computers and Internet

GMC has computers available for use available during normal business hours or based on a pre-arranged schedule. GMC provides internet access to students, staff, and faculty while on campus in support of meeting the learning objectives of each program or course.

Housing and Other Costs

GMC is a non-residential school. GMC does not provide housing, has no responsibility to find or assist a student in finding housing, nor provides resources to find housing. Availability of off-campus housing can be found at property websites, e.g. Apartments.com. An estimate of approximate range of cost is \$1,200 to \$2,000.

Other costs the student may consider when calculating the total cost of completing a program include room and board, personal expenses, and transportation. None of these costs are included in the tuition and fees. All students are responsible for providing their own transportation for all programs associated with the classroom or clinical education. Students are responsible for their own housing, personal expenses, and travel arrangements.

Students are required to arrive on campus in time for each class, to adhere to all attendance policies and externship requirements, and to pay in full for their program of study. Knowing about and planning for these expenses can help students meet all their obligations.

Library

GMC has a library of nursing, medical, healthcare professional books, magazines, and equipment that students are welcome to read and use while on campus. The library materials are only available to use by GMC students and instructors. The library includes textbooks and materials used in GMC programs and courses. These materials are owned by GMC.

To access the materials students must go in person to the office and the student will complete the Learning Resource Borrowed Items log to sign materials out and back in. The student cannot request library materials by phone or online. All items must be signed back in the day borrowed and no materials may be removed from campus. There is no charge to students and staff for borrowing materials. However, if materials are lost or damaged there is fee. See Fee Schedule in Appendix B.

Many of the materials are those used to develop the GMC courses. For all programs and courses, students are required to purchase their manual or textbook or the manual or textbook is included in the tuition. Students may borrow for a fee materials to use in their class if available and if allowed.

To support student learning, GMC has a campus library of books and resources relevant to the programs and courses offered. This includes a library and videos. The library use policy is that the materials and resources are only available for GMC students and alumni. The library use policy is that students must arrange with the office staff to borrow materials by signing the materials out if relevant, or arranging to use equipment for viewing resources online. All materials and equipment must remain on campus.

GMC has copies of the required manuals and textbooks available for student use on campus. The library is comprised of textbooks, journals, videos, and other resources related to phlebotomy, medical assistant, medical coding, medical terminology, electronic health information management and records, IV therapy, blood withdrawal, wound care, standards of care planning, ventilator and tracheostomy equipment and use, cardiovascular disorders, neurological disorders, and respiratory disorders, resuscitation, ECG/EKG, among other topics. Equipment includes the computer, monitor, and internet access.

The required course or program textbook or manual along with the GMC library materials are sufficient to support student learning for all programs and courses. All course learning objectives are covered by the required course or program textbook or manual for that course. The library materials provide supplemental support materials for advanced learning, thus, help to ensure that the learning resources are sufficient to support student learning for all programs and courses.

Program and Course Schedule

GMC strives to ensure that the calendar for programs and courses is up to date and available on the website in a timely manner. GMC strives to ensure that every option is explored before rescheduling or cancelling a scheduled class. In the unlikely case of a cancellation or rescheduling, GMC will honor each student's credit and reschedule the class within a reasonable time. GMC is not responsible for any loss of revenue, wages, hotel or travel expenses, or damages resulting from a canceled or rescheduled class.

If a class is cancelled or rescheduled initiated by GMC then students will be notified as soon as possible by email or phone. Administration will attempt to find an alternative class, extend credit, or provide a refund.

Social Media

GMC is engaged in communication through social media, Facebook, and YELP, to build a professional community of learners committed to life-long learning and career growth. Students are encouraged to like GMC and follow GMC on our Facebook page and encourage students to post on YELP and Google about their positive learning experiences at GMC with others. See the GMC Social Media Policy regarding social media use expectations for students, staff, and faculty.

Student Support Services

GMC provides referrals to the following support services for students. Request more details on internal and external referrals for student support services from the administration.

1. Academic Support
 - a. Academic Advising
 - b. Tutoring Services
 - c. Time Management Workshops
2. Mentoring and Peer Support:
 - a. Mentorship Program
 - b. Peer Study Groups
3. Progress Tracking and Early Intervention
 - a. Regular Assessments
 - b. Early Warning System
4. Personal and Emotional Support
 - a. Counseling Services
 - b. Wellness Programs
5. Financial, Health and Human Services Resources
 - a. Financial
 - b. Emergency Funds
 - c. Health and Human Resources
6. Career Guidance
 - a. Career Counseling
 - b. Clinical Placement Assistance

Testing

GMC is an approved college for certification agencies of ACA, AMCA, NHA, and NCLEX. These agencies offer certification exams in a variety of healthcare areas. Each of the agencies is responsible for providing the successful student with the certificate of completion.

ACA

American Certification Agency for Healthcare Professionals exams include the following areas.

- ECG Technician
- ECG Instructor
- Patient Care Technician
- Phlebotomy Technician
- Phlebotomy Instructor

AMCA Certification exams include the following areas.

- Clinical Medical Assistant Certification
- Clinical Medical Administrative Assistant Certification
- Medical Assistant Certification (MAC) *NO EKG or Phlebotomy
- Medical Assistant Certification(MACP) *Includes Phlebotomy
- Medical Assistant Certification(MACE) *Includes Phlebotomy *Includes EKG
- Phlebotomy Technician Certification (PTC)
- EKG Technician Certification (ETC)
- Patient Care Technician Certification (PCTC)
- Physical Therapy Aide Certification (PTAC)
- Dental Support Technician Certification (DSTC)
- Mental Health Technician Certification (MHTC)
- Nursing Assistance Certification (NAC)
- Medical Administrative Assistant Certification (MAAC)
- Billing & Coding Specialist Certification (BCSC)
- Electronic Health Records Certification (EHRC)

NHA Certification exams include the following areas.

- Medical Assistant
- Billing and Coding Specialist
- Medical Administrative Assistant
- Pharmacy Technician
- Phlebotomy Technician
- EKG Technician
- Patient Care Technician
- Electronic Health Records Specialist

NCLEX Certification exams include the following area.

- Vocational Nursing

General Admissions Requirements

International Students

For all programs and courses, GMC welcomes applicants from around the world to study with on campus. International students bring a wealth of experiences and expertise to the classroom, enriching the learning of all students. International students must meet the same admissions requirements as US students. Visa services are not provided (F-1 Visa) and the institution does not vouch for student status (USCIS).

English as Official Language of Instruction

All programs and courses are offered in English language. It is essential for an applicant to possess adequate command of the English language for successful completion of programs and courses. Each student must demonstrate mastery of English proficiency. Admissions documentation provides evidence of English proficiency. See Admissions process for program or course of interest for details. GMC reserves the right to refuse admission to anyone believed does not meet the admissions requirements.

Verifying English Proficiency

International applicants whose native language is not English and have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through one of the following sources:

English Equivalency Measurement	Undergraduate MIN Score
TOEFL IBT (Internet Based Test)	61
International English Language Test (IELT)	6.0
Pearson Test of English Academic Score Report	44
Duolingo English Test	95
College Board Accuplacer ESL Exam Series	Language Use: 85 Listening: 80 Reading: 85 Sentence Meaning: 90 Writeplacer: 4 Comprehensive: 350
Eiken English Proficiency Exam	Pre-1

Common European Framework of Reference (CEFR)

B2

Appropriately accredited institution recognized by the U.S. Secretary of Education and/or the Council of Higher Educational Accreditation (CHEA)*

30 semester credit hours with an average grade of "C" or higher

Accepted foreign equivalent listed in the International Handbook of Universities where the language of instruction was English.

30 semester credit hours with an average grade of "C" or higher

Catalog and School Performance Fact Sheet

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet. Both the School Performance Fact Sheet and the Enrollment Agreement are provided to students prior to signing an enrollment agreement.

The catalog, School Performance Fact Sheets, and Annual Reports are found on the website. If there are questions about the catalog or School Performance Fact Sheets, students should contact the office by phone or email.

Admissions Process for Continuing Education Courses

Applicants for continuing education courses include qualified healthcare and emergency medical professionals who are eligible to enroll in continuing education courses.

Prerequisite

Continuing education courses require students to have valid CA or state license number in their area of training or evidence of enrollment in such a program which has been taught in English. Having a valid, current CA or state license means that the student has completed all the required educational training, work related experiences, and completed the required national or state exams for licensure in English.

Applicants are required to have the following proof of identification, education and licensure:

- A clear and legible copy of government issued photo identification
- Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institution

And, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.

- Licensure: One of the following
 - Proof of enrollment in a licensure program of study in the state of CA, e.g. LVN program, or
 - Valid CA or other state license number in their area of training
- Resume

International applicants who have an international license number and training are required to have one of the following:

- Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institution

And, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.

Licensure or evidence of enrollment in a healthcare program is the documentation for English proficiency and for general education requirements. Each approving agency sets their own entrance and approval criteria and sets the requirements for continuing education requirements. Students are responsible for knowing their approving agencies continuing education requirements. Additional documentation may be required, and this is addressed on an individual basis.

For Venipuncture courses, these courses are open to technologist students who are currently enrolled in a radiology program or to Certified Radiologic Technologists. Applicants must provide their current student status, e.g. CRT or ARRT license number to register.

- Verification of valid AHA CPR certification may allow students to enroll in didactic and/or live human skills portions only.
- Verification of completed California Society of Radiologic Technologists' Venipuncture Certificate may allow students to enroll in the supervised live human venipuncture and/or AHA CPR certification portions only.

GMC reserves the right to refuse admission to anyone believed does not meet the admissions requirements.

Application for Continuing Education

A student may apply to take a continuing education course to reserve a spot in a class. Application helps a student to reserve a spot in a class, but that class will be confirmed upon final enrollment and payment. The preferred enrollment process is to apply online through the website.

The Catalog and School Performance Fact Sheets are provided to the student upon submission of an application, and they are encouraged to read prior to signing an Enrollment Agreement. Continuing education courses require a signed Enrollment Agreement, license number and other admissions documents, and payment in full prior to starting class. All payments are due in full before the start of class. Office staff are available to help students throughout the admissions process.

Admissions Process for Vocational Nursing

Admissions Criteria

The admissions process and requirements are described below.

Admissions Pre-requisites

Program applicants will be required to take and pass the HESI entrance examination with a minimum passing score of 65% in Math and Science and 65% in Reading and Comprehension (scores will be rounded to the nearest whole number). The HESI Exam consists of three sections: Math, Science, and Reading Comprehension. The HESI Exam must be completed within 2 years before the scheduled start date of the VN program.

Application Documents

All applicants must provide the following:

- Completed Admissions Application Form
- Pay non-refundable Application Fee upon enrollment
- Completed Student Performance Fact Sheet and Enrollment Agreement
- ID: A clear and legible copy of government issued photo identification
- SSN: Possess a valid social security number
- Proof of education:
 - Education: One of the following official documents sent directly to GMC from the school or agency
 - Cumulative GPA of 2.0 or higher on a High School transcript from an accredited high school in the United States.
 - Cumulative PASS status on a General Education Development (GED) exam or California High School Proficiency exam (CHPSE) transcript
 - Possession of an Associate of Arts/Associate of Science degree or higher from a regionally accredited college in the United States.
 - Foreign transcript evaluated for US equivalency related to a degree or HS diploma.
 - And, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.
- Transfer credit: Advanced candidates with prior experience may transfer in credit or have credit awarded based on submission of transcripts and/or Letters of Experience. Questions on this should be addressed during the admissions process. Transfer coursework must have been completed within the previous 5 years.
- Immunization Requirements – Students must provide proof of vaccine for the following before clinical rotation:
 - **TDAP:** Adult dose within the last 10 years.

- **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some clinical sites may require a titer)
- **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (Some clinical sites may require a titer)
- **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some clinical sites may require a titer)
- **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test if a TB skin test has not been performed within the last year.
- **Flu Vaccine** is required from September through March during clinical rotation for all facilities
- **COVID 19:** Documentation of vaccine. If unvaccinated, submit to weekly testing at the student's expense.
- CPR: Submit proof of a current Health Care Provider BLS from American Heart Association valid throughout the entire program
- Essay: Write a 500-word essay on "Why I Want to be a Nurse". To be completed in person on campus.
- Resume
- Financial: Applicants must complete all financial arrangements before the program start.

Additional documentation, if applicable

- Proof of professional licensure or certification, if applicable
- Students must not have a felony conviction on their record.

Additional Requirements for Applicants with Foreign Educational Credentials

- Diplomas and transcripts must be translated into English and academically evaluated for equivalency by a NACES-approved evaluation agency at the applicant's expense. The official transcript evaluation to fulfill proof of graduation must be submitted within six weeks of the beginning of the first term.

Admissions Requirements

All applicants will be placed in rank order based a point system assigned to admissions criteria and meeting all admissions requirements, e.g. entrance test scores. The rubric point totals will be numerically ranked to select the incoming class and alternates. Final selections will be made at least two weeks prior to the program start, according to the number of seats available and final rank order. Students must respond within 7 days.

After being admitted to the program, the candidate completes the following.

- Interview: Meet with the VN Program Director or designee to assess communication skills, professionalism, and interpersonal qualities.
- Background and Drug clearance: Applicants to the Vocational Nursing program must obtain a background and drug clearance after being admitted to the program. Information on how to obtain this clearance will be given to the applicant during the admissions

process. The background check is to include a Criminal Background Check Clearance (consisting of a (7) year multi-county check) - OIG Info.

