

California Nurses Educational Institute



School Catalog

July 1, 2026 - December 31, 2027

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GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

California Nurses Educational Institute (CNEI) is incorporated in the State of California. The School officials are J. Ramon Villanueva, President/CEO and Mark Hecht, Chief Financial Officer. CNEI is nationally accredited by the Commission of the Council on Occupational Education, an accrediting body organization recognized by the United States Department of Education. CNEI is a private institution approved to operate in California by the Bureau for Private Postsecondary Education. Approval by Bureau means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. The Associate Degree in Nursing program is approved by the California Board of Registered Nursing. The Licensed Vocational Nurse program is approved by the California Board of Vocational Nursing and Psychiatric Technicians. The Certified Nurses Assistant and Certified Home Health Aide programs are approved by the Department of Public Health. The Alcohol and Drug Addiction Counseling program is approved by the California Consortium of Addiction Programs and Professionals (CCAPP).

PROGRAM	CLOCK HOURS	TOTAL UNITS	WEEKS	
			Day	Even
Associate Degree in Nursing	1665	71 SEM Units	96	N/A
Licensed Vocational Nurse	1530	92 QTR Units	60	N/A
Pharmacy Technician	780	35 SEM Units	N/A	41
Alcohol & Drug Addiction Counseling	735	32 SEM Units	N/A	38
Certified Nurses Assistant	160	N/A	6	13
Certified Home Health Aide	40	N/A	1	N/A

All information in the content of this school catalog is current and correct and is so certified as true to the best of my knowledge and belief by:

School Official



Chief Administrative Office

MISSION STATEMENT

The mission of California Nurses Educational Institute is to provide students with a balanced education based on theory and practical instruction to meet professional certification, licensing requirements and employer expectations upon graduation.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

Applicants are required to visit California Nurses Educational Institute for program orientation prior to enrollment and start of class. Applicants are interviewed in person by an admissions representative after completing a required admission application and are given a tour of the school. Applicants for an online delivery program may complete the enrollment process virtually. Applicants are provided a copy of the school catalog and program information pertinent to the program of interest. The admissions representative determines if the applicant meets the minimum admissions requirements for the program of interest based on stated admissions criteria. Information on loan and grant programs to assist students with tuition and related costs is made available to students by the Financial Department.

As a matter of policy, all prospective students are provided with a copy of the school catalog. The catalog is available on the web at, www.cnei.edu/resources/catalog. A printed copy can also be obtained at the applicant's request.

CNEI does not provide instruction in English-as-a-second language. All instruction is provided in English. Applicants must be able to speak, read, and write English fluently. English proficiency is determined through the institution's admissions interview process and completion of all necessary documents.

- Applicants must be at least 17 years of age at the time of enrollment.
- Applicants must have a high school diploma or equivalent or higher education degree. This is not a requirement for ADN-Advanced Placement Pathway applicants.
- Admission may be denied for the following reasons but not limited to:
 - Criminal background (per regulations)
 - Inability to speak or understand the basic English language.

CNEI does not admit international students. The following are additional program-specific admission requirements.

Associate Degree in Nursing

1. To be eligible for admission, students must complete the following **general education and science courses** with a **minimum cumulative GPA of 2.5**:
 - Bio 103 Human Anatomy with Lab
 - Bio 104 Human Physiology with Lab
 - Bio 105 Medical Microbiology with Lab
 - PSY 106 Human Growth and Development
 - SOC 101 Introduction to Sociology)
 - English 101 English Composition
 - Math 116-introduction to statistics.
2. Entrance exam: Pass the NEX NLN.
3. A current Vocational Nurse License for applicants to the Advanced Placement LVN-RN pathway.

Licensed Vocational Nurse

- Passing score in one the following entrance exams:
 1. National League of Nursing Entrance Exam (NEX).
 2. ATI-Test of Essential Academic Skills (TEAS) Version 7 entrance exam with a proficient passing score of 58.7%.
 3. HESI Admissions exam with 70% score.No admission test is required for applicants with an Associate or higher Degree in Science with the approval of the Dean of Nursing.

Additional requirement for the ADN and LVN program

- Fingerprinted as required by the Department of Health Services, Licensing and Certification Section.
- A clear background check.
- American Association Basic Life Support
- Influenza Vaccine – Required for months September-May.
- Social Security & Valid Identification.
- Varicella titer, Hepatitis B titer, and MMR titer. Low sensitivity results will require a booster(s) shot.
- Titer QuantiFERON Gold
- Physical Exam. Use CNEI Physical Exam Form.

Certified Nurses Assistant

- Background check.
- Vaccinations and immunizations.
- Physical Exam and two step TB test.

Certified Home Health Aide

- Current Nurses Assistant Certification

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at CNEI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree that you earn in the educational program offered is also at the complete discretion of the institution to which you seek to transfer. If credits, degree, or certificate you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CNEI to determine if your credits, degree, or certificate will transfer“ (CEC §94909(a)(15).

Decisions to accept credits from another educational institution rest entirely with each receiving institution and are usually assessed and considered on a case by case, course by course basis. CNEI, while fully accredited, does not currently possess the same types of accreditations as most four-year colleges and universities offering nursing programs, degrees, baccalaureate, and beyond. Prospective students of CNEI will need to consider this if they plan to continue their academic credentials.

The institution has not entered into an articulation or transfer agreement with any other college or university.

TRANSFER OF CREDIT/ PREVIOUS EDUCATION AND TRAINING POLICY

Prospective students may request advanced placement/transfer based on credits for previous education and training according to the following policy. This policy applies to students transferring between programs within the institution as well as for students requesting credit from other institutions.

A request for transfer of credit must be made prior to signing an enrollment agreement. A transcript and a copy of the catalog or course syllabus from the institution from which credit is requested for transfer are required by CNEI for transfer evaluation. Credit in transfer is granted only for coursework completed at an accredited institution or a state licensing or certification agency approved programs.

For Students Requesting Veteran’s Administration Benefits: The College is required to inquire about and request transcripts from all prior institutions, including military training, college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted as appropriate. The veteran or eligible person will be notified of the evaluation result. **All prior training must be evaluated, and all evaluations must be completed prior to the start of class to receive credit.**

Advanced Placement Policy/Experiential Learning CNEI accepts credits from other similarly accredited institutions (for the VN, ADN and LPXT programs only). Prospective students who would like consideration for advanced placement (VN, ADN, and LPXT programs only) are required to provide documentation such as official transcripts and course descriptions evidencing successful completion from an accredited institution recognized by the

Department of Education. The documentation provided will be evaluated to determine eligibility for advanced placement. Each prospect must meet with the Program Director and/or Dean of Academics for evaluation of eligibility.

Vocational Nurse Advanced Placement Policy

According to Article 5, Section 2535 of the California Code of Regulations for Vocational Nursing Programs, CNEI will grant transfer credit for related previous education courses completed within the last five years. Official transcripts of previous education must be submitted.

Courses include:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines are equivalent to courses in the program

Prospective students seeking credit granting will be tested for competency including an evaluation of basic clinical skills and testing of didactic knowledge through comprehensive level testing. If a student is found to be deficient in knowledge/skills, they may be denied credit for the courses they are requesting credit for.

Competency-based credit may be granted for knowledge and/or skills acquired through experience if education courses have been completed within the last five years. Official transcripts of previous education must be submitted. Credit will be determined by written and/or practical examinations by the Program Director.

ADN Advanced Placement Policy

Licensed Vocational Nurses Previous Education “An approved nursing program shall have a process for a student to obtain credit for previous education or for other acquired knowledge in the field of nursing through equivalence, challenge examinations, or other methods of evaluation.

The program shall make the information available in published documents, such as a college catalog or student handbook, and online.” (CCR 1430).

The program maintains a process, which is to grant credits, and/or advanced placement to an individual with prior education or experience in the nursing discipline.

Previous education coursework/credits considered for transfer must have a minimum grade of C or 75%. Credit based on life experience/knowledge must be earned with a minimum grade of C or 75% on a CNEI-administered examination. A maximum of one-third of the total program credits will be awarded as transfer-in credits or advanced placement credits unless otherwise required by a regulatory or licensing agency.

Tuition and fees will be adjusted on a pro-rata basis per credit hour transferred. Any adjustments in credit hours and weeks may impact financial aid eligibility as determined by Title IV regulations.

FACILITIES

California Nurses Educational Institute is located at 72769 Dinah Shore Dr. Rancho Mirage California. It is located in a shopping center at the corner of Monterey Avenue and Dinah Shore Dr. near Interstate 10 Freeway. The facility consists of approximately 15,000 square feet of classrooms, clinical skills laboratories, learning resource center, administrative and faculty offices, and storage areas. The facilities meet all local occupancy requirements. Classrooms are equipped and designed to accommodate classes of up to thirty students at any one time. Parking is available to students and staff.

The type of equipment and materials used to provide instruction are current and updated as needed to meet industry standards and appropriate to meet the educational objectives of its programs. Classrooms are furnished and equipped with tables, chairs, computers, and overhead projectors. A fully equipped computer lab with internet access is available for research, homework and to complete class assignments. Skills Lab rooms are fully equipped with up-to-date equipment appropriate to meet the teaching objectives of the programs offered. Equipment includes fully interactive simulators, hospital beds and gurneys, wheelchairs, basins, scales, vital signs diagnostic equipment, CPR and First Aid equipment, intravenous (IV) equipment and supplies, and medical supplies and materials, and other resources necessary to meet educational objectives of the programs is available.

The Learning Resource Center consists of computer-assisted learning programs and a variety of self-learning video modules as well as access to an online virtual library resource offering a broad range of topics to support the learning process of the various programs offered. In addition, textbooks, workbooks, and reference books are available for faculty and student use. The computer lab is fully equipped and networked with high-speed internet and is available and accessible to students. The library resources are maintained and updated yearly. Student access to the library and learning resources is scheduled by faculty for specific assignments. Students may also request and check out items from the library by written request with the program director and or school registrar. Items can be checked out for a maximum period of 10 days. Items not returned within the allotted time period will be billed to the student at the costs incurred to replace the item.

Classes are held at the school's main facility for theory instructions. Clinical instruction is held at approved clinical facilities. A list of approved clinical locations is available upon request.

Bureau Disclosures

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The school does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

PROGRAM COMPLETION AND GRADUATION REQUIREMENTS

To graduate, students must maintain satisfactory academic and attendance progress and achieve a minimum of a 2.5 grade point average 75% in their academic work, complete and pass all clinical requirements, and discharge all financial obligations to school.

ATTENDANCE POLICY

At CNEI, we believe that attendance is highly critical to learning and achieving the academic objectives to graduate. Attendance is monitored and recorded daily. It is the responsibility of the student to notify the school in advance if they will be absent or late, just as it is necessary to inform an employer.

Elements of Satisfactory Attendance:

Absenteeism: Students are expected to maintain a minimum of 90% of attendance throughout the enrollment period. Failure to maintain satisfactory attendance will result in Attendance Probation for a period of thirty (30) days. Attendance is checked at a minimum monthly. Students with two (2) weeks of continuous non-attendance are dismissed. Absences may be made up for purposes of removing absences on an hour of make-up to an hour of absence basis. Absences must be made up within ten (10) days or prior to beginning the following sequential course/level.

Excused Absences: An EXCUSED absence is considered only when the student notifies the school on the day, or prior to the day, of the absence. The student may notify the registrar, instructor, or the administration office. The absence will be recorded as excused; however, excused absences are included in the calculation to determine the minimum attendance requirement.

Tardiness: For the purpose of satisfactory attendance, students arriving more than 15 minutes late without a legitimate reason or excuse will be deducted one-hour of the total attendance scheduled for that day. Three (3) unexcused tardies will constitute one (1) day of missed attendance.

Make-up Work and Exams: Make-up course work missed due to absenteeism is permitted and credit is given, however, the absences will remain on record. Students are responsible for arranging time with the instructor for make-up work and exams. Additional attendance and make-up requirements apply to the LVN program and are provided in the student orientation package.

For the Associate of Degree in Nursing and the Licensed Vocational Nurse (LVN) Programs:

All theory and clinical objectives must be completed satisfactorily for each term. Missed hours and assignments must be made up prior to the end of the scheduled term in which the deficiencies occurred. Students may not continue to the next level unless all required work is completed satisfactorily, and all missed hours are made up prior to the start of the next term.

Theory (Lecture) Absences and Make-up Hours Policy

Absenteeism: Students are expected to complete 100% of the scheduled attendance. Attendance is recorded and monitored weekly. A written warning will be issued to students with two (2) absences. Students with three or more absences will be placed on Attendance Probation for the remainder of the level or for a period of thirty (30) days. Failure to improve attendance by the end of the probation period will result in withdrawal from the program.

Absences may be made up for the purpose of removing absences on an hour of make-up to an hour of absence basis. Make-up absences must be done within ten days (10) days of the absence. Students are responsible for arranging time with the instructor for make-up absences.

Make-up Work and Exams: Make-up course work missed due to absenteeism is permitted and credit is given, however, the absences will remain on record. Students are responsible for contacting the instructor to arrange for make-up work and exams.

Missed examinations:

Missed examinations must be taken on the first day back following the absence or earliest schedule make-up session.

Only two (2) missed examinations will be allowed for make-up. A point penalty of *10% of the grade scored* will apply to make-up exams. Example: A grade scored at 100% (A) will result in a grade of 90% (B). An alternate exam may be administered.

Clinical Absences and Make-up Hours:

It is recognized that successful completion of the program, and passing the NCLEX licensing examination, is highly correlated with attendance of both theory and clinical days.

Understanding that emergency circumstances may arise resulting in absences, the accumulation of missed clinical hours will affect your progress and disrupt your schedule. All missed clinical hours must be made up as described in the following policy:

1. Students are required to notify the instructor if they expect to be late or absent from clinical. A no-show, no-call for clinical will result in probation on the first incident.
2. Students with one clinical absence will be issued a written warning and placed on probation for the remainder of the term or 30 days and be notified of withdrawal for the next absence. All missed clinical hours must be made up prior to the end of the term, in which hours were missed. A student may not continue to the next term until clinical hours and objectives have been completed satisfactorily.
3. Students assigned to make up clinical hours must attend the entire shift (Example: If a student misses 3 hours of clinical time, the student must still complete a complete shift for make-up.)
4. NOTE: CNEI provides the opportunity for students to meet the clinical hours required to complete the program. A schedule is provided to each student. CNEI does NOT guarantee that any additional clinical hours will be provided to students to make up for missed clinical time as scheduled.
5. The ADN and LVN nursing student handbooks contain a more complete explanation and updates of all applicable policies.

ACADEMIC POLICIES

General Statement:

California Nurses Educational Institute defines Satisfactory Academic Progress as meeting acceptable standards based on pre-determined educational objectives set by the institution. Students are evaluated and graded as they complete each course within a program prescribed curriculum. Grades are determined as a compilation of written and laboratory/practical examination scores and observation of clinical competencies. The school applies these standards to all students, whether or not they are recipients of financial aid.