- Orientation: Attend VN Orientation Workshop. Orientation provides an overview of the program, reviews the enrollment process, and reviews the policies, practices, and procedures, and any additional documents to be completed. Students are required to visit the College prior to enrollment to obtain a clear understanding of the College, view the facilities and equipment and may meet with staff and instructors.
- Alternate Students:
 - Vocational Nursing program applicants may admitted as “Alternate Students” once enrollment capacity has been met and per the regulatory guidelines.
 - If the class has reached capacity, an applicant can enter and remain in the program as an alternate until the clinical experience begins in the first term.
 - The alternate will remain enrolled in the program so long as the alternate is maintaining satisfactory progress and complying with all Vocational Nursing program and College policies and procedures.
 - Before the beginning of the clinical experience in the first term, the alternate will not be allowed to remain in that class. The alternate’s enrollment will be cancelled, and funds will be refunded per policy.

Waitlist

GMC does not have a waitlist. Applicants will be notified of their status and may choose to cancel their enrollment in the program or apply for the next start pending BVNPT approval to accept students into a next cohort.

Admissions Process for Phlebotomy Technician

Evaluation of the applicant's enrollment application is necessary for acceptance.

All applicants must provide the following:

- Registration online through the website to pay a non-refundable Application Fee
- A completed Application Form
- A clear and legible copy of government issued photo identification
- Applicants are required to have the following proof of education:
 - Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institution at least 2 year college showing basic and general education courses (science, English, math, social science)

And, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.

- Advanced candidates with prior experience may transfer in credit or have credit awarded based on submission of transcripts and/or Letters of Experience. Each program has its own determination of acceptance of transferred credit or prior experience awarded. Questions on this should be addressed during the admissions process.
- Completion of a signed Student Performance Fact Sheet and Enrollment Agreement received by GMC prior to the program start date.
- Immunization Requirements - Students must provide proof of immunity for the following before clinical:
 - **TDAP:** Adult dose within the last 10 years.
 - **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
 - **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
 - **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
 - **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
 - **Flu Vaccine** is required from September through March during externship for certain facilities
 - **COVID 19** Documentation of vaccine or a signed waiver. (Some clinical facilities may NOT accept waivers)
- BLS - for the healthcare provider
- A mandatory background check

- Applicants must complete all financial arrangements before the program start.
- Students who have felony conviction on their record should contact administration for more details on options.

Students must submit all required paperwork prior to the first day of class to begin their program of study. Students are not required to purchase scrubs but if desired a set of blue scrubs to wear to class is recommended. Scrubs are not included in the tuition or fees.

Review of School Performance Fact Sheet and Academic Catalog

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

Enrollment Agreement

The Enrollment Agreement is a legally binding contract between the student and Genesis Medical College. It becomes effective when signed by the student and it is accepted by Genesis Medical College. The contract expires upon any unexcused break in enrollment. Upon return after an unexcused break in enrollment, students must sign a new Enrollment Agreement.

Promise to Pay

By signing the Enrollment Agreement as student promises to pay the School, or a subsequent holder of the Note, all sums disbursed under the terms of this Note, plus interest and other fees which may become due as provided in this Note. If the student does not make any payment on any loan under this Note when it is due, the student promises to pay all reasonable collections costs, including attorney fees, court costs, and other fees.

Admissions Process for All Other Vocational Programs

Evaluation of the applicant's enrollment application is necessary for acceptance.

All applicants must provide the following:

- Registration online through the website to pay a non-refundable Application Fee
- A completed Application Form
- A clear and legible copy of government issued photo identification
- Applicants are required to have the following proof of education:
 - Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institutionAnd, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.
- Resume
- Advanced candidates with prior experience may transfer in credit or have credit awarded based on submission of transcripts and/or Letters of Experience. Each program has its own determination of acceptance of transferred credit or prior experience awarded. Questions on this should be addressed during the admissions process.
- Completion of a signed Student Performance Fact Sheet and Enrollment Agreement received by GMC prior to the program start date.
- Applicants must complete all financial arrangements before the program start.

Tuition, Fees, and Payment Options

The most current program and course pricing, tuition and fees are found on the website. GMC reserves the right to update or modify prices, terms and conditions at any time without prior notice. See Appendix A for Schedule of Fees and Charges, and Tuition at the time of catalog publication.

Continuing Education Courses

For continuing education courses, the total course cost is the tuition. This must be paid in full prior to the start of class. There are no installment payment options for continuing education courses.

Vocational Programs

For vocational programs, the program total cost includes the tuition, fees (application, registration fee, service, textbook and materials), and clinical rotation fee if applicable. Non-refundable fees include the application, registration, Student Tuition Recovery Fund, and Service fees. The Enrollment Agreement lists and describes all charges, costs, terms and conditions. The amount due upon signing the Enrollment Agreement includes all the fees. The total program charge is due in full on or before the first day of class unless other arrangements have been made.

-Installment Payment Plan

GMC offers the option to pay total program charges with an installment payment plan. The total amount due is divided into equal installments for the period equal to the duration of the didactic program. All terms and obligations of both parties are reflected in the "Installment Payment Plan". Failure to meet any financial obligation while enrolled may result in dismissal of the student. Unless other arrangements have been made, all accounts must be current before national or state exams can be taken.

-Late Charges

The college may impose late charges if the student does not make a scheduled payment when due or if the student fails to submit to the school on or before the due date of the payment. The college may add the Late Charges to principle the day after the scheduled payment was due or include it with the next scheduled payment. See Appendix A for Schedule of Charges.

-Loan Repayment

If a student obtains a loan from a third party to pay for an educational program, the student will have the responsibility to repay the full amount of that loan plus interest, less the amount of any refund.

-Extension Fees

If a student needs more time to complete their program of study, an extension can be requested. There is no guarantee that an extension will be approved. There is an extension fee, see the appendix for fees and charges.

Financial Aid

GMC does not receive state or federal funds for tuition payments. Federal Financial aid is not available for any program or course. If financial assistance is needed, students are encouraged to contact local credit unions or banks for private loan services, and to contact local county offices for assistance.

Scholarships

GMC is pleased to offer prospective and new students scholarship opportunities for selected vocational programs.

The standing scholarship is the AJ Henrickson Scholarship. Information about this scholarship is posted on the website. Students may sign up and submit their application at any time.

Periodically, GMC offers scholarships for new and existing students when funds are available. Details about these scholarships are shared electronically on the website and through electronic communications with prospective and current students.

AJ Henrickson Scholarship

The AJ Henrickson Scholarship is for students enrolled in select vocational programs. To be eligible for this scholarship students must complete the AJ Henrickson Scholarship Application prior to enrollment.

Registration Fees, Kit, Equipment, and Supplies

A registration fee not to exceed \$250 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable. Once items are received by the student it will belong to the student and will represent a liability to the student. All extra costs such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified

Transfer Credit to GMC from Other Institutions – Non-Vocational Nursing

Challenge Exams and Achievement Tests

GMC does not award transfer credit for challenge exams or achievement test for continuing education courses or vocational programs.

Prior and Experiential Learning

For continuing education courses, no prior or experiential learning is allowed.

For vocational programs, GMC may make allowances for prior and experiential learning. If allowance is made, GMC may accept up to 75% transfer credit for didactic and practical related program content. Students must participate in an interview if required. Upon receipt of all materials, the interview would be conducted, and the final award of credit determined and awarded by email within 30 days from receipt of materials. The administration will notify the student of the assessment outcome. If the student is unsatisfied with the outcome, the student may appeal the decision, and this must be done in writing and additional documentation must be provided at that time. The appeal will be reviewed and reassessed within 14 days and the student will be notified of the final decision. See sections on Course Versions and Licensing Requirements for more details. There is a Transfer Credit Evaluation Fee. See Appendix A for Schedule of Charges.

Transfer Credit to GMC from Other Institutions – Vocational Nursing Program

Credit Granting

Credit for previous education and experience is prescribed in Section 2535 of the Vocational Nursing Rules and Regulations. The vocational nursing program adheres to that policy. GMC may make credit allowances for prior or competency-based credit earned from another institution. If allowance is made, GMC may accept up to 40% transfer credit. All transfer credits must have been taken within the last 5 years and received a grade of C+ (75%) or greater. Clinical skills and/or competencies may be assessed to determine placement.

Prior Earned Credit

Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:

- (1) Approved vocational or practical nursing courses.
- (2) Approved registered nursing courses.
- (3) Approved psychiatric technician courses.
- (4) Armed services nursing courses.
- (5) Certified nurse assistant courses.
- (6) Other courses the school determines are equivalent to courses in the program.

Competency-based and/or Experiential Learning Credit

Competency-based credit is granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations. Students must participate

in an interview if required. Upon receipt of all materials, the interview would be conducted, and the final award of credit determined and awarded by email within 30 days from receipt of materials. The administration will notify the student of the assessment outcome in writing. If the student is unsatisfied with the outcome, the student may appeal the decision, and this must be done in writing and additional documentation must be provided at that time. The appeal will be reviewed and reassessed within 14 days and the student will be notified of the final decision.

Procedures

Students applying to the Vocational Nursing Program shall be evaluated on an individual basis.

1. Applicants shall:
 - a. Direct a written request to the program requesting admission with advanced standing before the time of desired admission and before the selection of the next cohort.
 - b. Submit transcripts, official documents, and supporting data of all coursework completed.
 - c. Supply course descriptions from an official publication of the school/college/institution.
2. The Program Director shall review the request for admission, transcripts, and supporting data. The criteria for evaluation will be based on the equivalent course(s) of the Genesis Medical College Vocational Nursing Program.
3. The Program Director will advise the applicant of:
 - a. Placement and admission shall be on a space-available basis,
 - b. The necessity to make an appointment with the Program Director before registration and acceptance.
4. Transfer students shall abide by the same policies on admission, retention, probation, and graduation as students who were admitted to the program without transfer credit.

Challenge Exams and Achievement Tests

The Vocational Nursing program does not award transfer credit for challenge exams or achievement tests.

Academic Progress Standards for Student Achievement

Expected Study Time

Carnegie unit measurement of time is used in postsecondary colleges as a measure of typical time engaging with the course materials and used during curriculum development. This means that for every hour a student is in class the student would be expected to study two hours outside of class.

Satisfactory Academic Progress

Students' academic progress will be measured at the end of each term. To maintain satisfactory progress, students must:

- Have a Cumulative Grade Point Average (CGPA) of 75 percent or higher in the Vocational Nursing Program
- Not fail a final exam in the Vocational Nursing Program.
- Progress at a satisfactory rate toward completion of their program; at the end of the evaluation period, the student must have successfully completed 100% of all attendance scheduled.

Academic Probation

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next term. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period to remain in the program.

A Vocational Nursing student must pass each course within the term with a grade of 75% or better and pass the final exam at 75% or better. If a student fails any course or final exam within a term the student is placed on academic probation as specified by the probation notice. The conditions of the probation notice will have remediation instructions to help enable the student meet the requirements or equivalent. If the student fails to complete a remediation plan the student may be dropped from the program. If the student fails to achieve 75% or pass the final exam the student may be dropped from the program. The grade received is a composite of student performance in the theory and, where applicable, lab and/or clinical learning areas. A student must demonstrate mastery in each area to successfully pass the course.

Repeat Courses and Remediation Practices

A course may be repeated, unless special circumstances apply, e.g. not all programs allow repetition of courses. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript.

Course failures and subsequent repeats may interrupt the student's enrollment and negatively impact financial aid eligibility. Remediation of any course work must be completed within remediation plan directions and timeframe.

Academic Progress Appeal Procedures

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the College due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

An Appeals Board made up of college officials will review the written request and supporting materials. A decision will be made, and the student will be notified in person or in writing. All decisions made by the Appeals Board are final.

Completion of a Program or Course

Upon successful completion of a program or course, students receive relevant completion documentation. The certificates of completion are awarded once all completion requirements have been fulfilled.

Completion of program or courses entails payment in full, full attendance, submission of completed assessments, quizzes, skills demonstrations and assessments, clinical rotations as relevant, program or course evaluation, and completion of all requirements within the designated timeframe. Student accounts must be paid in full and all assessments receive a passing score. No completion documentation will be awarded until any financial balance is paid in full. Details of licensure are found under the Programs and Courses section.

Students must attend and actively participate in their program or course. This includes

- Compliance with student code of conduct and other GMC policies
- Presence in classroom at the start time and through duration to end time
- Submission of assignments
- Successful completion of all quizzes and/or exams
- Successful completion of all skills, demonstration and live
- Participation in class activities
- Completion of all externship requirements

For GMC vocational programs, for details on student achievement requirements for in the program sections on Evaluation and Grading. Students who successfully complete the program receive a Certificate of Completion. See Transferability of Credit and Licensing Requirements for more information.

For GMC continuing education courses, details on student achievement requirements are that all written exams or quizzes must have passing scores of at least 70%, demonstration skills must be signed off by the instructor of records, and live skills must be signed off by the instructor of record. Students who successfully complete the course receive a Certificate of Completion and which may include CEs if eligible. See Transferability of Credit and Licensing Requirements for more information.

Checklist for Graduation for Vocational Programs

Students must meet all admissions requirements and successfully complete all required components in the vocational program to receive their Certificate of Completion.

It is important to note that GMC vocational programs have a maximum time length that is covered by the tuition and fees. Students who cannot complete their program requirements during this maximum time may request an extension. There is an extension fee. See the fee schedule in the appendix.

In addition, programs tuition that includes a voucher for a National Certification Exam must be completed within that maximum length. If a student does not complete the National Certification Exam during that maximum length, then the student forfeits the National Certification Exam fee, and those fees must be paid by the student. See the program description for the maximum length.

The following list must be complete for course completion:

1. Submit a clear background check, where applicable
2. Submit the required health form, indicating current immunization records, where applicable.
3. Current CPR or BLS card, where applicable.
4. All admissions requirements have been met.
5. Meet all academic policies and program requirements.
6. Earn a passing grade of “C” or better in didactic portion of the program.
7. For programs that require a clinical rotation: Submit completed original log having met deadlines and skills requirements. Students who do not meet the clinical rotation deadline are at risk for being dropped from their program.
8. All student accounts are paid in full and all required signatures on file.

Transfer Credit from GMC to Other Institutions

Transferability of Credits and Credentials

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT GMC

The transferability of credits you earn at GMC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn in the educational program or course is also at the complete discretion of the institution to which you may seek to transfer. If the completion certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an

institution to which you may seek to transfer after attending GMC to determine if your completion certificate will transfer.

Licensure and Certification

Licensure Requirements - Continuing Education Courses

Continuing education courses in general do not lead to positions in a profession, occupation, trade, or career field requiring licensure. However, continuing education courses allow professionals to maintain their license on an annual cycle. It is the responsibility of the student to complete appropriate continuing education courses to earn CE's to maintain their licensure and to submit documentation to the relevant agency to support their career field. Some courses under continuing education lead to a Certificate of Continuing Education and are awarded continuing education credit consistent with the approving agency. Other continuing education courses lead to a Certificate of Completion only with no continuing education credit. These certificates allow the license to maintain their license through their appropriate licensing agency. See Appendix B. Completion Documents for Continuing Education Courses. The Director of Clinical Education provides oversight and approval on certificates.

Licensing Board Certification Requirements - Phlebotomy Technician I

In order for graduates in the Limited Phlebotomy Technician and Phlebotomy Technician I programs to receive a certification from the licensing board from the California Department of Public Health – Laboratory Field Services (CDPH-LFS) to be able to work in a phlebotomy/lab setting, all the graduates must apply online with CDPH-LFS. The state application requirements include the GMC program completion certificate and the completed CDPH-LFS Practical Training Assignment and Attestation form. The state requirement also includes completion of a National Certification Exam for which the student schedules and receives a certificate. The cost of one sitting for the NCE is included in the total program cost.

Certification requirements for Limited Phlebotomy Technician applicants do not require a student to take a National Certification Exam.

Certification requirements for Phlebotomy Technician I applicants do require a student to take a mandatory National Certification Exam. GMC is an approved testing center for American Certification Agency (ACA), American Medical Certification Agency (AMCA), and National Healthcare Agency (NHA).

In addition, all state applicants must provide an official transcript of high school academic record (transcript) or certified copy of official transcript of GED (General Educational Development), HISET (High School Equivalency Test or TASC (Test Accessing Secondary Completion) result which is sent directly to the state agency.

Felony Conviction

If the student responds “yes” to a conviction on the phlebotomy state application, the student must complete a Live Scan Request Form and take it to the Live Scan Center to get fingerprints scanned. The Department of Justice (DOJ) will send CDPH-LFS Phlebotomy an electronic report. The phlebotomy application with the DOJ report will then be reviewed by a committee for approval or additional information. The CDPH-Laboratory Field services (LFS) division reserves the right to deny license to individuals who have been convicted of certain crimes.

The above provisions are set forth by the CDPH-LFS not by GMC. GMC is not responsible for the CDPH-LFS regulations and their requirements for obtaining a phlebotomy certification. Certification is mandatory to be employed in the state of California. If you have any questions about the requirements, please contact the CDPH-LFS.

The California Department of Public Health, Laboratory Field Services (LFS) requires applicants to submit documentation of academic coursework and clinical training or work experience to qualify for certification. On-the-job experience must include blood collection for testing purposes from patients of varying ages, including pediatric and geriatric, and of varying health and obesity status. See the CDPH-LFS website for more details.

Gainful Employment

The job classifications for each program and course can help prepare student for using the United States Department of Labor’s Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level. Relevant job codes are listed below for vocational programs and continuing education courses.

☐ **29-0000 Healthcare Practitioners and Technical Occupations** [top](#)

☐ **29-0000** [Healthcare Practitioners and Technical Occupations](#)

- 29-1000 Healthcare Diagnosing or Treating Practitioners
- 29-1050 Pharmacists
 - 29-1051 [Pharmacists](#)
- 29-1120 Therapists
 - 29-1124 [Radiation Therapists](#)
 - 29-1126 [Respiratory Therapists](#)
 - 29-1129 [Therapists, All Other](#)
- 29-1140 Registered Nurses
 - 29-1141 [Registered Nurses](#)
- 29-1150 Nurse Anesthetists
 - 29-1151 [Nurse Anesthetists](#)
- 29-1160 Nurse Midwives
 - 29-1161 [Nurse Midwives](#)
- 29-1170 Nurse Practitioners
 - 29-1171 [Nurse Practitioners](#)
- 29-2000 Health Technologists and Technicians
 - 29-2010 Clinical Laboratory Technologists and Technicians
 - 29-2010 [Clinical Laboratory Technologists and Technicians](#)
 - 29-2030 Diagnostic Related Technologists and Technicians
 - 29-2031 [Cardiovascular Technologists and Technicians](#)
 - 29-2032 [Diagnostic Medical Sonographers](#)
 - 29-2033 [Nuclear Medicine Technologists](#)
 - 29-2034 [Radiologic Technologists and Technicians](#)
 - 29-2035 [Magnetic Resonance Imaging Technologists](#)
 - 29-2040 Emergency Medical Technicians and Paramedics
 - 29-2040 [Emergency Medical Technicians and Paramedics](#)
 - 29-2050 Health Practitioner Support Technologists and Technicians
 - 29-2052 [Pharmacy Technicians](#)
 - 29-2060 Licensed Practical and Licensed Vocational Nurses
 - 29-2061 [Licensed Practical and Licensed Vocational Nurses](#)
 - 29-2070 Medical Records Specialists
 - 29-2090 Miscellaneous Health Technologists and Technicians

- 29-2098 Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other
- 29-9000 Other Healthcare Practitioners and Technical Occupations
 - 29-9020 Health Information Technologists and Medical Registrars
 - 29-9090 Miscellaneous Health Practitioners and Technical Workers
 - 29-9098 Health Information Technologists, Medical Registrars, Surgical Assistants, and Healthcare Practitioners and Technical Workers, All Other
- 31-9090 Miscellaneous Healthcare Support Occupations
 - 31-9092 Medical Assistants
 - 31-9093 Medical Equipment Preparers
 - 31-9094 Medical Transcriptionists
 - 31-9095 Pharmacy Aides
 - 31-9097 Phlebotomists
 - 31-9099 Healthcare Support Workers, All Other

Policies

GMC policies and student rights policies are listed alphabetically and described below. For all programs and courses, GMC reserves the right to refuse service to students who do not abide by the campus policies, or to refuse service to students who have been identified as unqualified, unprepared, or a general safety risk to the smooth operations of the campus. Students who violate the policies are at risk of losing their tuition and the opportunity to complete their program or class.

Accommodations Policy

Genesis Medical College is committed to providing reasonable accommodations to students who have special needs related to permanent or temporary disabilities. Special accommodations may be requested for an unlimited or specific period. Requests will be evaluated on a case-by-case basis. Students requesting any form of accommodations are required to provide documentation from a qualified professional identifying the nature of the disability as well as recommendations for accommodations. Requests will be reviewed by the Directors of Education. All disability information is considered confidential and will only be released with the student's written consent. Students contact administration for the accommodations form.

Academic Honesty Policy

All students are required to read, understand, and adhere to the Academic Honesty Policy and the expected student conduct. Students are expected always to submit their own work for all assignments, to present their own work and ideas in all discussions. All students are expected to understand that violations of the Academic Honesty Policy carry consequences. Violations of the policy include but are not limited to: copying, plagiarism and cheating, lying, unauthorized collaboration, alteration of records, among others. The Academic Honesty Policy is designed to foster a fair and impartial set of standards upon which violations to the policy will be judged. If the instructor decides that the violations warrant a formal review, then the student's case will be escalated to the Academic Review Committee. GMC has the right, at its discretion, to review any exams/assignments that have already been graded and to change the grade if plagiarism is found. The Academic Review Committee reserves the right to issue any penalty subject to the severity of the violation. The student may be placed on academic warning, academic probation, and/or maybe dismissed from the program. If an egregious violation occurs students may be immediate academically dismissed from their program.

Students are required to submit a government ID upon admission. Student identify verification depends on the instructional method. For each classroom-based class, students must show their ID and log their attendance start time and end on a sign-in sheet. For each online class, students are use their personal and unique username and password to access their course materials and assessments, and for each class are required to have their computer camera

turned on during class, are recorded on video, and must enter presence into chat when they enter and leave the online classroom.

Add/Drop Policy

Students may add or drop programs within the 5 day add/drop period with no penalty.

Attendance Policy – Non-Vocational Nursing

Students are expected to be present for the entire class to be considered to have successfully completed the class. Attendance is a necessary requirement for completion, but attendance alone does not ensure successful completion of the course. See the section on Completion of Program or Course for more details.

For continuing education courses, students are required to be in attendance for the full duration of the course. Students must be on time to the start of the course and be in physical presence throughout the entire class time. If a student is late to class, there is a half hour for less than 8-hour course or 10%-time grace period for greater than 8-hour course. Missed content must be made up during breaks. GMC reserves the right to remove students from class who miss excessive class time.

For vocational programs, 100% attendance is required to complete and pass the program. All state attendance requirements must be met for successful completion of the program. Students who miss time may make up the time by approval and coordination with the Faculty and Director of Education.

Students who are unable to attend are encouraged to contact the office staff to coordinate to avoid withdrawal if possible. Student non-attendance during the first seven days of the program will be construed as willing disregard for this policy and students will be withdrawn from the program. Students who fail to attend and meet class hour requirements are eligible for withdrawal. Students who are unable to attend are encouraged to contact the office staff to make arrangements to avoid withdrawal. However, any student who fails to attend the minimum required contact hours will be withdrawn.

Attendance Policy – Vocational Nursing

See the Vocational Nursing Student Handbook for details.

Vocational Nursing Attendance Probation

See the Vocational Nursing Student Handbook for details.

BLS Policy

Most courses and programs require students must be certified in AHA Healthcare Provider Basic Life Support (BLS), which includes AED training, by the completion of the didactic portion of the program.

Cancellation, Withdrawal, and Refund Policy

GMC has two Cancellation, Withdrawal, and Refund Policies. Vocational programs are required to follow the refund policy required by CEC and Bureau regulations. Continuing education courses are required to follow the alternate refund policy. Both policies are listed below.

Vocational Program Cancellation, Withdrawal, and Refund Policy

The following policy is required to be used only for vocational programs.

STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICY: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation up through the end of the first day the student receives a full refund minus non-refundable amounts. Cancellation occurs when the student notifies the administration in writing with a request to cancel from the school by email to admin@genesismec.com. After the first day of class, if the student chooses to leave the program this is a withdrawal. Withdrawal occurs when the student notifies the administration in writing with a request to withdraw from the school by email to admin@genesismec.com. If the withdrawal occurs during a period of attendance, then the refund policy for students who have completed 60 percent or less of the period of attendance is a pro rata refund. After 60 percent of the course has been completed there is no refund. For withdrawal, any textbooks, equipment or supplies must be returned in unused condition to receive a refund. The school will refund any money paid, less application fee and other non-refundable fees within 45 days after the notice is received.

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

If a student is dismissed from the program then the refund policy for dismissal follows the process for withdrawal except the date of dismissal by the administration is used to determine funds refunded to students or if payment is owed to college.

Continuing Education Course Cancellation, Withdrawal, and Refund Policy

The following policy is required to be used only for continuing education courses.

STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICY:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid if notice of cancellation is made up to 72 hours prior to the start date. Refund requests will be honored when made prior to 72 hours of the course start time minus any non-refundable charge. The school will refund any money paid, less non-refundable fees within 15 days after the notice is received. Cancellation occurs when the student notifies the administration in writing with a request to cancel from the school by email to admin@genesismec.com. After the class has started, if the student chooses to leave the course this is a withdrawal. Withdrawal occurs when the student notifies the administration in writing with a request to withdraw from the school by email to admin@genesismec.com. For courses longer than 12 hours or taught over more than one class day, students withdrawing on or before hour 12 or before the second class day, shall be granted either a 50% refund (minus an admin fee) of tuition charges, or for students wishing to reschedule the course at a later date, a credit for all charges paid. GMC will honor the credit for a period not to exceed 12 months. Students who withdraw from courses shorter than 12 instructional hours or courses taught within a single class day, are not eligible for a refund of charges paid. For withdrawal, any textbooks, equipment, or supplies must be returned in unused condition to receive a refund.

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

Change of Status

Students are required to inform GMC of any change in name, address, telephone number, Social Security number, or driver's license number. The main GMC communication is through email. All official communications are based on the student account information on file and must reflect the most current accurate information. Students are responsible to meet all institutional and financial deadlines regardless of the information in their student account. Students may update their profile information through their online account.

Communication

All official communications occur through the GMC emails from administration to students and faculty and is strict liability.

GMC primary mode of communication is through email. All official information will be sent by GMC through a GMC email to the student's or faculty's email that is on file in the student or faculty record. It is the student's responsibility to keep the profile information updated. The student is responsible to respond to all official notifications with deadlines as applicable. Faculty and Vocational Nursing students are issued a Genesis Medical College email which becomes the email of record.

Dress Code for Class, Lab, Clinical Rotation

All GMC students are to maintain professional appearances and those who require a lab for externship must adhere to this dress code. Students who violate the dress code are at risk of losing their externship.