LEAVE OF ABSENCE

A Leave of Absence (LOA) may be granted to students for serious illness, death in the family, or other emergency circumstances. Leave of Absence requests must be submitted in writing to the administration. Only one written request for a Leave of Absence will be considered during one academic year. The LOA, together with any additional LOAs must not exceed one hundred and eighty (180) calendar days in any twelve-month period. Students making regularly scheduled tuition payments to the school remain under that obligation during the LOA. Failure to report to class as scheduled ending the LOA period will result in automatic withdrawal from the program. Resubmission or updating of vaccinations and other documentation may be required prior to the date the student is scheduled to return from the LOA. Additional conditions apply for ADN and LVN students outlined in their corresponding Student Handbook. The student will be advised by the registrar of such requirements in advance. Students making regularly scheduled tuition payments to the college remain under that financial obligation during a period of the LOA.

SATISFACTORY ACADEMIC PROGRESS

For the purpose of measuring Academic Progress, students must maintain a minimum of 2.0 (75%) grade point average throughout the entire enrollment period. For the Licensed Vocational Nurse and the Alcohol & Drug Addiction Counseling programs, the minimum passing score is 75%. Academic progress is verified at the completion of each course within the educational program. Courses are fifteen (15) weeks or less in duration.

GRADING AND PROGRESS SYSTEM

California Nurses Educational Institute applies the following grading system for purposes of measuring and monitoring academic progress:

LETTER GRADE	PERCENTAGE GRADE		GPA
A	96-100		4.0
A-	91-95		3.75
B+	88-90		3.5
B	85-87		3.25
B-	81-84		3.0
C+	78-80		2.75
C	75/77		2.5

The minimum passing scores is 75% (2.5).

Maximum Time Frame: Students attending on a full-time basis have a maximum time frame in which to complete all graduation requirements:

Maximum Time Frame Schedule:

The maximum time frame is calculated based on an academic year of twenty-four semester credits. Students must satisfactorily complete twenty-four for every thirty-six attempted for a maximum time frame of 150%. The maximum time frame is measured on a course-by-course basis.

For students on leave of absence (LOA), class transfers, non-credit remedial courses, withdrawals, and incompletes, an incomplete ("I") grade is assigned and will not affect maximum time frame. Students who LOA, transfer, or withdraw within 2 weeks of the scheduled completion date of the course will receive a grade of A through F which will affect maximum time frame. Course completions and repetitions are also assigned a grade of A through F and will also affect the maximum time frame.

Associate Degree in Nursing 71 Semester Units

Course Title	Length In SEM Units	Maximum Time Frame
Pre-Semester 1: Pre-Requisite General Education Courses	14.0	21.0
Pre-Semester 2: Pre-Requisite General Education Courses	13.0	19.5
Nursing Semester 1 Traditional (generic) NURS101T&C, NURS102-T&C, NURS120	10.0	15.0
Semester 2 Traditional (generic) NURS110T&C, NURS111T&C, NURS201-T&C	11.0	16.5
Semester 3 Traditional (generic) NURS205T&C, NURS206T&C, NURS130, NURS152	11.0	16.5
Semester 4 Traditional (generic) NURS210T&C, NURS211T&C, NURS252, NURS260	12.0	18.0
TOTAL	71	106.5

Licensed Vocational Nurse (LVN) 92 Quarter Units

Course Title	Length In Units	Maximum Time Frame
Term I: Fundamentals of Nursing Care	25.2	37.80
Term II: Intermediate Medical-Surgical Nursing Care	22.3	33.45
Term III: Maternity, Pediatrics, Psychiatrics and Leadership	22.3	33.45
Term IV: Advanced Medical-Surgical Nursing Care II	22.3	33.45
TOTAL	92.1	138.15

Alcohol & Drug Addiction Counseling (ADAC) 32 Semester Units

Course Title	Length In Units	Maximum Time Frame
Level I: History of Alcohol and Mood Changing Drugs	5.5	8.25
Level II: Law and Ethics	5.5	8.25
Level III: Case Management, Intake and Assessment Process	5.5	8.25
Level IV: Individual Group and Family Counseling Techniques	5.5	8.25
Level V: Professional Development, Supervised Practicum	5.0	7.5
Level VI: Externship: Supervised Field Work	5.0	7.5
TOTAL	32.0	48.0

Pharmacy Technician (PT) 35 Semester Units

Course Title	Length In Units	Maximum Time Frame
Pharmacy Technician Level I	5.0	7.5
Pharmacy Technician Level II	5.0	7.5
Pharmacy Technician Level III	5.0	7.5
Pharmacy Technician Level IV	5.0	7.5
Pharmacy Technician Level V	5.0	7.5
Pharmacy Technician Level VI	5.0	7.5
Pharmacy Technician Level VII	5.0	7.5
TOTAL	35.0	52.5

ACADEMIC PROBATION, TERMINATION AND REINSTATEMENT:

Academic and Attendance Probation General Statement: Students with a grade point average below the minimum requirement of 2.5 are placed on Academic Probation. Students with less than 90% of the scheduled attendance are placed on Attendance Probation. The probation period is for thirty (30) days in which students are expected to improve to comply with the minimum requirements. Failure to improve and meet the minimum progress requirements by the next scheduled progress verification point will result in dismissal. The ADN Nursing and the Licensed Vocational Nurse programs have more stringent satisfactory attendance requirements and are provided in the respective student handbook.

Termination: A student will be terminated if at the end of a probationary period, the student has not corrected all progress deficiencies. A student may also be terminated for violation or noncompliance of school policy.

Reinstatement and Appeal Process: A student may request reinstatement by reapplying for enrollment. Reinstatement may be granted at the discretion of the School Director.

Re-admission

If a student withdraws from a program or is dismissed due to unsatisfactory attendance or academic progress, the student may apply for readmission by writing a letter to the admissions office requesting reinstatement. For the ADN-RN and the LVN programs, the readmission request letter is addressed to the Dean of Nursing. The letter should explain improvements and strategies that will be taken to succeed as they relate to the reason for withdrawal. The Admissions Committee will review the request and will notify the applicant in writing of the decision. Readmission is not guaranteed and is granted at the discretion of the Committee based on behavior, aptitude, attitude, and likelihood for success in the desired field of study. The applicant will be notified of any required testing, remediation, vaccinations, or documentation prior to reinstatement as well as any conditions placed on the applicant as part of the decision and to which the applicant must accept as condition. Violation of such conditions may be the basis for immediate termination.

Interruption of continuous attendance affects tuition and funding. Tuition and fees are calculated based on the initial number of hours/units satisfactorily completed. If the applicant is readmitted, an interview with the Admissions Committee or Program Director may be scheduled, and a new Enrollment Agreement will be signed. The applicant is encouraged to meet with the Financial Aid office to determine reinstatement of eligibility and payments.

Appeals

Students may appeal a decision regarding their related to progression and readmission or change in status, including academic probation and termination. The appeal must be submitted by the student in writing to CNEI administration within seven days of receiving notice of the decision. The administration will response to the appeal within three days stating whether the appeal will be granted to initiate a review and consideration for change or reverse the decision. An appeals review committee shall be conformed composed of the members of the administration, faculty and the admissions departments. The committee shall conduct and complete the appeal process and notify the student of its decision within thirty days from the date of the student's appeal request.

CONDUCT POLICY

California Nurses Educational Institute expects and requires all attending students to abide by the following rules:

- Treat other students, school personnel and guests with consideration and respect.
- No intent to damage of any type will be permitted.
- Smoking is not permitted within the school (see instructor for approved smoking areas).
- Eating and visitors are not permitted in any classroom area.
- At the direction of the School Director or Program Director, a student may be suspended or terminated for any of the following reasons:
 - Possession or use of illegal drugs.
 - Visible intoxication or drug induced state of behavior.
 - Possession of weapons on school premises.
 - Behavior or actions that create a safety hazard or unfavorable learning environment.
 - Disrespectful behavior to another student(s) or faculty member, or other determined infractions of conduct.
 - Academic Dishonesty.

TUITION POLICIES AND SCHEDULE OF TOTAL CHARGES

Total tuition and fees for a program are due and payable upon starting classes for the specified term or enrollment period. The following methods of payments are accepted, Cash, Check, Credit Card, and Money Order. Arrangements will be made for students to make payments according to a schedule acceptable to the student and the school. The specific payment schedule will be clearly delineated on the individual student's enrollment agreement or financial aid award letter. The school will accept the standard payment schedule for a student receiving Federal Financial Aid if such student remains in good standing. Out-of-school students seriously delinquent and unresponsive to requests for payment may be turned over to an agency for collection.

PROGRAM	Registration Fee	STRF Fees Non-Refundable	Tuition	Books / Supplies	Total Charges
Associate Degree in Nursing	\$ 100.00	\$0.00	\$76,074.00	\$0.00	\$76,174.00
Licensed Vocational Nurse	\$ 100.00	\$0.00	\$36,800.00	\$ 1,000.00	\$ 37,900.00
Alcohol & Drug Addiction Counseling	\$ 100.00	\$0.00	\$ 14,400.00	\$0.00	\$ 14,500.00
Pharmacy Technician	\$ 100.00	\$0.00	\$ 12,800.00	\$0.00	\$ 12,900.00
Certified Nurses Assistant	\$ 100.00	\$0.00	\$ 2,800.00	\$0.00	\$ 2,900.00
Certified Home Health Aide	\$ 100.00	\$0.00	\$ 750.00	\$0.00	\$ 850.00

Fees not included in total charges:

ADN program:

NursingCAS application fee: \$65.00

LVN program:

Bridge EXP onboarding fee: \$45.00

Uniforms: \$200.00

There are no additional
fess for the ADAC, PT,
CNA and CHHA

The fees for physical, immunizations and vaccinations, including TB are the students' responsibility. Graduates of the LVN program are responsible for NCLEX, LVN License, and IV Certification fees.

The tuition in the fee schedule covers the entire period of enrollment. A fee of \$25 will be assessed for checks returned unpaid. A fee of \$50 will be assessed for each AND-RN and LVN clinical makeup class.

Opportunities and Requirements for Financial Aid

The school does not provide financial assistance to students. However, the school is approved by the Department of Education to participate in the Federal Student Aid-Title IV programs. Loans and grants are available to eligible students who are enrolled in eligible programs. Staff are available to assist students to determine eligibility. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If, after all tuition and fees are paid, there is a credit balance in the student's account, the student may be eligible for a refund. The school does not participate in state financial aid programs.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, the following may occur: The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan. Your wages may be garnished. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Reimbursement to Veterans and Eligible Persons for VA Benefits

The Department of Veteran's Affairs will pay the student directly. The amount and terms are determined by the Department of Veteran's Affairs. For information or for resolution of specific payment problems, the veteran should call their nationwide toll-free number at 1-888-442-4551.

Non-Discrimination Policy

Applicants will be considered for admission without regard to race, ethnicity, religion, gender, national origin, age, or veteran status. Disability will be considered only to the extent to which it may prevent applicants from gaining employment within their selected program area.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." All federal agencies that provide grants of financial assistance are required to enforce Title IX's nondiscrimination mandate. For inquiries regarding the application of the Title IX may be referred to CNEI's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

As required by Title IX, CNEI does not discriminate against any student on the basis of pregnancy or related conditions. For students who may require an exemption to our policies and procedures as a result of pregnancy or related conditions, CNEI will make reasonable modifications to ensure the student's health and safety. For more information or assistance with modifications, time off, lactation breaks/space, discrimination issues, or other related needs, contact the Title IX Coordinator.

Title IX Contact Information:

Rebecca Wardell, BA, Registrar/Accreditation Liaison/Compliance Officer/Title IX Coordinator
72769 Dinah Shore Drive, Rancho Mirage, CA 92270
rwardell@cnei.edu
(760) 454-7700

STUDENT RECORDS AND RIGHT OF PRIVACY

The Family Educational Rights and Privacy Act (FERPA) enables all students to review their academic records, including grades, attendance, and counseling reports. The CNEI FERPA policy is more completely stated in the Consumer Information packet that is distributed to all students prior to enrollment. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum of five years. In addition, transcripts are retained permanently. Students may request a review of their records by writing to the school registrar. All such reviews will be scheduled during regular school hours under appropriate supervision.

BUYER'S RIGHT TO CANCEL AND REFUND POLICY

The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later, by notifying the school. If the student's tuition is sponsored through outside sources or programs, the refund will be sent to the sponsoring agency. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. For self-paying students, a refund will be sent to the student. A request to cancel or withdraw from the school must be in writing to the registrar.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution.

Refund Calculation:

The institution follows 94919(c) of the State of California Code which states that the institution shall provide a pro rata refund of nonfederal student financial aid moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. It is calculated as follows:

- (1) The number of days the student attended, or was scheduled to attend, prior to withdrawal is divided by the number of days in the program.
- (2) Except as provided for in section three (3), all amounts paid by the student in excess of what is owed as calculated in section one (1) shall be refunded.
- (3) Except for the STRF assessment, a \$100 registration fee, and any unused books, supplies, or equipment returned within ten (10) business days of the withdrawal, all amounts that the student has paid shall be subject to refund. Books, supplies, or equipment, if unused and in original sealed packaging can be returned for credit of the amount charged by the institution.

Refunds due are made within 45 days of (1) of the last day of attendance or (2) from the date the institution terminates the student, or the student is determined to be withdrawn.

STUDENT SERVICES

Job Placement

While no job placement guarantees are made, the school offers job placement services to all graduate students. A student services job placement office is maintained under the direction of a designated employee of the school. The extent of placement services provided include assistance with resume preparation, mock interviews and interview readiness, and provision of job leads for openings in the area.

Student Advising

Student advising is made available to all students. Advising services begin with the admissions process. Students receive advice from the Admissions Advisor on the requirements, expectations, and the criteria for admission to the program of choice. Academic advice or counseling is available to students during the entire enrollment process. Tutorial sessions and reviews are scheduled regularly. Students experiencing challenges in meeting academic progress are advised by faculty and are provided with tutorial session schedules.

Licensing application process

Assistance with preparation and submission of the application for certification and licensing for qualified programs is provided to students.

Housing Assistance

The College does not provide nor assumes responsibility for student housing and does not maintain any dormitories facilities under its control. No housing assistance is provided through the college. According to City- Data.com, rental properties in the area are approximately \$ 1,873 per month for an 813 sq.ft. apartment. More information can be obtained at <https://www.rentcafe.com/average-rent-market-trends/us/ca/palm-springs/>.

Legal Matters

Applicants with a misdemeanor and/or felony conviction may be eligible to take the national licensure exam NCLEX. However, they may be denied licensure by the respective licensing board. It is the responsibility of the applicant to contact the Board to determine eligibility to take the exam and licensure. The student is expected to disclose any issues regarding current or previous licensure issues.

Health Requirements

The applicant must be free from communicable disease, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse or Vocational Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations as needed to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Nursing or Nursing Program Director may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program. Information on specific health requirements will be provided to the student upon admission to the program.

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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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 non-collection 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.”

ACADEMIC PROGRAMS



Associate Degree in Nursing (ADN)

SOC CODE: 29-1141.00 - CIP Code: 51.3801

Program Objective

The Associate Degree in Nursing (ADN) is a pre-licensing RN program designed to meet NCLEX-RN® examination requirements for licensing as a registered nurse through the California Board of Registered Nursing. The program provides

the theoretical knowledge and practical skills to meet the expectations and demands of a licensed nurse in today's healthcare system. The program consists of four semesters based on an educational structure and philosophy with focus on student success. It provides a foundation of knowledge and practice to develop the necessary critical skills to begin a career and grow in the nursing profession. Graduates receive an Associate Degree in Nursing upon successful completion of the program and meet the NCLEX-RN exam eligibility requirements.