- Good personal hygiene must be maintained, avoiding obvious and natural odors.
- Underclothing must be worn and not visible.
- Scrubs are to be clean and neat and to be worn at all times. Please refrain from wearing Black or Orange Scrubs. A back-up pair of scrubs is required, e.g. in case of stains.
- Scented products, including but not limited to deodorants, perfumes, fragrances, colognes, scented lotions, or aftershaves, are not allowed, this will prevent exacerbation of nausea.
- Hair should be clean, neat and tidy. Where hair is dyed it should be of a naturally occurring color. Hair must be pulled back if shoulder length or longer.
- Shoes- no opened-toed or open-heeled shoes are allowed. Shoes should be clean and well maintained and of a neutral color, laces should match.
- Beards and mustaches should be neat and clean.
- Tattoos and body art are to be covered completely.
- Nails must be neat, clean and short. No artificial nails, nail applications or overlays are allowed.
- Jewelry and Piercing -Conservative and safe, minimal jewelry is to be worn. Jewelry is limited to one ring or ring set and one watch. No other jewelry (including bracelets) is allowed on wrists and hands. Hoop or dangling earrings are not permitted. No visible tongue or body piercing jewelry is acceptable. No open gauges and none greater than 1/2 inch in diameter. Jewelry may not interfere with job performance.

Drug and Alcohol Use

GMC is committed to promoting a drug-free learning environment. GMC has a vital interest in maintaining a safe and healthy environment for the benefit of its staff and students. Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools, and our community.

The College community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on College property. If an individual is apprehended for violating any alcohol or other drug-related law while at a College location or activity, GMC will fully support and cooperate with federal and state law enforcement agencies.

The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees. Consistent

with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and staff are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution.

Staff or students who are under the influence of a drug or alcohol on the job also compromise the GMC's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its staff, and to protect its business, property, equipment, and operations, GMC has established this Guideline concerning the use of alcohol and drugs. As a condition of continued work and learning with the GMC, each staff and student must abide by this Guideline.

A first violation of this Guideline will result in immediate discharge whenever the prohibited conduct:

- (1) Caused injury to any person, or, in the sole opinion of management, endangered the safety of any other person;
- (2) Resulted in significant damage to GMC property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- (3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- (4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use.

FERPA

GMC complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena.

The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed in writing to



the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland
Avenue, SW Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Grading and Feedback Policy

The turn-around time on graded assignments depends on the educational level, instructional method, and assessment type.

For continuing education courses, online quizzes are auto graded, and the turn-around time is instantaneous. For uploaded or hand submitted assignments the turn-around is before the end of the course end date.

For vocational programs, online quizzes are auto graded, and the turn-around time is instantaneous. For uploaded or hand submitted assignments the turn-around is less than or equal to three business days.

Programs and courses are designed for students to be successful. This requires students to act responsibly. All grading and evaluation are based on student's successful completion of all required competencies. Students must pass all activities with a minimum grade of 70%. The grading scale is as follows:

<u>Grade</u>	<u>Percent</u>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60

S	Satisfactory
N	Needs improvement
U	Unsatisfactory

FN = Failure for Non-Attendance

W = Withdrawal

DW = Disciplinary Withdrawal

WP = Withdrawal (had a passing grade at the time of withdrawal)

WF = Withdrawal (had a failing grade at the time of withdrawal)

UW = Unofficial Withdrawal
X/V = Audit/Exemption
NR = Not Reported by Instructor
E = Excellent

Leave of Absence Policy

Leave of Absence Policy (LOA) applies to vocational programs only. Students may request a Leave of Absence in writing for cases of planned medical leaves, extended vacations, military services, or for other personal situations requiring time away from their studies. A Leave of Absence is for a 90-day period from the date of approval. Students must provide support documentation when requesting an LOA. Students returning after LOA may be subject to programmatic changes, including new or different course materials within their program, a change in completion date, and tuition increases. Students are strongly encouraged to plan ahead in scheduling the program to avoid taking a LOA. Students would resume their study from the point of departure.

Makeup Policy

Students may be eligible for to make-up time if they have spoken with the administration ahead of time and coordinate a plan for an alternate schedule. Makeup time is not allowed if a student has not provided advance notice unless there is an excused absence. Makeup time may also be arranged by Faculty if there is a general need for all students in a class to have a makeup time.

National Certification Exam

Programs' total tuition that includes a voucher for a National Certification Exam have a 1-month grace period beyond the program maximum length during which students must complete the National Certification Exam without incurring an additional fee. If a student does not complete the National Certification Exam within one month of their program's maximum length will have forfeited their voucher.

No Show Policy

The No Show Policy refers to students who have paid for a course or program and do not notify the administration contacting by a call ahead to reschedule, cancel, or withdraw. A student who does not contact GMC to reschedule, cancel, or withdraw their course or program or does not show up for the course will follow the appropriate Cancellation, Withdrawal, and Refund policy guidelines.

Non-discrimination Policy

GMC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not

limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

GMC is an equal opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.

Probation and Dismissal Policy

The escalating disciplinary action begins with the instructor or administrator working with the student directly. If this direct communication fails to address the issue, then the incident is escalated to the Director of Education. The incident is formally written up and reviewed, assessment made and the record is filed in the student file within 30 days. The Director of Education notifies the student in writing. Conditions for removal off probation are outlined and monitored. A second written incident report results in a dismissal. Appeals to decisions are made to the Director of Education using the Dismissal Appeal Form. The review and reassessment is completed within 14 days.

Students who are on probation remain responsible for their financial commitments and completing their program or course. Students who are dismissed from their program or course must remain responsible for their financial commitments.

Program Length

GMC vocational programs have a maximum length that is covered by the tuition and fees. Students who cannot complete their program requirements during this maximum length may request an extension. There is an extension fee. See the fee schedule in the appendix.

In addition, programs tuition that includes a voucher for a National Certification Exam must be completed within that maximum length plus one month. If a student does not complete the National Certification Exam during that maximum length plus one month, then the student forfeits the National Certification Exam fee, and those fees must be paid by the student. See the program description for the maximum length

Readmission Policy

It is GMC's policy to encourage previously withdrawn students to return to school to complete their education.

Students must meet all entrance requirements in place at the time of readmission. The reentry process requires review and approval of the student's financial status, financial aid eligibility

(when applicable), completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency prior to readmission and may have to repeat a course(s) depending on the results. Readmission is contingent upon space availability and requires final approval of the Admissions Committee. Returning students will be enrolled into the program curriculum in place at time of reentry; exceptions may apply for students who are withdrawn in good standing.

Vocational Nursing Readmissions Conditions

See the Vocational Nursing Student Handbook for details.

Record Retention Policy

GMC student records are kept for five years. Transcripts are permanently maintained. Students may request copies of their records up to one year after course completion. There may be a research and archive fee to provide records. Costs and fees are listed in Appendix A.

Reschedule Policy

The Reschedule Policy allows students to reschedule their course or program one time at no cost. Rescheduling must be completed at least 72 hours prior to the start of the class. Subsequent rescheduling will incur a \$20 processing fee. It is the students' responsibility to notify GMC by email or phone that they cannot make the class and wish to reschedule.

Security Policy

GMC has a 3-tiered approach to security. First, all students must submit identification to verify their identity. For continuing education courses this is typically a copy of active licensure. For vocational programs this is a government issued ID. Second, all classes have a form of identifying sign-in sheet. For classroom-based classes, the sign-in sheet requires showing the government ID, signing in under a printed name with signature and initials, and start and end times. For online classes, the student's camera must be on at all times, the class recorded, and students must enter in the chat when they enter and leave the online classroom. Third, all students receive a personal and unique username and password to access their own course materials and assessments. Student code of conduct policy states that sharing this information is a violation of the policy and grounds for dismissal.

Social Media Policy

The purpose of this policy is to promote the safety and privacy of students, faculty, staff, patients, and visitors. Students and faculty members must comply with the Health Insurance

Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) when using social media.²

No student may post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to the educational, clinical, or research activities of the school via social networking sites (e.g. Facebook, X, YouTube, etc.), non-educational blogs, message boards, Internet websites, personal e-mail, or anything other than standard professional means of query and/or dissemination.

No student may post statements about the GMC learning community (employees, staff, faculty, students, clinical rotation sites, and visitors) that are defamatory, obscene, threatening or harassing.

Failure to comply with this policy may be a violation of legal, professional, and/or ethical obligations. Violation will result in disciplinary action by the GMC up to and including dismissal from the program.

GMC assumes no duty to monitor Internet activity but reserves the right to take appropriate action in accordance with this policy.

Netiquette

GMC has developed Netiquette Guidelines for on-line courses which align with the social media policy.

Think twice before posting

- Privacy does not exist in the world of social media. Before each posting, students are encouraged to consider how the item may reflect both on the author of the post and GMC. Something that would not be said in person should not be posted in social media. Imagine your posting on the front page of the local newspaper.

Strive for accuracy

- Students should be certain that anything they post on a social media site is factual. The posting should be reviewed for grammatical and spelling errors. Students do not have authority to post on behalf of GMC.

Be respectful

- Posted responses and comments should be respectful and considerate.

² These guidelines are informed by the [American Nurses Association](#) *Principles for Social Networking and the Nurse*.

Photography

- Students should be aware that photographs posted on social media sites can easily be accessed by visitors to those sites. Posting unauthorized photos on a website or social media network site can result in disciplinary action.

Rules

- It is important to review the terms of service, privacy settings, and other policies of the social media network before use.

Student Code of Conduct Policy

The Student Code of Conduct assists students with ethical decision making. The code is not exhaustive and is subject to change at any time. The code applies to all current, active students occurring on campus or off-campus, including online and electronic communication or other conduct when the company has a substantial interest in the conduct. The jurisdiction of the code and substantial interest in the conduct:

- Occurs at the campus location or on the grounds and surrounding area of the campus
- Occurs when at an off-campus location while at an externship or off-campus class location
- Occurs online using GMC online course technologies and online classrooms and related communication channels.
- Indicates that the student may be a danger or threat to the safety of him/herself or others.
- Is harmful to the educational mission of the school.

The following actions are violations of the code that will result in probation or immediate dismissal from the program.

- Smoking inside the campus building or externship sites
- Use of indecent language or disruptive behavior during class
- Acts of dishonesty, cheating, misrepresentation, violation of policies
- Acts of discrimination, harassment, or offensive conduct that creates hostile environment
- Possession of drugs, alcohol, or weapon on campus
- Being under the influence of drugs, illegal or prescription, or alcohol while on any location as noted above.
- Disrespect toward patient, staff, or administrators at an externship location.
- Violation of any GMC policy.

Student Grievance Policy

The grievance policy of our provides students with a formal process for addressing concerns, complaints, or grievances related to their educational experience. We are committed to fostering a supportive learning environment where students feel heard, respected, and empowered to seek resolution to any issues they may encounter.

GMC has a Complaint Policy and a Grievance Policy for students and Faculty. Students are encouraged to first attempt to resolve grievances informally by discussing concerns directly with individual(s) involved, such as Faculty, program administrators, or staff members. If satisfactory resolution is not possible or the nature of the grievance warrants immediate formal action, students may proceed to the formal grievance process.

In accordance with 16 CCR 2530(j)(3), GMC provides notice of the grievance policy through the following means:

- **Website and electronic communications:** The grievance policy is accessible on the college's website and may be included in electronic communications sent to students, such as newsletters or announcements.
- **Orientation:** When applicable during program orientation sessions, students receive comprehensive overview of program policies and procedures, including the grievance policy. Program administrators or designated staff members review the policy and address any questions or concerns from students.
- **Student handbook:** When applicable the complaint and grievance policy is featured in the program's student handbook which is distributed to all enrolled students at the beginning of each academic term or program beginning.
- **Classroom posting:** Notices regarding the grievance policy may be posted in common areas or classrooms frequented by students, providing a visible reminder of the procedures for addressing grievances.

The program's grievance policy ensures that students have a formal mechanism for addressing concerns and seeking resolution in a fair and objective manner. By providing clear procedures for filing and investigating grievances and ensuring notice of the policy, we strive to uphold the rights and well-being of our students while promoting a positive and supportive learning environment. In this policy and elsewhere in the catalog and handbooks the students have a right to contact the Board of any program concerns. The policies are excerpted below.

Student Complaint Process

The Student Complaint Policy is an escalating policy starting with informal means escalating up to formal means to resolve.

Informal

1. Complaints may be categorized as instruction, administrative, policy, or other issues.
2. The student should bring the matter to the attention of the faculty.

3. If the complaint is about the faculty or about one of the other students, the student should bring this to the attention to the Director of Vocational Nursing.
4. If still not resolved, the student should bring this to the attention of the Director of Education.
5. Once issues are brought to the attention of the right person, many issues can be resolved informally, discreetly, and professionally.

Formal

1. Complaint: If the issue cannot be resolved informally, the student will be asked to formally put their complaint in writing and provide documentation as needed. The complaint and support documents must be submitted to the Director of Education within seven days of the course or within seven days of notifying someone of an issue.
2. Investigation and Decision: Upon submission of the formal complaint, the Director of Education will conduct an official review and determination within 30 days after receipt of complaint. The student will be notified.
3. Appeal: Students have a right to appeal within five days of receiving the decision. The appeal must be in writing along with supporting documentation. The Director of Education will convene a panel to reveal the appeal and make a final determination. The student will be notified within 45 days of the decision.
4. If the student is unsatisfied they have the option to file a grievance with the BVNPT.

Student Grievance Process

If the informal means of resolution have been exhausted and the student believes the proposed resolution was unsatisfactory, then the student is encouraged to contact the relevant approving agency. These agencies are found in the Approvals section of the catalog. Please note that these agencies require that a complainant work with the institution per their policies and practices first to exhaust all avenues for resolution.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site.

The BVNPT website is, <https://www.bvnpt.ca.gov> or call them at (916) 263-7800.

Substance Abuse Policy

The Drug-Free Workplace Act of 1988 and the subsequent Drug-Free Schools and Communities Amendment of 1989 were developed to promote awareness of the hazards of drug use and to utilize the forces of the federal government to penalize any employer who does not actively work to develop and maintain a drug-free campus and/or workplace. South Florida State College strongly endorses the federal government's efforts to eliminate illegal drug activities on school campuses and in workplaces.