Program Description

The ADN-RN pre-licensing program consist of 1665 clock hours of combined theory and practical instruction for a total of 71 semester credit units. The instruction delivery is a hybrid method consisting of in-person instruction and distance education. The clinical instruction takes place at approved clinical facilities under the direct supervision of clinical instructor.

Applicants to the ADN Program may transfer up to 21 semester credit units of approved prerequisite and general education coursework toward degree requirements.

A minimum of 6 semester credit units must be completed at CNEI to satisfy institutional residency requirements.

Courses listed below may be transferred if they meet CNEI transfer evaluation standards. Any outstanding coursework must be completed prior to graduation in accordance with the student's individualized academic plan.

General Education/Prerequisite Courses

- | | |
|---|-----------------------------|
| • BIO-103 Human Anatomy with Lab | (4.0 semester credit units) |
| • BIO-104 Human Physiology with Lab | (4.0 semester credit units) |
| • BIO-105 Medical Microbiology with Lab | (4.0 semester credit units) |
| • MATH-116 Introduction to Statistics | (3 semester credit units) |
| • ENG 101 English Composition | (3 semester credit units) |
| • COMM 120 Interpersonal Communication | (3 semester credit units) |
| • SOC 101 Introduction to Sociology | (3 semester credit units) |
| • PSY 106 Human Growth Life Span and Development | (3 semester credit units) |

General Education and Prerequisite Course Requirements

To be eligible for admission, students must complete the following **general education and science courses** with a **minimum cumulative GPA of 2.5** in the required categories.

Achieve a minimum cumulative grade point average (CGPA) of 2.5 for science prerequisite courses (Bio 103 Human Anatomy with Lab, Bio 104 Human Physiology with Lab, and Bio 105 Medical Microbiology with Lab, PSY 106 Human Growth and Development, SOC 101 Introduction to Sociology).

Natural and Related Sciences – 16 Semester Credit Units Required

This category includes biological, behavioral, and social sciences:

- BIO 103 – Human Anatomy with Lab (4 semester units)
- BIO 104 – Human Physiology with Lab (4 semester units)
- BIO 105 – Medical Microbiology with Lab (4 semester units)
- PSY 106 – Human Growth and Life Span Development (3 semester units)
- SOC 101 – Introduction to Sociology (3 semester units)

Communication Skills – 6 Semester Credit Units Required

Courses must include instruction in oral, written, and group communication:

- ENG 101 – English Composition (3 semester units)
- COMM 120 – Interpersonal Communication (3 semester units)

Mathematics Requirement

One of the following must be completed:

- MATH 116 – Introduction to Statistics (3 semester units)
- or College Algebra (equivalent, 3 semester units)

Course Validity and Program Structure

- There is no specific recency requirement for General Education, Science, or Communication courses to be considered valid for admission into the Associate Degree in Nursing (ADN) program..
- The Associate Degree in Nursing (ADN) program generic pathway is delivered over four 16-week semesters.
- Courses with a clinical component must be taken concurrently with their corresponding theory course.
- Some select nursing core courses will follow a bi-term format, running in 8-week blocks within each semester.

Conditional Admission Policy

- Some students may be granted **conditional admission** into the Associate Degree in Nursing (ADN) program **with the understanding that all required general education and prerequisite courses must be completed prior to program completion.**
- Students admitted conditionally must fulfill all outstanding coursework to meet the minimum academic and regulatory requirements for graduation and conferral of the ADN degree.

Semester 1: 10 semester credit units

- NURS 101-T Fundamentals of Nursing Science I Theoretical with lab (3.0 semester units)
(8) week Bi-Term
- NURS 101-C Fundamentals of Nursing Science I Practicum (2.0 semester units)
(8) week Bi-Term
- NURS 102-T Gerontology Nursing (Theoretical (2.0 semester units)
(8) week Bi-Term
- NURS 102-C Gerontology Nursing Practicum (2.0 semester units)
(8) week Bi-Term
- NURS 120-T Pharmacology I (1.0 semester units)

Semester 2: 11.0 semester credit units

- NURS 110-T Medical Surgical Nursing Concepts I Theoretical (2.0 semester units)
(8) week Bi-Term
- NURS 110-C Medical Surgical Nursing Concepts I Practicum (2.0 semester units)
(8) week Bi-Term
- NURS 111-T Medical Surgical Nursing Concepts II Theoretical (2.0 semester units)
(8) week Bi-Term
- NURS 111-C Medical Surgical Nursing Concepts II Practicum (2.0 semester units)
(8) week Bi-Term
- NURS 201-T Mental Health Nursing Theoretical (2.0 semester units)
(8) week Bi-Term
- NURS 201-C Mental Health Nursing Practicum (1.0 semester units)
(8) week Bi-Term

Semester 3: 11.0 semester credit units

- NURS 205-T Maternal and Newborn Nursing Theoretical (8) week Bi-Term (2.0 semester units)
- NURS 205-C Maternal and Newborn Nursing Practicum (8) week Bi-Term (2.0 semester units)
- NURS 206-T Pediatric Nursing Theoretical (8) week Bi-Term (2.0 semester units)
- NURS 206-C Pediatric Nursing Practicum (8) week Bi-Term (1.0 semester units)
- NURS 130-T Pharmacology II (2.0 semester units)
- NURS 152-T Role Transition to Professional Nursing, Leadership and Ethics in Nursing I (2.0 semester units)

Semester 4: 12.0 credit units

- NURS 210-T Advanced Medical Surgical Nursing Concepts III Theoretical (8) week Bi-Term (2.0 semester units)
- NURS 210-C Advanced Medical Surgical Nursing Concepts III Practicum (8) week Bi-Term (3.0 semester units)
- NURS 211-T Advanced Medical Surgical Nursing Concepts IV Theoretical (8) week Bi-Term (2.0 semester units)
- NURS 211-C Advanced Medical Surgical Nursing Concepts IV Practicum (8) week Bi-Term (3.0 semester units)
- NURS 252 Capstone (1.0 semester units)
- NURS 260 NCLEX Prep (1.0 semester units)

Advanced Placement LVN-RN Pathway

Pathway for Advanced Placement LVN-RN

(General Education Requirements Completed)

Licensed Vocational Nurses (LVNs) admitted to the Associate Degree in Nursing (ADN) program may be granted advanced placement based on competency validation of prior vocational nursing education completed in an approved LVN program.

To be eligible for admission to the LVN-RN Advanced Placement pathway, applicants must:

- Hold a current and active LVN license with IV Certification
- Meet all required prerequisite coursework
- Achieve a passing score on the NLN NACE Foundations (Fundamentals) examination.

Following admission, additional competency validation will occur during the NURS 190 LVN-RN Transition course, which is designed to facilitate the transition from vocational nurse to professional registered nurse practice.

During the transition course, students will complete NLN NACE specialty examinations in Medical-Surgical Nursing and Mental Health Nursing to validate competency for advanced placement in the RN curriculum.

Upon successful completion of competency validation, students may receive advanced placement recognition for prior vocational nursing education comparable to the following courses:

- NURS 101 – Fundamentals of Nursing
- NURS 102 – Gerontology
- NURS 110 – Medical-Surgical Nursing Concepts I
- NURS 111 – Medical-Surgical Nursing Concepts II
- NURS 201 – Mental Health Nursing
- NURS 120 – Pharmacology I

Students who do not meet competency validation requirements will be placed in the appropriate nursing course to support successful progression in the program. Graduates will be awarded the Associate Degree in Nursing upon successful completion.