Drugs cause physical and emotional dependence. Drug and alcohol abuse increase the chances of violent, personal injuries, automobile accidents, heart disease, strokes, cancer, emphysema, liver disease, AIDS, brain cell destruction, and a long list of other diseases and symptoms of physical deterioration to the user. Even low to moderate doses of drugs and/or alcohol increase the incidence of a variety of aggressive acts, including spouse and child abuse. Also, the safety of employees abusing drugs and alcohol, and that of their co-workers, can be greatly jeopardized.

The US Department of Labor has proven that illegal drug users cause at least four times as many workplace accidents as nonusers. Thousands of these “accidents” have resulted in death or permanent disability to innocent coworkers and the general public.

Under federal and state laws, illegal drug activities can bring prison sentences ranging from probation to life imprisonment. For example, any person who sells, purchases, manufactures, delivers, or possesses with the intent to sell, purchase, manufacture, or deliver a controlled substance in possession of open containers of alcoholic beverages in vehicles under the Florida State Traffic Law Statute (310.1936) is prohibited.

GMC complies with the school’s Substance Abuse Policy.

- No alcoholic beverages nor illegal or prescription drugs shall be in your possession nor consumed prior to or during a class session.
- The odor of alcoholic beverage on one’s person shall constitute the same as consumption of prohibited items.
- The smell of an alcoholic beverage will result in the student being dismissed from class/lab/or clinic which will constitute an unexcused absence and may result in dismissal from the program.

Violations of the Code and Consequences

The following actions are violations of the code that will result in probation or immediate dismissal from the program.

- Smoking inside the campus building or clinical rotation sites
- Use of indecent language or disruptive behavior during class
- Acts of dishonesty, cheating, misrepresentation, violation of policies
- Acts of discrimination, harassment, or offensive conduct that creates hostile environment
- Possession of drugs, alcohol, or weapon on campus
- Disrespect toward patient in clinical rotation
- Violation of any GMC policy

Faculty

GMC Faculty are highly qualified professional who meet and exceed regulatory minimum requirements for the subject being taught. All Faculty hold appropriate credentials to teach their approved courses and exceed the minimum requirement of years of experience in relevant fields of industry and healthcare per the relevant approving agency. Sufficient duly qualified Faculty are hired and then they are trained in the philosophy of GMC instruction to help ensure that students master the learning objectives and complete their program. GMC Faculty training is on-going process of on-boarding, monitoring, and evaluation to ensure that instructors provide engaging, substantive, and rigorous instruction.

Academic Freedom

GMC is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the GMC encourages its faculty members to exercise individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

This institution encourages faculty and students to engage in discussion and dialog. All members alike are encouraged to freely express views, however controversial, if they believe it would advance understanding in their specialized discipline or sub-disciplines.

Faculty Members

First Name	Last Name	Credential	Title
Jacqueline	Al-Rauf	RN	Faculty
Maira	Auerswald	CPTI	Faculty
Julianne	Britton	BSN, RN	Faculty
Rebecca	Call Medeiros	LVN	Faculty
Randy	Camasura	BS, RT	Faculty
Sandra	Castillo	MSN, RN	Faculty
Elizabeth	Catalan	BSN, RN	Faculty
Mou	Crowley	BSN, RN	Director of Clinical Education
Karen	Dennis	LVN	Faculty
Jeimy	Fernandez	DPN, MSN-ed, RN, PHN	Assistant Director of VN Program
Quinn	Fowler	BS, CPTI	Faculty

Leslie	Gargiulo	MS, PhD	Director of Education
Tyler	Giles	BSN, RN	Faculty
Rachel	Gioja	BSN, RN	Faculty
Amparo	Gonzalez	AS, LVN	Faculty
Rosalynn	Gurrola	BSN, RN	Faculty
Ala	Hassan	MA, CPTI	Faculty
Angel	Iwuoma	MSN, RN	Faculty
Leilani	Kalix	MSN, RN	Faculty
Thelma	Kisabuli	AS, LVN	Faculty
Arthur	Le	BSN, RN	Faculty
Tina	Martinez	MSN, RN	Faculty
Elizabeth	McPeak	MSN, RN	Director of VN Program
Alain	Michel	MSN, RN	Faculty
Alice	Reybitz	RN, BA, COC, CPC, CPC-I, CCS-P	Faculty
Beverly	Rigor	BSN, RN	Faculty
Angela	Rowell	Faculty	Faculty
Laurie	Ruiz	BSN, RN	Faculty
Russell	Shieh	BS, MD, CPTI	Faculty
Cherie	Sloan	BSN, RN	Faculty

Programs and Courses

GMC offers vocational programs and continuing education courses. The details below include general program or course information, standards of student achievement, and course completion requirements.

This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs.

Vocational Programs

GMC vocational programs are developed by GMC, all curriculum and instruction is provided by GMC, and the course completion and course completion certificates are under the GMC logo.

ECG/EKG Technician (classroom and hybrid)

Program Description

This program is ideal for healthcare providers seeking to enter the acute care or critical care environment, as well as prehospital care providers that work with ECG monitors. This course overviews the heart's anatomy and physiology, cardiac cycle, electrical impulse and the basic criteria for a normal sinus rhythm. This course also teaches how to identify and respond to the following various Bradycardia, blocks, and Tachycardia. Additionally, this course teaches the learning to identify an Acute Myocardial Infarction and Ischemia by teaching the student to recognize Significant Q waves, Significant Q waves with ST Elevation, ST Segment Depression, and T wave Inversion. This is a 50-hour program that includes lectures, quizzes, discussions, skills, and national exam preparation resources.

Duration 50 hours, Maximum length 2 months

Electronic Health Information Management (online)

Program Description

This course is a complete resource tool for the student and/or professional learner. Electronic Health Information Management covers the different healthcare organizations and guides students through the various areas of the field. Students will learn the different influences of organizations such as the American Health Information Management Association (AHIMA) and The Joint Commission (formerly known as JHACO). In addition, students will be introduced to Electronic Health Records (EHR) software that is commonly used in healthcare settings. Students will learn how to enter patient demographics, store, and retrieve patient records and chart notes, and transfer and important documents into the EHR.

Duration 288 hours, Maximum length 4 months

Electronic Health Records (online)

Program Description

The Electronic Health Records program focuses on the basics of electronic health records. Students learn the purpose, design, and function of these systems along with the legal and regulatory guidelines. Emphasis is on the organizational demands and healthcare user needs administratively, clinically, and financially. Students learn through simulation labs with hands-on opportunities to use an EHR software called SimChart.

Duration 135 hours, Maximum length 2 months

Limited Phlebotomy Technician (classroom)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified basic topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

Duration 20 hours, Maximum length 1 months

Medical Billing (online, hybrid)

Program Description

The Medical Billing program is designed to give the students an in-depth understanding of complex issues involved in the medical insurance billing industry. Students will gain practical knowledge to enhance their understanding of medical insurance billing practices as well as learn skills required to operate efficiently in today's medical offices, hospitals, and clinics. The Medical Billing program helps students develop the knowledge and skills needed to work in healthcare reimbursement. Topics studied include medical terminology, documentation, patient billing, and special consideration such as ICD-10 and X12 5010, among others.

Duration 640 hours, Maximum length 9 months

Medical Coding (online, hybrid)

Program Description

The Medical Coding program focuses on learning coding conventions and guidelines for the ICD-10-CM, CPT, and Level II HCPCS medical code sets and then applying the rules to accurately assign codes for diagnoses and services. Students will become familiar with the history of medical coding and the applications for its use in health care today. Emphasis will be placed on coding guidelines and the official rules established for the use of the standard code sets,

primarily in outpatient settings, such as physician office, hospital, emergency room, and operating room. We'll also introduce you to rules for inpatient coding, the code set necessary for inpatient procedure coding (ICD-10-PCS), and prepare you to further your coding education in preparation for certification.

Duration 640 hours, Maximum length 9 months

Medical Office Assistant (online, hybrid)

Program Description

This course is designed to teach the basics of medical administrative assisting. Students will learn effective time management and problem-solving skills that will enable them to deal effectively with human behaviors in a medical environment and become successful and employable medical office assistants. Use of the SimChart provides a realistic, yet controlled way to help students master skills. The simulated electronic health record (EHR) helps students to perfect electronic charting, demonstrate clinical judgment in patient care, and thrive in today's modern healthcare environment. The Medical Office Assistant program offers students a sound education providing them with the competencies and skills to enter the healthcare workforce as a viable team member.

Duration 624 hours, Maximum length 9 months

Medical Terminology (online)

Program Description

This course is designed to teach the basics of medical terminology. Medical Terminology orients students to the accurate uses, definitions, spelling, and pronunciations of medical terms used in the health care field. Students will analyze terms while learning to divide them into suffixes, prefixes, and combining forms. Emphasis will be placed on relating medical terms to the structural organization of the body. Through practical applications, students will learn to link abnormal conditions and diseases with diagnostic tests and procedures. In addition, students will be introduced to common medical abbreviations, acronyms, and symbols.

Duration 96 hours, Maximum length 2 months

Phlebotomy Technician I – 20 hour (online)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified advanced topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and

communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

This program is appropriate for students with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years. Students must have evidence of completing a minimum of 50 venipunctures, e.g. Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. Students must pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

Duration 20 hours, Maximum length 2 months

Phlebotomy Technician I – 40 hour (classroom)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified basic and advanced topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

This program is appropriate for students with more than 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years. Students must have evidence of completing a minimum of 50 venipunctures, e.g. Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. Students must pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

Duration 40 hours, Maximum length 2 months

Phlebotomy Technician I – 80 hour (classroom)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified basic and advanced topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

This program is appropriate for students new to the field. This class requires a clinical rotation of a minimum of 40 hours and 50 venipunctures. Students must pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

Duration 80 hours, Maximum length 4 months

Vocational Nursing – 1530 hour (hybrid)

The vocational nursing program is dedicated to preparing students with the knowledge, skills and values necessary to provide safe, competent, effective care in a variety of healthcare settings to the diverse populations within our community. The faculty are committed to providing all students with the education needed to pass the NCLEX licensure exam and enter the healthcare workforce.

Terminal Objectives

Upon completion of the Vocational Nursing Program, the graduate will:

1. Express knowledge of individual needs of patients in the spectrum of health and illness.
2. Use critical thinking when applying the nursing process to the implementation of care.
3. Implement nursing care for individual patients throughout the developmental stages of the lifespan.
4. Display knowledge, skills, and attitudes (QSEN) required to provide quality, safe, and individualized nursing care as a proficient entry-level practitioner.
5. Make reliable judgments as to the safety of patients.
6. Demonstrate competency of skills acquired while practicing within the legal and ethical scope of the Vocational Nursing Practice Act.
7. Collaborate with members of the healthcare team in the nursing care planning for individual patients by identifying problems, selecting appropriate nursing action, and evaluating each patient's response to care.
8. Administer medications and treatments and provide patient education to promote and maximize therapeutic results and patient compliance while minimizing untoward effects.
9. Plan and implement health teaching for the patient and family in the healthcare setting.
10. Successfully complete the BVNPT-approved program hours and objectives.
11. Satisfy the eligibility requirements for the National Council Licensure Examination for Vocational Nurses.
12. Graduate with the necessary knowledge and skills to successfully pass the NCLEX-PN examination.

13. Meet all California requirements for licensure as a Vocational Nurse to function as an entry-level vocational nurse with a basic, comprehensive understanding of the principles.
14. Participate in self-study, continuing education, and membership in professional organizations.

Title and General Description of Each Vocational Nursing Course

The required courses are listed below with the course code, course name, course description, and course outcomes.

VN 100 Anatomy and Physiology

Course Description: In the Vocational Nursing Program, students will learn basic anatomy and physiology to establish the foundations for the clinical skills and competencies required for nursing. The NCLEX test plan assumes that the nurse integrates concepts from the knowledge of biological sciences including anatomy and physiology.

VN 101 Fundamentals of Nursing Practice

Course Description: The instruction covers Academic and Nursing Success, Asepsis and Infection Control, Nursing Process, Critical Thinking, and Clinical Judgment, Legal Aspects of Nursing, Fundamentals of Nursing, Safety, Nutrition, Body Mechanics, Communication, Documentation, Physical Assessment, Vital Signs, Loss, Grief, Dying, and Death, Fluid and Electrolytes, The Evolution of Nursing, Culture and Ethnic Considerations, Admission, Transfer, and Discharge, and Patients Experiencing Urgent Needs.

VN 102 Pharmacology

Course Description: This course will include medications, their source and uses, calculation of dosage and safe administration of prescribed medications, routes, and classifications of drugs according to body systems and categories. It also includes the role of the Vocational Nurse in administering medications. There is a skills aspect to this course to allow the students to have hands-on training with various modes of delivery of the medication. The instruction includes skills in the lab and clinical experiences in the acute/long-term care facility.

VN 200 Medical-Surgical Diagnosis I

Course Description: This course will add to the nursing knowledge, skills, and attitude of the Vocational Nursing student to care for a Medical-Surgical patient. The student will also gain knowledge of the etiology, pathophysiology, signs, symptoms, diagnosis, treatment, patient teaching, nursing care, and prognosis for conditions of the integumentary, cardiovascular, hematologic, immune, lymphatic, musculoskeletal, respiratory, and urinary systems. Students will learn about caring for a pre- or post-operative patient. Instructions will include information about transmitted diseases, organ transplantation, and the care of patients with cancer.

VN 201 Psychology and Behavioral Health Nursing

Course Description: This course provides an overview of major concepts and theories related to Psychology and Behavioral Health Nursing. Legal and ethical issues, mental health concepts, communication, interpersonal skills, major mental disorders, psychosocial issues, and care of the physically ill patient are part of the instruction. This course will add to the nursing knowledge, skills, and attitude of the Vocational Nursing student to care for patients with mental health challenges. Included in the instruction are skills in the lab and clinical experiences in the acute/long-term care facility.