Required Prerequisites and Admission Requirements:

The following coursework is required for degree completion in the LVN-to-RN Bridge pathway; Applicants can transfer up to 21 semester credits to CNEI, the remaining 6 semester credits must be taken at CNEI:

Science Requirements (12 Semester Units)

- BIO 103 – Human Anatomy with Lab (4 semester units)
- BIO 104 – Human Physiology with Lab (4 semester units)
- BIO 105 – Medical Microbiology with Lab (4 semester units)

Behavioral and Social Sciences (6 Semester Units)

- PSY 106 – Human Growth and Life Span Development (3 semester units)

- SOC 101 – Introduction to Sociology (3 semester units)

Communication Skills (6 Semester Units Required)

Courses must include instruction in oral, written, and group communication:

- ENG 101 – English Composition (3 semester units)
- COMM 120 – Interpersonal Communication (3 semester units)

Mathematics Requirement (3 Semester Units)

One of the following must be completed:

- MATH 116 – Introduction to Statistics (3 semester units)
- or College Algebra (equivalent, 3 semester units)

Transfer Credit and Residency Requirement

Applicants to the LVN-to-RN Bridge pathway may transfer up to 21 semester credit units of approved prerequisite and general education coursework toward degree requirements.

A minimum of 6 semester credit units must be completed at CNEI to satisfy institutional residency requirements.

Courses listed above may be transferred if they meet CNEI transfer evaluation standards. Any outstanding coursework must be completed prior to graduation in accordance with the student's individualized academic plan.

- NURS 190 LVN-RN Bridge Transition (2.0 semester credit units) (1) week (30 hours)**

*15 theory hours and 30 skill hours=45 clock hours. This course **Only** applies to students in the advanced pathway in addition to the required 71 semester units to earn the degree for a total of 73 Units.*

Advanced Placement LVN-RN Bridge Pathway Courses

First Semester 3: 13.0 semester units

- NURS 205-T Maternal and Newborn Nursing Theoretical (12) weeks (2.0 semester units)
- NURS 205-C Maternal and Newborn Nursing Practicum (12) weeks (2.0 semester units)
- NURS 206-T Pediatric Nursing Theoretical (12) weeks (2.0 semester units)
- NURS 206-C Pediatric Nursing Practicum (12) weeks (1.0 semester units)
- NURS 130-T Pharmacology II (12) weeks (2.0 semester units)
- NURS 152-T Role Transition to Professional Nursing, Leadership and Ethics in Nursing I (12) weeks (2.0 semester units)

Semester 4: 12.0 credit units

- NURS 210-T Advanced Medical Surgical Nursing Concepts III Theoretical/Lab (2.0 semester units) (8) week Bi-Term
- NURS 210-C Advanced Medical Surgical Nursing Concepts III Practicum (3.0 semester units) (8) week Bi-Term
- NURS 211-T Advanced Medical Surgical Nursing Concepts IV Theoretical (2.0 semester units) (8) week Bi-Term
- NURS 211-C Advanced Medical Surgical Nursing Concepts IV Practicum (3.0 semester units) (8) week Bi-Term
- NURS 252 Capstone (1.0 semester units)
- NURS 260 NCLEX Prep (1.0 semester units)

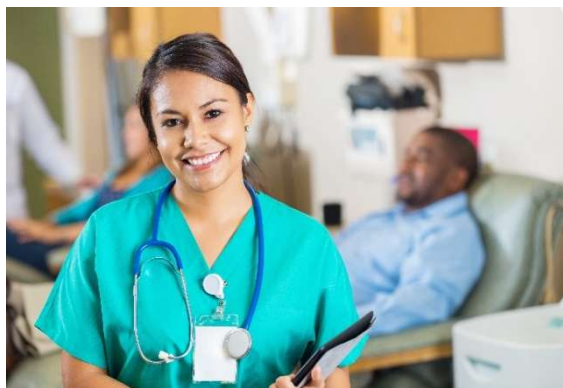
Requirements and Eligibility for Licensure

To be eligible for a California Registered Nurse (RN) license through the California Board of Registered Nursing, you must hold a qualifying nursing degree, pass the NCLEX-RN exam (if not already licensed), and clear a fingerprint background check.

Specific eligibility requirements depend on your application path:

1. Licensure by Examination (First-Time Nurses)

- **Education:** You must have a Diploma, Associate Degree (ADN), or Bachelor's Degree (BSN) from a BRN-approved program.
- **Exams:** You must pass the **NCLEX-RN** exam.
- **Application Details:** New graduates should submit the Initial Exam Application online through a BreEZe Account (typically starting about two weeks before graduation). [[1](#)]



Licensed Vocational Nurse (LVN)

SOC CODE: 29-2061.00 - CIP Code: 51.3901

Program Objective

The Licensed Vocational Nurse (LVN) program is designed to provide students with the knowledge and technical skills to meet the State Licensing requirements and obtain gainful employment as a Licensed Vocational Nurse. Instruction is a competency-based approach with specific objectives focused on student success in passing the licensing examination through the

California Board of Vocational Nursing and Psychiatric Technicians. Graduates receive a Certificate upon successful completion of the program requirements.

Program Description

1530 Clock Hours/92 Quarter Units

The Licensed Vocational Nurse program consists of 576 hours of theory study and 954 hours of laboratory and clinical training instruction. The clinical training takes place at clinical facilities under direct supervision of a clinical instructor. Students must complete the entire 1530 hours of the course to graduate.

The program consists of four terms. Each term is designed with focus on a concentration or specialty that builds a foundation of knowledge progressively as each term is completed leading to the preparation to successfully pass the NCLEX examination upon graduation. Attendance is considered full-time. Instruction is a hybrid delivery method combining on-line and in-person instruction.

Course Title	Clock Hours	Quarter Units
Term I: Fundamentals of Nursing Care	382.5	25.2
Term II: Intermediate Medical Surgical Nursing Care I	382.5	22.3
Term III: Maternity/Pediatrics/Psychiatrics/Leadership	382.5	22.3
Term IV: Advanced Medical-Surgical Nursing II	382.5	22.3

The LVN program is approved as a “hybrid” program allowing portions of the instruction to be delivered via distance education. The number of days that will elapse between the institution’s receipt of student lessons, projects, or dissertations will be five days.

Books and Materials:

ATI Engage Digital Books

Surgical Nursing Edition 12.0
Nursing Edition 11.0
and Management Edition 9.0
Maternal Newborn Nursing Edition 12.0
Mental Health Nursing Edition 12.0
Pediatric Nursing Edition 12.0
Nursing Edition 8.0
Nutrition for Nursing Edition 8.0
Nursing Edition 9.0

Content Mastery Series Workbooks by ATI Adult Medical

PN Adult Medical Surgical Nursing Edition 11.0 Fundamentals for
PN Maternal Newborn Nursing Edition 11.0 Nursing Leadership
Nutrition for Nursing Edition 7.0
PN Mental Health Nursing Edition 11.0
Fundamentals for Nursing Edition
PN Pharmacology for Nursing Edition 8.0 PN Pharmacology for
PN Nursing Care of Children Edition 11.0
Nursing Leadership and Management Edition 8.0 Pharmacology for
NDH Nurse’s Drug Handbook Jones & Barlett Learning 2023

Requirements and Eligibility for Licensure

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
5. Attach the appropriate non-refundable fee made payable to the "BVNPT".
6. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
7. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

Alcohol & Drug Addiction Counseling (ADAC)

SOC CODE: 21-1011.00 - CIP Code: 51.1501

Program Objective

The objective of the program is to provide a foundation of knowledge that prepares graduates to begin a career in the field of Alcohol and Drug Addiction Counseling. Through a balanced educational process of didactic and practical instruction, students will achieve a level of skill that meets labor expectations and demand. Theory instruction is provided through distance education. The externship portion of the program must be attended in person.