VN 202 Life Span Development

Course Description: This course provides an overview of major concepts and theories related to human development through the lifespan from the prenatal period to the end of life. The study of the basic aspects of growth and development with a focus on the individual's body, mind, and personality will add to the nursing knowledge, skills, and attitude of the Vocational Nursing student to care for patients of all ages. The instruction includes skills in the lab and clinical experiences in the acute/long-term care facility.

VN 300 Medical-Surgical Diagnosis II

Course Description: This course will add to the nursing knowledge, skills, and attitude of the Vocational Nursing student to care for a Medical-Surgical patient. The student will also gain knowledge of etiology, pathophysiology, signs, symptoms, diagnosis, treatment, patient teaching, nursing care, and prognosis for conditions of the Neurologic and Endocrine systems. Students will learn about caring for patients with chronic illnesses and those who need rehabilitation. The instruction includes skills in the lab and clinical experiences in the acute/long-term care facility.

VN 301 Nursing Care of the Family

Course Description: This course provides instruction in maternity, women's health, and pediatrics. Male and female anatomy, physiology, and development changes, stages of pregnancy and delivery complications of pregnancy, newborn care (both normal and those with disorders); contraception, and sexually transmitted diseases are part of the instruction. Nursing care of the hospitalized infant, child, and adolescent for both chronically and terminally ill. This course will add to the nursing knowledge, skills, and attitude of the Vocational Nursing student to care for patients of childbearing age, women's health, and pediatric patients. Included in the instruction are skills in the lab and clinical experiences in a clinic or hospital.

VN 302 Leadership and Supervision

Course Description: This course provides instruction in communication techniques as a leader, legal and ethical issues in the workplace, preparation for licensure, career opportunities, professional nursing organizations, team leading, and supervision. This course will add to the nursing knowledge, skills, and attitude of the Vocational Nursing student to function as a leader. The instruction includes skills in the lab and clinical experiences in the acute/long-term care facility.

Non-Vocational Nursing, Vocational Program Structure, Method of Instruction, Clock Hours, Grading and Evaluation

For the non-vocational nursing vocational programs the following program structure, methods of Instruction and clock hours are described below.

Program Structure

Vocational programs generally include classroom didactic learning and skills laboratory. The classroom didactic may be online or at a physical location, and includes lectures, directed class discussion, audio-visual aids, overhead transparencies, demonstrations, role-playing, and skill competency evaluation. The skills laboratory may be live laboratory or simulation software. The skills laboratory is based on either a checklist of skills-based competency or a set of activities for a simulation software.

Methods of Instruction

Vocational programs may be offered in four different methods of instruction. Students enrolled will be directed during the admissions and orientation to the instructional method for their scheduled classes.

- 100% classroom based is all class lectures and learning materials are held on campus, taught synchronously with the instructor.
- Hybrid includes online and/or in-person lectures, quizzes, homework, other assessments, simulations clinical, and/or live skills laboratory, where applicable, to learn essential hands-on skills.
- 100% online is all class lectures and learning materials are held online, taught synchronously and/or asynchronously with the instructor. This includes asynchronous on-demand course materials.
- Correspondence method is that all course materials are mailed to the student or provided online, and the student works independently at the student’s pace. Assessments are completed as paper based or online.

Classroom	Hybrid	Online	Correspondence	New Program Name	Clinical hours (simulation or live)	Total Clock Hours (including Clinical and Rotation)
x	x			ECG/EKG Technician	10	50
x	x	x		Electronic Health Information Management	50	288
x	x	x		Electronic Health Records	25	135
x	x	x		Medical Billing	120	640
x	x	x		Medical Coding	120	640
x	x	x		Medical Office Assistant	115	624
x	x	x		Medical Terminology		96
x				Limited Phlebotomy Technician		20
x				Phlebotomy Technician I – 20 hour		20
x				Phlebotomy Technician I – 40 hour		40
x				Phlebotomy Technician I – 80 hour	40	80

Methods of Evaluation

Evaluation methods include written exams and quizzes, laboratory unknowns, laboratory performance tests and practical exams, various class projects and written assignments, role-playing, participation, and observation of affective characteristics (safety, work ethics, and attitude).

Grading Guidelines

This program is designed for students to be successful. It will require students to act responsibly. All grading and evaluation are based on student's successful completion of all competencies in the program. Students must pass all activities with a minimum grade of 70%. The grading scale is as follows:



<u>Grade</u>	<u>Percent</u>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60

Vocational Nursing Program Structure, Method of Instruction, Clock Hours, Grading and Evaluation

The evaluation of vocational nursing student progress within our program is a comprehensive process designed to assess students' mastery of course and program objectives. Our evaluation methodology incorporates various elements and tools to ensure thorough assessment, early identification of at-risk students, and appropriate follow-up measures. Below is the outline of key elements used for evaluation and the methods employed by Faculty. The evaluation methodology is applied in both synchronous online and face-to-face classroom settings. Student identify verification policy and procedures are followed to ensure that students complete their own work.

Methods for Evaluation

- **Grading Policy and Scale:** There is a published grading policy and grading scale that is used fairly and objectively in the grading process. Students know ahead of time the grading expectations. All grading and evaluation are based on student's successful completion of all required knowledge and competencies. Students must pass all activities with a minimum grade of 75%. The grading scale is as follows:

<u>Grade</u>	<u>Percent</u>
A	92-100%
B	83-91%
C	75-82%
D	61-74%
F	below 60
<u>Clinical Evaluation</u>	
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

- **Theory:** Student progress is evaluated in each course.
 - **Quizzes and Testing:** Regular quizzes and tests assess students' understanding of course material and their ability to apply concepts in various contexts.
 - Quizzes may be completed online or in person. During synchronous online learning, students are logged into their password protected account, the video is on and students' cameras must be on while they may be provided time to complete a quiz during class. During face-to-face class students must bring their laptops to class to log into their account to complete a quiz, or if the homework or quiz is paper-based students will work with the materials provided.

- Mid-term and Final Evaluations: Mid-term assessments provide opportunities to gauge students' progress midway through the term, identify any areas of weakness, and intervene as needed.
 - Mid-terms and Final Exams are completed in person on campus. During face-to-face class students must bring their laptops to class to log into their account to complete a mid-term or final exam, or if the mid-term or final exam is paper-based students will work with the materials provided.
- The grading criteria are used for all assignments and tests.
 - Grading rubrics are for subjective assignments such as projects, presentations, and written papers.
 - A student must complete each course to progress to the following term/course. A score of 75% or greater is passing for the vocational nursing program.
 - Failure of a final exam will require referral for remediation. A student who scores under 75% on a final exam in a course may repeat that exam one time. A student may repeat up to two finals during the entire program but must score a minimum of 75% on the retake. When the student passes the final, the student will receive a maximum score of 75% for the retake.
 - If upon retake the student is not successful and does not achieve 75% on the retake, the student will be advised by the Director that they must leave the program. If the student does not achieve 75% overall for the course, they will fail and not progress to the following term. The student should meet with the program director to discuss the next steps.
 - A student may be able to reenter the program one time only, on a space-available basis. The student should work with the program director to develop a plan of correction and set goals for future success so that they can be successful when re-enrolling.
- Clinical Practice: Student progress is evaluated in each course and through the clinical rotations.
 - Skills Evaluation: Didactic practical skills are assessed through hands-on demonstrations, scenarios, and role-playing, and in-class practicum experiences.
 - Clinical Performance Evaluation: Faculty evaluate students' clinical performance based on established criteria, including patient care, professionalism, communication, and adherence to standards of practice.
 - Each student will receive an evaluation at the midterm and conclusion of every clinical practice course, using the appropriate clinical evaluation form for that level or the clinical specialty experience.
 - The student is graded satisfactory at the midterm, needs improvement, or unsatisfactory for each competency. After each clinical rotation, the student will be satisfactory, needs improvement, or unsatisfactory.

- At the midterm, the Faculty will provide the student with a narrative assessment emphasizing strengths and weaknesses and a plan of correction if indicated. The Faculty will review the evaluation with the students privately and allow them to ask questions and receive clarification. Students will also be allowed to enter comments on the evaluation form.
- After the clinical rotation, the Faculty will provide another narrative and give the student their clinical practice course grade. Students will be Satisfactory, Needs Improvement, or Unsatisfactory, which equates to Satisfactory = Pass, Needs Improvement, and Unsatisfactory = Fail. A student who fails a clinical practice course may not progress to the following term.
- Students must satisfactorily meet clinical competencies and pass practical exams in the skills lab. Failure to complete the objectives will also require a referral for remediation.
- Remediation policies and remediation requirements for each theory and clinical course, and Practical exams and skills competency testing are described fully in the Remediation Policy.

Action and Follow-Up

- Early Identification of At-Risk Students: Faculty proactively identify students who may be at risk of falling behind academically or clinically. This may involve reviewing assessment data, observing performance trends, and addressing any concerns raised by students or clinical partners.
- Individualized Support: At-risk students receive individualized support and interventions tailored to their specific needs. This may include additional tutoring, remediation sessions, or academic advising to address areas of weakness and enhance learning.
- Collaboration with Support Services: Our program collaborates efforts with academic support services, counseling and mentoring, and student success programs to provide comprehensive support for at-risk students and address any underlying challenges affecting their academic performance.
- Ongoing Monitoring and Communication: Faculty maintain ongoing communication with at-risk students to monitor their progress, provide encouragement, and track the effectiveness of interventions. Regular check-ins and progress reviews help ensure that students stay on track towards meeting program requirements.

Continuing Education Courses

GMC proprietary courses are developed by GMC, all curriculum and instruction are provided by GMC, and the course completion and continuing education completion certificates are under the GMC logo. See Appendix C for relevant CE's.

Continuing education courses do not lead to employment.

This catalog includes courses that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs:

Critical Care Suite

Cardiovascular Disorders

Cardiovascular Disorders is designed to address a variety of diseases and disorders in the cardiovascular system. Topics include atherosclerosis, acute coronary syndrome, angina, myocardial infarction, percutaneous coronary intervention, fibrinolytics, cardiac surgery, heart failure, peripheral vascular disease, venous disease, aortic aneurysm, and aortic dissection. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications, and current management. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include correspondence and online.

Course duration is 10 hours.

Neurological Disorders

Neurological Disorders course is designed to address a variety of diseases and disorders in the respiratory system. Topics include assessment of the unconscious patient, Glasgow Coma Scale, Traumatic Brain Injury, Epidural/Subdural hematoma, intracerebral bleed, stroke, Locked-in-Syndrome, and brain death criteria. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications, and current management.

Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include correspondence and online.

Course duration is 10 hours.

Respiratory Disorders

Respiratory Disorders course is designed to address a variety of diseases and disorders in the respiratory system. Topics include atelectasis, pneumonia, acute respiratory distress syndrome,

COPD: emphysema, bronchitis, asthma, pulmonary Edema, and pulmonary embolism. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications, and current management. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include correspondence and online.

Course duration is 10 hours.

Home Health Suite

Ventilator Training

Ventilator Training course is intended and designed primarily for healthcare providers who require initiation into applications and need to acquire basic skills with respiratory equipment. Upon completion of this course the healthcare provider will be able to define basic terms and concepts of mechanical ventilation, describe indications of mechanical ventilation, understand the difference between oxygen and ventilation, identify initial parameters, settings and special issues associated with ventilator setup, and how to troubleshoot /recognize alarms and evaluate patient's response to ventilator. This course also covers pressure vs flow triggering, modes of ventilation, and BiPAP/CPAP. This course is intended and designed primarily for healthcare providers who require initiation into applications and need to acquire basic skills with respiratory equipment. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include classroom and hybrid.

Course duration is 6 hours.

Wound Care Prevention

Wound Care Prevention course is developed around that the most important factor regarding wound care, prevention. This course emphasizes the importance of a provider's overall ability to recognize, assess, and prevent the development of a variety of common wounds as well as exploring the current and accepted treatments in a healthcare setting. Recognition and assessment of existing or developing wounds allow the Healthcare Professional to better document and monitor the patient's recovery and the success or effectiveness of various treatments. This course is for educational purposes only and does not identify LVNs or RNs as a Certified Wound Care Nurse. The certificate received upon completion does not imply one may perform procedures beyond the specific scope of practice outlined by one's governing body. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include online.

Course duration is 10 hours.

Wound Care Certification Exam Preparation

This course is designed to prepare candidates for the national certification exam leading to WCC certification through NAWCCB (<https://www.nawccb.org/>)

The National Alliance of Wound Care® has been determined that GMC's program content does cover all of the domains that candidates who take the WCC® Certification Examination will be tested on. Therefore, this program's graduates will be considered to have met the educational requirements and be permitted to test for the Wound Care Certified® certification. GMC has been listed on the website as a provider that has met the certification committee criteria, e.g. found here [NAWCCB Education Providers](#).

This online on-demand course consolidates certification exam study materials into one online course with materials from basic to advanced knowledge on wound care essentials needed to pass the national certification exam. The materials are aligned with one another to assist with deeper understanding of essentials topics is wound care that are covered in the certification exam. The course materials include a study guide, flash cards, practice exams, and in-depth content on essential topics. This course provides evidence-based information in the areas anatomy and physiology of skin, wound prevention, assessment, and care, nutrition, lymphedema, pediatrics, vascular, physical therapy modalities, as well as bariatric, geriatric, pediatric, and the palliative care patient. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include online.

Course duration is 32 hours.

IV Suite

Basic IV Therapy Theory and Knowledge - EMT

Basic IV Therapy Theory and Knowledge for EMTs is a great course for EMTs wishing to learn the basic history, theory, and knowledge of IVs. Areas of IV therapy and blood withdrawal covered thoroughly in this class include: methods for performing IV therapy /blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, and can include hands-on skills demonstrations on mannequins.