Program Description

735 Hours/32 Semester Units

The ADAC program provides a well-balanced education based on didactic instruction, demonstration and performance of practical skills and an externship at a qualified treatment facility where the student can gain real-life experience. The 735-hour program will be completed in 38 weeks. It consists of 480 hours divided into five course levels of classroom and practical instruction. The sixth level consists of 255 hours of externship in an approved facility. The program is designed to allow students to start classes at the beginning of any of the first five course levels. The program is approved by the California Consortium of Addiction Programs and Professionals (CCAPP). Students become Registered Alcohol Drug Technicians (RADT). Students will have their RADT-1 registration upon completion of the program. Classes are offered during the evening schedule. However, externships may be scheduled only during the day. Graduation of the program requires successful completion of all levels. Successful graduates receive a Diploma.

	Course Title	Clock Hours	Semester Units
Level I	History of Alcohol and Mood Changing Drugs	96	5.5
Level II	Law and Ethics	96	5.5
Level III	Case Management, Intake and Assessment Process	96	5.5
Level IV	Individual, Group and Family Counseling Techniques	96	5.5
Level V	Anger Management Techniques, Supervised Practicum, Personal/Professional Growth and Preventing Burnout	96	5.0
Level VI	Externship: Supervised Field Work	255	5.0

Books and Materials:

Drugs and Society (15th Edition) by Glen R. Hanson, Peter J. Venturelli and Annette E. Fleckenstein. *The Book of Ethics: Expert Guidance for Professionals Who Treat Addiction*, by Laura Weiss Roberts and Cynthia Geppert M.D. PhD. *The Addiction Treatment Planner* (6th Edition) by Robert Perkinson, Arthur E. Jongsma and Timothy Bruce. *Working with Families* (2nd Edition) by John T. Edwards. *Codependent No More* by Melody Beattie. *Becoming a Therapist: A Manual for Personal & Professional Development* (1st Edition) by Malcolm Cross & Linda Papadopoulos.

Pharmacy Technician (PT)

SOC CODE: 29-2052.00 - CIP Code: 51.0805



Program Objective

This program is designed to prepare students for entry-level pharmacy technician positions for both institutional and community pharmacy settings. A pharmacy technician, under the supervision of pharmacists, assists in the day-to-day operations to prepare and provide medications to patients and with related tasks in managing pharmacy- clinical and business operations. Graduates must pass the National Healthcareer Association certification exam to be eligible for licensing by the California State Board of Pharmacy.

Program Description

780 Hours/35 Semester Units

The Pharmacy Technician program is designed based on a well-balanced integration of theory and practical instruction in the fundamentals of pharmacy operations. The program consists of six course levels of classroom theory and laboratory instruction totaling 540 hours and externship consisting of 240 hours for a total of 780 hours. The instruction is designed following a framework of theory and practical skills to meet eligibility requirements for certification upon graduation. The design of the program allows students to start at the beginning of level I through VI and complete all levels to be eligible for placement on an externship rotation. Graduates receive a certificate upon successful completion of all graduation requirements. Instruction is a hybrid delivery method that combines in-person and on-line in a synchronized instructional format.

Course Title	Clock Hours	Semester Units
Pharmacy Technician Level I: Pharmacy, Law, Ethics, and Regulatory Agencies, Associations, Settings for Technicians, Communication and Role of the Technician with Customer, CPR, First Aid, Emergency Procedures, Health, Safety and Fire Prevention.	90	5.0
Pharmacy Technician Level II: Pharmacy Dispensing Processes and Pharmacy Calculations.	90	5.0
Pharmacy Technician Level III: Pharmacy Practices; Community and Institutional Practice, Advanced Roles, Non-Sterile Compounding, Aseptic Techniques and Sterile Compounding, Pharmacy Billing and Inventory Management.	90	5.0
Pharmacy Technician Level IV: Medical Safety and Error Prevention, Pharmacy Operations, Drug Classifications, Therapeutic Agents.	90	5.0
Pharmacy Technician Level V: Therapeutic Agents, Anatomy, Function and Conditions for Cardiovascular, Respiratory, Gastrointestinal, Renal and Reproductive Systems. Commonly Prescribed Interventions.	90	5.0
Pharmacy Technician Level VI: Therapeutic Agents, Anatomy, Function and Conditions for Immune System, Eyes, Ears, Nose, and Throat, Dermatological and Hematological Systems, Over the Counter Medication.	90	5.0
Pharmacy Technician Level VII: Externship	240	5.0

Books and Materials:

Pharmacy Technician Principles and Practice 7th Ed., Davis and Guerra, Elsevier 2025. *Pharmacy Technician Principles and Practice Workbook and Lab Manual 7th Ed.*, Davis and Guerra, Elsevier 2025.

Requirements and Eligibility for Licensure

Basic Education: You must be a high school graduate or have a general education development certificate equivalent.

Pharmacy Technician Documents:

CNEI is approved to certify your eligibility after you pass the National Healthcare Association Pharmacy Technician Certification Program (ExCPT). Your application is submitted applying under a certification program.

SELF-QUERY REPORT: Include a sealed, original Self-Query Report from the National Practitioner Data Bank (NPDB). It must be dated within 60 days of filing the application.

Self-Query Reports that have been opened will not be accepted.

The name on your Self-Query Report must be EXACTLY THE SAME as the name on your application.

You must include your US social security or ITIN number when completing your Self-Query Report.

To request a Self-Query Report, go to the NPDB's Web site at <http://www.npdb.hrsa.gov/> or the direct link is <https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>

NPDB's contact number (800) 767-6732 or TDD (703) 802-9395. Their Web site has a fact sheet and answers to frequently asked questions. The Board is not able to assist you with requesting the SelfQuery Report. For help, contact the NPDB directly.

You must pay the fee directly to NPDB.

You must submit a new Self-Query Report even if one was submitted with a previous application.

FINGERPRINTS:

California residents must use Live Scan. Non-residents can visit California to complete a Live Scan or submit fingerprints on cards supplied by the Board. The fingerprint cards must be processed at a location authorized to complete fingerprint cards for the DOJ/FBI (e.g. law enforcement agency) in the state where the services are rendered.

DO NOT complete the Live Scan service or fingerprint cards until you are ready to send your application.

You must submit a copy of your Live Scan receipt or new fingerprint cards with your application.

Each application requires you to complete a new Live Scan or submit new fingerprint cards.

The Live Scan site may charge a processing fee.

The Board will accept fingerprint responses only from the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).



Certified Nurses Assistant (CNA)

SOC CODE: 31-1131.00 CIP Code: 51.3902

Program Objective

To provide students with the foundation of knowledge and technical skills necessary for certification and to obtain entry-level employment as a Certified Nurse Assistant. The students receive a well-balanced, quality education designed to deliver both theory and practical skills required by the state agency for certification. Graduates receive a Certificate upon completion of all program requirements.

Program Description

160 Clock Hours/5 Semester Units

The Certified Nurses Assistant (CNA) program consists of 60 hours of theory and 100 hours of clinical training at a nursing affiliated clinical facility under the direct supervision of a licensed nurse approved by the Licensing and Certification (L&C) division of the California Department of Public Health (CDPH). Upon completion of the program, students will meet eligibility to take the California State approved CNA examination. Once the student successfully passes the CNA state exam, the student can apply for employment as a Certified Nurse Assistant, and the State will issue a CNA Certificate number.