Instructional methods include classroom, online, and hybrid.

Course duration is 24 hours.

Orange County Emergency Medical Services approved GMC as a prehospital CE provider. Students must check with their county to confirm these hours will be accepted. GMC will work with any county to meet their CE eligibility, please share our contact information with the county or provide GMC contact information to work with other counties.

Blood Withdrawal – LVN Certification, LPT Certification

Blood Withdrawal LVN Certification or LPT Certification course meets all CA State requirements for Blood Withdrawal Certification for LVN and for LPTs. Areas of blood withdrawal are covered

thoroughly in this class include infection control and safety measures, anatomy, equipment, and methods for performing blood withdrawal, labs, blood transfusions, skin and venipuncture, complications and ethics and legal implications.

Instructional methods include classroom, online, and hybrid.

Course duration is 9 hours or 16 hours, respectively.

IV Therapy - LVN Certification

IV Therapy LVN Certification course meets all CA State requirements for IV Therapy Certification for LVN's. Areas of IV therapy covered thoroughly in this class include: methods for performing IV therapy, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Instructional methods include classroom, online, and hybrid.

Course duration is 30 hours.

IV Therapy and Blood Withdrawal - LVN Certification

IV Therapy and Blood Withdrawal LVN Certification course meets all CA State requirements for IV Therapy and Blood Withdrawal Certification for LVN's. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy/blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Instructional methods include classroom, online, and hybrid.

Course duration is 36 hours.

IV Therapy and Blood Withdrawal - Midwifery

IV Therapy and Blood Withdrawal is a great course for Midwifery wishing to gain skills, experience live practice, and further their knowledge base. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy /blood withdrawal, basic IV review, shock, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Instructional methods include classroom, online, and hybrid.

Course duration is 36 hours.

IV Therapy and Blood Withdrawal - RN

IV Therapy and Blood Withdrawal is a great course for RNs wishing to update skills, experience live practice, and refresh or further their knowledge base. Areas of IV therapy and blood withdrawal covered include: methods for performing IV therapy /blood withdrawal, basic IV

review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Instructional methods include classroom, online, and hybrid.

Course duration is 24 hours.

IV Therapy and Blood Withdrawal Instructor Certificate Program

An Intravenous (IV) Therapy and Blood Withdrawal Instructor is a registered nurse (RN) who instructs other nurses in the techniques and problems involved with IV therapy and blood withdrawal. GMC's certificate program in IV Therapy and Blood Withdrawal provides RNs the opportunity to master the instructional knowledge and skills to teach those in the healthcare industry. GMC's IV Therapy and Blood Withdrawal program provides state approved curriculum combined with up-to-date technology and equipment, taught in a stress-free, student-centered learning environment. Students receive an Instructor Manual which is comprehensive, with step-by-step guidance. Written exam and practical testing is required. RNs are monitored throughout the training and are provided regular and substantive feedback on knowledge and skill mastery. Once mastery is demonstrated RNs will receive a course completion certificate.

Instructional methods include classroom, online, and hybrid.

Course duration is 144 hours.

Live Skills Laboratory - Venipuncture

This class is for credentialed professionals looking for refresher live skills in venipuncture. Live Skills Laboratory allows students to sign up for the skills laboratory to gain more practice on the essential skills of skin puncture, blood withdrawal, venipuncture, and IV Therapy on mannequins and live.

Instructional methods include classroom.

Course duration is 6 hours.

Venipuncture for Technologists

Venipuncture for Technologists course cover all topics required by the California State Department of Public Health to meet the requirements for venipuncture certification. The technologist is introduced to the basic skills necessary to safely perform venipuncture for contrast x-rays and to help ensure patient safety. This course is also a refresher for certified technologists. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Instructional methods include classroom, online, and hybrid.

Course duration is 8 hours.

ASRT Approved Category "A" Credit

This course has been approved by the American Society of Radiologic Technologist (ASRT) for 7.5 Category “A” Credits and meets the American Registry of Radiologic Technologists (ARRT) criteria for Category “A” continuing education credit.

This course meets California Department of Public Health - Radiologic Health Branch acceptance criteria for continuing education credits required to renew certificates and permits in radiologic technology.

Prerequisite

This course is open to technologist students who are currently enrolled in a radiology program or to Certified Radiologic Technologists. Applicants must provide their current student status, CRT or ARRT license number to register.

- Verification of valid AHA CPR certification may allow students to enroll in didactic and/or live human skills portions only.
- Verification of completed California Society of Radiologic Technologists’ Venipuncture Certificate may allow students to enroll in the supervised live human venipuncture and/or AHA CPR certification portions only.

Other

ECG and Pharmacology

The ECG and Pharmacology course is excellent for healthcare providers to supplement their training. This course provides the necessary knowledge needed to interpret and treat Cardiac Arrhythmias, basic electrophysiology, normal ECG measurements, basic arrhythmias, basic ACLS drugs, usage and routes of administration during cardiovascular emergencies, how to integrate basic drug pharmacology into ACLS algorithms, 12 Lead, and Cardiac Conduction. Class may provide a set of simulated Mega Code scenarios in which students perform real-time ECG interpretation and drug intervention similar to what is found in an actual ACLS Mega Code test. Instructional methods include classroom, online, and hybrid.

Course duration is 8 hours.

Phlebotomy - Blood Collection

The Blood Collection course is designed to meet the requirement that phlebotomists licensed in California earn six contact hours every two years. This course is also a great refresher course for those who want to return to the field or update their knowledge. This class that provides knowledge refresher. Successful completion of the course is required attendance and completion of quizzes.

Instructional methods include classroom and online.

Course duration is 6 hours.

Prerequisite

This course is open to Phlebotomy Technician I professionals. This course was designed specifically for phlebotomists. Phlebotomists licensed in California may earn credit for it, but no credit will be granted to medical technologists or clinical laboratory scientists.

Phlebotomy - Refresher

The Refresher course is designed to meet the requirement that phlebotomists licensed in California earn six contact hours every two years. This course is a great course for healthcare professionals wishing to return to the field, or refresh on basic knowledge and review of procedures processes. Topics covered include infection control and safety measures, anatomy, equipment, and methods for performing blood withdrawal, labs, blood transfusions, skin and venipuncture, complications and ethics and legal implications. This class that provides knowledge refresher. Successful completion of the course is required attendance and completion of quizzes.

Instructional methods include classroom and online.

Course duration is 6 hours.

Prerequisite

This course is open to Phlebotomy Technician I professionals. This course was designed specifically for phlebotomists. Phlebotomists licensed in California may earn credit for it, but no credit will be granted to medical technologists or clinical laboratory scientists.

Appendix A. Schedule of Fees and Charges and Tuition

GMC reserves the right to update or modify the schedule of fees and charges and tuition at any time without prior notice. The most current tuition charges are found on the website.

In addition to the fees and charges through the regular registration, there are additional fees.

Schedule of Refundable Fees and Institutional Charges

TYPE	REFUNDABLE	AMOUNT
Application Fee - Continuing Education*	Refundable if cancelled \geq 72 hours prior to the start date. Non-Refundable $<$ 72 hours prior to the start date	\$0 to \$50
Application Fee - Vocational Programs	Refundable if cancelled \leq 7 days after signing the enrollment agreement. Non-Refundable $>$ 7 days cancellation period	\$250
Textbook and Other Learning Media	Refundable	Depends on program
Digital Fee	Refundable	\$50
Lab Supplies and Kits	Refundable	Depends on program
Insurance and Regulatory	Refundable	Depends on program
Clinical Rotation and Exam Fee	Refundable	Depends on program

*Application fee is no more than \$50 or 20% for course total cost less than \$250.

Schedule of non-Refundable Fees and non-Institutional Charges

TYPE	REFUNDABLE	AMOUNT
Graduation Fee	Non-Refundable	\$200
Transfer Credit Evaluation	Non-Refundable	\$75
Program Extension Fee (per eight weeks)	Non-Refundable	\$250
Reinstatement Fee (per eight weeks)	Non-Refundable	\$400
Late payment charges	Non-Refundable	\$50
Late registration fee	Non-Refundable	\$50
Reschedule fee, after 2 nd time	Non-Refundable	\$50
Returned Check fee	Non-Refundable	\$30
Copy of Certificate	Non-Refundable	\$30

Transcripts (official)	Non-Refundable	\$30
Replacement ID Badge	Non-Refundable	\$30
Request for printed documents, mailing	Non-Refundable	Starting at \$30, plus mailing costs
Research Request	Non-Refundable	Starting at \$30
Service Fee	Non-Refundable	\$50
STRF*	Non-Refundable	\$0

* The current STRF assessment fee within the list of fees and charges, which is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

NOTE: GMC vocational programs have a maximum length that is covered by the tuition and fees. Students who cannot complete their program requirements during this maximum time may request an extension. There is an extension fee.

In addition, programs tuition that includes a voucher for a National Certification Exam must be completed within that maximum length plus one month. If a student does not complete the National Certification Exam during that maximum length plus one month, then the student forfeits the National Certification Exam fee, and those fees must be paid by the student. See the program description for the maximum length.

Maximum Length for Vocational Programs

Program Name	Maximum Length
ECG/EKG Technician	2 months
Electronic Health Information Management	4 months
Electronic Health Records	2 months
Limited Phlebotomy Technician	1 months
Medical Billing	9 months
Medical Coding	9 months
Medical Office Assistant	9 months
Medical Terminology	2 months
Phlebotomy Technician I 20 hours	2 months
Phlebotomy Technician I 40 hours	2 months
Phlebotomy Technician I 80 hours	4 months
Vocational Nursing	12 months

Vocational Program Schedule of Charges

See the website for the most current tuition pricing.

Table showing schedule of total charges for the period of attendance and an estimated schedule of total charges for the entire educational program

Vocational Program Name	Program Clock Hours	Total Charges	Tuition	Application Fee	Total Program Fee Charges	Lap Supplies	Service Fee	Externship and Exam Fee	Textbook	Digital Fee	Insurance	Student Tuition Recovery Fee
ECG/EKG Technician - 50 Hour	50	\$ 1,350	\$ 800	\$ 250	\$ 300	\$ -	\$ 50	\$ 100	\$ 100	\$ 50	\$ -	\$ -
Medical Office Assistant	624	\$ 2,490	\$ 1,740	\$ 250	\$ 500	\$ -	\$ 50	\$ 200	\$ 200	\$ 50	\$ -	\$ -
Limited Phlebotomy Technician	20	\$ 1,350	\$ 900	\$ 250	\$ 200	\$ -	\$ 50	\$ -	\$ 100	\$ 50	\$ -	\$ -
Electronic Health Information Management	288	\$ 2,990	\$ 2,340	\$ 250	\$ 400	\$ -	\$ 50	\$ 150	\$ 150	\$ 50	\$ -	\$ -
Medical Coding	640	\$ 3,440	\$ 2,340	\$ 250	\$ 850	\$ -	\$ 50	\$ 400	\$ 350	\$ 50	\$ -	\$ -
Electronic Health Records	135	\$ 2,290	\$ 1,640	\$ 250	\$ 400	\$ -	\$ 50	\$ 150	\$ 150	\$ 50	\$ -	\$ -
Phlebotomy Technician I - Advanced 20 Hour (over 1040)	20	\$ 750	\$ 400	\$ 250	\$ 100	\$ -	\$ 50	\$ -	\$ -	\$ 50	\$ -	\$ -
Phlebotomy Technician I - Advanced 40 Hour (40-1040)	40	\$ 1,450	\$ 900	\$ 250	\$ 300	\$ -	\$ 50	\$ 100	\$ 100	\$ 50	\$ -	\$ -
Phlebotomy Technician I - 80 Hour	80	\$ 2,140	\$ 1,350	\$ 250	\$ 540	\$ -	\$ 50	\$ 290	\$ 150	\$ 50	\$ -	\$ -
Medical Billing	640	\$ 3,440	\$ 2,440	\$ 250	\$ 750	\$ -	\$ 50	\$ 300	\$ 350	\$ 50	\$ -	\$ -
Medical Terminology	96	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vocational Nursing	1530	\$ 29,000	\$ 25,775	\$ 250	\$ 2,975	\$ 750	\$ -	\$ -	\$ 1,600	\$ 450	\$ 175	\$ -

Vocational Nursing Total Program Cost and Payment Plan

Nursing education is a future investment, resulting in higher earning potential and greater career choices. Genesis Medical College actively works to keep costs down while maintaining high standards.

There are three (3) tuition payments due for the total program. Each term's tuition payment and fees are due prior to the start of that term. Fees and books, supplies, and equipment fees are due prior to the start of the program. Payment plans are available.

Scholarships may be available to qualified candidates. Scholarships help offset the total program cost.

Schedule of Fees for Vocational Nursing Program (1530 hours)

Costs	Total Program	Term 1	Term 2	Term 3
Tuition	\$ 25,775	\$ 8,592	\$ 8,592	\$ 8,592
Registration Fee	\$ 250	\$ 250		
Books	\$ 1,600	\$ 1,600		
Clinical, Lab, and Supplies	\$ 750	\$ 250	\$ 250	\$ 250
Technology Fee	\$ 450	\$ 450		
Insurance and Regulatory Fees	\$ 175	\$ 175		
Total Tuition and Fees	\$ 29,000	\$ 11,317	\$ 8,842	\$ 8,842
TOTAL CHARGES THE STUDENT IS REQUIRED TO PAY UPON ENROLLMENT		\$ 11,317		
ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM				\$ 29,000

Scholarship is applied to the tuition payments and applied in arrears pending successful completion of the scholarship terms.

External costs to student not included in tuition and fees

Item	Cost	Notes	Source
HESI A2	\$40		https://www.prometric.com/exams/elsevierremote
Uniforms, estimated cost per set	\$30	2 sets, Royal Blue 6 pocket	https://www.uniformadvantage.com/
BLS card, must be AHA	\$40-\$105	Varies by facility, initial or renew	
Live Scan Fingerprinting	\$25-\$137	Varies by facility	
Background Check	\$48	With GMC discount	
Health form and vaccinations	TBD	Varies by facility and need	
BVNPT Fees			https://www.bvnpt.ca.gov/licensees/fees.shtml
Examination administration fee	\$300		
Initial License Fee	\$200		
NCLEX Fees	\$200		https://www.nclex.com/fees-payment.page

Vocational Nursing Payment Plans

There are three payment plan options, pay in full, bi-monthly, and monthly. Payments are due on the due dates listed in the table below.

Late payments put students at risk of being dropped from the program.

Cohort	Year	Semester	Term	Term Start Date	Payment Due Date	In Full	BiMonthly	Monthly
1	2025	Summer	1	Monday, May 5, 2025	Monday, April 7, 2025	\$ 11,066	\$ 6,770	\$ 4,623
					Monday, May 5, 2025			\$ 2,148
					Monday, June 2, 2025		\$ 4,296	\$ 2,148
					Monday, June 30, 2025			\$ 2,148
1	2025	Fall	2	Tuesday, September 2, 2025	Monday, August 4, 2025	\$ 8,842	\$ 4,546	\$ 2,398
					Monday, September 1, 2025			\$ 2,148
					Monday, September 29, 2025		\$ 4,296	\$ 2,148
					Monday, October 27, 2025			\$ 2,148
1	2026	Spring	3	Monday, January 5, 2026	Monday, December 8, 2025	\$ 8,842	\$ 4,546	\$ 2,398
					Monday, January 5, 2026			\$ 2,148
					Monday, February 2, 2026		\$ 4,296	\$ 2,148
					Monday, March 2, 2026			\$ 2,148
						\$ 28,750	\$ 28,750	\$ 28,750

Payment Plans - Sample with Scholarship

Students who are awarded scholarships, have their scholarship applied to subsequent terms after demonstrating having met the scholarship criteria. The payment plan table below illustrates a student who was awarded a \$4,000 scholarship and how the payment plans are offset.

Cohort	Year	Semester	Term	Term Start Date	Payment Due Date	In Full	BiMonthly	Monthly
1	2025	Summer	1	Monday, May 5, 2025	Monday, April 7, 2025	\$ 11,066	\$ 6,770	\$ 4,623
					Monday, May 5, 2025			\$ 2,148
					Monday, June 2, 2025		\$ 4,296	\$ 2,148
					Monday, June 30, 2025			\$ 2,148
1	2025	Fall	2	Tuesday, September 2, 2025	Monday, August 4, 2025	\$ 6,842	\$ 3,546	\$ 1,898
					Monday, September 1, 2025			\$ 1,648
					Monday, September 29, 2025		\$ 3,296	\$ 1,648
					Monday, October 27, 2025			\$ 1,648
1	2026	Spring	3	Monday, January 5, 2026	Monday, December 8, 2025	\$ 6,842	\$ 3,546	\$ 1,898
					Monday, January 5, 2026			\$ 1,648
					Monday, February 2, 2026		\$ 3,296	\$ 1,648
					Monday, March 2, 2026			\$ 1,648
						\$ 24,750	\$ 24,750	\$ 24,750

Continuing Education Tuition

Continuing Education	Tuition/Total Program Cost
30CE	\$ 175.00
Basic IV Therapy Theory and Knowledge - EMTs	\$ 325.00
Blood Withdrawal Refresher	\$ 250.00
Cardiovascular Disorders	\$ 75.00
ECG and Pharmacology	\$ 250.00
Home Care Aide Health and Safety	\$ 75.00
IV Therapy and Blood Withdrawal - LVN Certification	\$ 325.00
IV Therapy and Blood Withdrawal - Midwifery	\$ 325.00
IV Therapy and Blood Withdrawal - RNs	\$ 325.00
IV Therapy and Blood Withdrawal Instructor Certification	\$ 325.00
Neurological Disorders	\$ 75.00
Phlebotomy - Blood Collection CE	\$ 75.00
Phlebotomy - Refresher CE	\$ 75.00
Respiratory Disorders	\$ 75.00
RN Refresher 1-Day	\$ 200.00
Venipuncture for Technologists	\$ 200.00
Live Skills Laboratory - Venipuncture	\$ 300.00
Live Skills Laboratory – Wound Care	\$ 300.00
Ventilator Training	\$ 200.00
Wound Care Prevention	\$ 150.00
Wound Care Certification Exam Preparation	\$ 990.00

Appendix B. Technology Requirements

Technology Proficiency

When participating in distance education courses, it is vital to consider the technology needed to have a successful course. GMC recommends students meet the technical requirements below when using the college's learning management system (LMS).

Students should be proficient in the following:

- Basic computer skills
- Sending/receiving email
- Sending and receiving attachments via email
- Using a web browser
- Finding resources through search engines
- Downloading and installing software
- Familiarity with using browser plug-ins (e.g. PDF reader, video, audio)
- Using a word processing, presentation software, or other productivity applications
- Experience/familiarity with a variety of file formats such as: .pdf "Portable Document Format", .rtf "Rich Text Format", .doc or .docx "Microsoft Word Document", and .txt "Text document"
- Familiarity with using document scanners or document scanning apps to convert handwritten work to a PDF file (see Genius Scan and Genius Sign phone apps)
- The ability to be self-directed in learning new technology skills (e.g. following a handout, a step-by-step tutorial, online video help, or access to support to learn necessary skills)

Browsers

Internet Browsers, such as Mozilla Firefox and Google Chrome, are preferred. It is also suggested to have both of these browsers, so that one can act as a backup in case the other is experiencing issues. The most recent release of Chrome or Firefox is recommended.

[Mozilla Firefox \(latest version\) - www.mozilla.org/en-US/firefox/.](http://www.mozilla.org/en-US/firefox/)

[Google Chrome \(latest version\) - www.google.com/chrome/.](http://www.google.com/chrome/)

[Adobe Acrobat Reader \(latest version\) can be used for viewing PDF files offline \(outside of a web browser\). - get.adobe.com/reader/.](http://get.adobe.com/reader/)

WINDOWS

Minimum Computer Specifications (Hardware)

PC running Microsoft Windows® Operating System 10 or above
Sound Card with speakers
Smart Device/Tablet running latest operating system

Web Browser

Google Chrome
Mozilla Firefox
Microsoft Edge

Internet (Bandwidth)

For 1:1 video calling: 600kbps (up/down) for high quality video and 1.2 Mbps (up/down) for HD video
For group video calling: 2.6Mbps/1.8Mbps (up/down) for high quality video. For gallery view: 2.0 Mbps (down)

Required Course Software

Microsoft Office 2019 or newer/equivalent (including Office 365)
Current & updated antivirus and anti spyware application
Up-to-date versions of Adobe Reader
Up-to-date version of Java
Up-to-date version of Zoom client

Additional Hardware

May be required if not built into the device
Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
A webcam or HD webcam – built-in or USB plug-in

MACINTOSH

Minimum Computer Specifications (Hardware)

Apple® computer running MAC OS 12 or above
Sound Card with speakers

Web Browser

Google Chrome
Mozilla Firefox
Apple Safari

Internet (Bandwidth)

For 1:1 video calling: 600kbps (up/down) for high quality video and 1.2 Mbps (up/down) for HD video
For group video calling: 2.6Mbps/1.8Mbps (up/down) for high quality video. For gallery view: 2.0 Mbps (down)

Required Course Software

Microsoft Office 2019 or newer/equivalent (including Office 365)
Current & updated antivirus and anti spyware application
Up-to-date versions of Adobe Reader
Up-to-date version of Java
Up-to-date version of Zoom client

Additional Hardware

May be required if not built into the device
Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
A webcam or HD webcam – built-in or USB plug-in

iOS or ANDROID

Minimum Computer Specifications (Hardware)

Latest version of iOS/iPadOS
Send/ receive video using front/rear camera
iPhone SE 2nd Generation or later, iPad Pro, iPad Mini 5, iPad Air 4 or later
Android 6.0 or later
Fire Tablets are not supported at this time

Web Browser

iOS: Apple Safari (latest version)
Android: Google Chrome (latest version)

Internet (Bandwidth)

For 1:1 video calling: 600kbps (up/down) for high quality video and 1.2 Mbps (up/down) for HD video
For group video calling: 2.6Mbps/1.8Mbps (up/down) for high quality video. For gallery view: 2.0 Mbps (down)

Required Course Software

Office 365
Up-to-date version of Zoom client

Additional Hardware

May be required if not built into the device
Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
A webcam or HD webcam – built-in or USB plug-in



Appendix C. State of California Student Tuition Recovery Fund STUDENT TUITION RECOVERY FUND DISCLOSURE:

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students. The law requires the college to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California's Bureau for Private Postsecondary Education (BPPE).

You are not required to pay the STRF fee if your tuition is funded by a third-party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility. Student Tuition Recovery Fund fee is non-refundable. 76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the

Bureau of Private Postsecondary Education
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Toll-free telephone number

(888) 370-7589 or fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Appendix D. Completion Documents for Continuing Education Courses

Students who complete continuing education courses may be eligible to earn Certificate of Continuing Education or a Certificate of Completion. The number of earned CEs depend on various factors, e.g. the student's credentials, number of hours in class, approving agency rules. Students should confirm with the office staff the number of CEs eligible given their individual details. Students must confirm with their licensing agency the requirements for maintaining their license and approved providers.

For IV Therapy and Blood Withdrawal LVN Certification course, once certified, students do not have to renew the certifications if the student's license remains current.

In the table below, the various agencies and their approval types and numbers are listed for Certificates of Continuing Education. The right most column provides information on the Certificate of Completion. Approved CE provider and course approval numbers are listed. In some cases, the agency only approves at the institution level and does not approve at the course level.

The BRN and OCEMS agencies only approve a provider at the institutional level. Their regulations and guidelines direct institutions to provide courses and do not require individual course approval, and guidelines are provided on what is considered eligible for credit. The institutional provider numbers are listed. The BVNPT provides both institutional and course approval and these two approval numbers are listed. The ASRT only provides course level approval and the course approval number is listed. The RT does not have a formal CE provider approval process and relies on the BRN approval as the CE acceptance criteria.

The right column lists the Certificate of Completion contact hours that a student can earn if eligible. Blank cells mean that no contact hours are available, and no Certificate of Completion can be earned.

Example: Two courses for RNs that only offer the Certificate of Completion and not a Certificate of Continuing Education were based on the evaluation against the RN guidelines for what is considered eligible for credit. These two courses were deemed to fall outside eligibility. However, the Ventilator Training course was eligible for credit.

COMPLETION DOCUMENTS

CE and Contact Hours Table

Last modified 2/19/2022

Use the table below to determine your eligibility for CEs. Find the column with your license and the row of the course you are taking.*

ASRT	All radiologic technologists (except those that are registered as "retired") must earn 24 CE credits every two years.					
BRN	In the State of California, Registered nurses are required by law (California Code of Regulations, Section 1451, Article 5) to complete 30 contact hours of continuing education every two years					
BVNPT	Licensees must complete 30 contact hours of Continuing Education every two years in order to renew their license with an active status.					
CDPH-LFS	Licensees must complete 6 hours of CE every 2 years					
OCEMS	An EMT for re-certification is required to perform 24 hours of EMS CE, so only 12 hours may be non-instructor based.					
RCB	Respiratory Therapists need 30 CE every 2 years. RCB does not have a formal CE provider approval process, see Article 5. Continuing Education					
Course Name	ASRT: Radiologic Technologists	BRN: Registered Nurse	BVNPT: License Vocational Nurse	CDPH-LFS Phlebotomy	OCEMT: Emergency Medical Technician **	RCB: Respiratory Therapists ***
CEH Provider Approval Code		16797	V-10783	AA #225	30-0143	
Course Provider Number	CAZ0077001		IB-2384 I-2596 B-2597			
Critical Care Suite						
Cardiovascular Disorders	~	10	10	~	3.5	10
Neurological Disorders	~	10	10	~	3.5	10
Respiratory Disorders	~	10	10	~	3.5	10
Home Health Suite						
Ventilator Training	~	6	6	~	5.5	6
Wound Care Prevention	~	10	10	~	7.5	10
IV Suite						
Basic IV Therapy Theory and Knowledge - EMTs	~	~	~	~	16	~
Blood Withdrawal Refresher	~	~	~	~	~	~
IV Therapy and Blood Withdrawal - LVN Certification	~	~	36	~	~	~
IV Therapy and Blood Withdrawal - Midwifery	~	~	~	~	~	~
IV Therapy and Blood Withdrawal - RN	~	~	~	~	~	~
IV Therapy and Blood Withdrawal Instructor Certification	~	20	~	~	~	20
Live Stick Skills Laboratory	~	~	~	~	~	~
Venipuncture for Technologists	7.5	~	~	~	~	~
Other						
ECG and Pharmacology	~	8	~	~	~	8
Phlebotomy Blood Collection	~	~	~	6	~	~
Phlebotomy Refresher	~	~	~	6	~	~

*Please keep in mind that hours are approved based on scope of practice, however, courses can still be completed and a certificate received for resume building. NOTE: AHA CE's listed are the maximum possible, and the actual number depends on how many hours the actual class runs and your regulatory agency.

**The CEs listed here are for Orange County. Students must check with their county to confirm these hours will be accepted. GMCC will work with any county to meet their CE eligibility, please share our contact info with your county or provide us contact info to work with other counties.

*** [1399.352. Criteria for Acceptability of Courses.](#)