Course Content	Clock Hours
Level I: • Introduction, Roles & Responsibilities • Patient Rights • Interpersonal Skills • Prevention & Management of Catastrophe Unusual Occurrences • Body Mechanics	10
Level II: • Medical & Surgical Asepsis, Infection Control • Weights & Measures • Patient Care Skills • Patient Care Procedures • Nutrition	26
Level III: • Vital Signs • Emergency Procedures • Long-Term Patient • Rehabilitation Nursing • Observation & Charting • Death and Dying • Abuse	24
Clinical Externship	100

Books and Materials:

The Nursing Assistant: Essentials of Holistic Care Second Edition (with study guide) by Sue Roe, Goodheart-Wilcox, 2023.

Requirements and Eligibility for Licensure

An applicant for certification as a CNA shall comply with each of the following:

- Be at least sixteen (16) years of age.
- Have successfully completed a [training program approved by the department in California](#), which includes an [examination to test](#) the applicant's knowledge and skills related to basic patient care services.
- Obtain a criminal record clearance.

You must complete and submit the following to CDPH:

- [An Initial Application \(CDPH 283B\) \(PDF\)](#), upon enrollment in the training program.
- A copy of the [Request for Live Scan Service \(BCIA 8016\) \(PDF\)](#) form. Please also download the [Request for Live Scan Service Sample \(BCIA 8016 Sample\) \(PDF\)](#), which will show you how to correctly complete the BCIA 8016 form.

Once you have completed the CDPH-approved training program, you will need to successfully pass the Competency Evaluation Examination. If you successfully pass the Competency Examination, you must allow at least thirty (30) days for CDPH to receive your examination results from the testing vendor.



Certified Home Health Aide (CHHA)

SOC CODE: 31-1121.00 - CIP Code: 51.2602

Program Objective

This 40-hour course will prepare students for certification as Certified Home Health Aide caregivers. Students will be eligible to receive a Certified Home Health Aide Certificate upon completion and qualify for entry-level positions upon graduation as Certified Home Health Aides. Graduates receive a Certificate

upon successful completion of all course requirements.

Program Description

40 Clock Hours

This curriculum is designed as a 40-hour add-on course to follow a Certified Nurses Assistant curriculum that meets Federal and State regulations. The course provides both didactic and practical instruction. The clinical hours are provided at an assisted living/long-term care facility or home health agency. Students must complete the entire 40 hours of instruction and pass a clinical skills demonstration for successful completion.

Instruction is provided with emphasis on Caring, Ethics, Cultural Sensitivity, Team Building, Critical Thinking and Problem Solving. This Certified Home Health Aide (CHHA) course is approved by the Licensing and Certification (L&C) division of the California Department of Public Health (CDPH), thus making the students eligible for employment as home health aide workers at entry-level positions. After successfully completing the 40-hour course, the student will receive a Certificate of Course completion, and the State will issue an HHA Certificate number.

Course Content	Clock Hours
Level I:	20
• Didactic Instruction • Introduction to Aide & Agency Role • Interpretation of Medical and Social Needs of Clients • Personal Care Services • Nutrition; Cleaning & Care Tasks in the Home	
Level II: Clinical Externship	20

Books and Materials:

The Home Health Aide Handbook 5th Edition by Fuzy and Leahy; Hartman, 2019.

Requirements and Eligibility for Licensure

An applicant for certification as an HHA shall comply with each of the following:
40-hour HHA training

An applicant for certification as an HHA shall comply with each of the following:

- Be at least sixteen (16) years of age.
- Have successfully completed a [40-hour training program approved by The California Department of Public Health](#), which includes an examination to test the applicant's knowledge and skills related to basic patient care services.
- Maintain a criminal record clearance.
- Hold an active Certified Nursing Assistant (CNA) certificate.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students experiencing problems with the school or its employees, or who have concerns or complaints of any kind, are encouraged to bring them to the attention of their instructor. If within a reasonable time the concern or complaint is not resolved to the student's satisfaction, the matter should be brought to the attention of the School Director. 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 web site at www.bppe.ca.gov. Unresolved complaints may also be directed to:



Council on Occupational Education (COE)

7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
(800) 917-2081
Internet Address: www.council.org



Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833
(916) 263-7800 – www.bvnpt.ca.gov



1747 North Market Blvd., Suite 225
Sacramento, CA 95834
(888) 370-7589
www.bppe.ca.gov



California Board of Registered Nursing

PO Box 944210
(916) 322-3350
www.rn.ca.gov

*“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. **The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov”***

SCHOOL HOLIDAYS FOR 2026-2027

California Nurses Educational Institute observes the following holidays during the school year:

	2026	2027
Martin Luther King Jr. Day	January 19, 2026	January 18, 2027
Presidents Day	February 16, 2026	February 15, 2027
Memorial Day	May 25, 2026	May 31, 2027
4th of July	July 3, 2026	July 5, 2027
Labor Day	September 7, 2026	September 6, 2027
Thanksgiving Break	November 26-27, 2026	November 25-26, 2027
Christmas/New Year's	December 19, 2026, until January 3, 2027 Class resumes Monday January 4, 2027.	December 20, 2027-January 2, 2028 Classes resumes Monday January 3, 2028

38 U.S.C. § 3679(e) Compliance

In compliance with 38 U.S.C. § 3679(e), this institution will not deny any covered individuals the ability to participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31, 33, or 35 and ending on the earlier of the following dates:

- 1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution.
- 2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student.

Additionally, this institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31, 33 or 35.

Institution Administration and School Officials

J. Ramon Villanueva, MBA
President/CEO/CAO

Mark Hecht, MBA
Vice-President/CFO

Shawn P. Gentry, PhD, MSN-Ed, RN
University of the Cumberlands, Williamsburg, KY
Dean of Nursing /LVN and RN Program Director

Edwina Dirk, BSN, RN
LVN Instructor, CNA, CHHA, Director/Community Liaison

Rebecca Wardell, BA
Registrar/Accreditation Liaison/Compliance Officer/Title IX Coordinator

Bridget Baumgartner, BS
Financial Aid Director

Todd Huff, BS
Financial Aid Officer

Luis Quiroz
Director of Career Services

Dennis Alvarez
Marketing & Media Tech Support

Jeff Lopez
Admissions Advisor/Front Desk Manager

Armando Pimentel, BA
Director of Admissions

Eric Anderson, BS
IT Director & Technical Support

FACULTY

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University of the Cumberlands, Williamsburg, KY
Dean of Nursing/LVN, & RN Program Director

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Grand Canyon University, Phoenix, AZ
RN/LVN Program Assistant Director

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Clinical Director

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Copper Mountain College, Joshua Tree, CA
LVN Instructor Assistant

Brenda Ramos, Certified Pharmacy Technician Academy
of Professional Careers, Indio, CA Pharmacy Technician
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Rebecca Biddle, BS, RN
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Chapman University, Anaheim, CA
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RN/LVN Instructor

Harriette Davidson, MSN, PHMHNP, RN
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RN/LVN Instructor

Melissa Espejo, AS, LVN
Concord Career Institute San Bernardino, CA
LVN Instructor

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Western Governors University, Milcreek, UT
LVN Instructor

Ivonne Dominguez-Vazquez, BSN, RN
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RN/LVN Instructor

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LVN Instructor

Lisa Irugaray, ASN, RN
Imperial Valley College, Imperial Valley, CA
LVN Instructor

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Capella University Minneapolis, MN
RN/LVN Instructor

James Johnson, DNAP, RN
Texas Wesleyan University Fort Worth, TX
RN/LVN Instructor

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Florida College at Jacksonville, Jacksonville, FL
LVN Instructor

Nam Q. Nguyen, AS, LVN
Fullerton College Fullerton, CA
LVN Instructor

Jean Novales, MSN, RN
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RN/LVN Instructor

Sofia Padilla, ASN, RN
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LVN Instructor

Daisy Ray, MSN, RN
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LVN Instructor