

CRESCENT SCHOOL OF DIALYSIS SCHOOL CATALOG

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schoolofdialysis.com

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Catalog Effective Date:

This catalog is effective for all courses commencing from 04/03/20 to 04/03/21. It is updated for any changes made and at least annually, whichever comes first.

This catalog is available to prospective students at schoolofdialysis.com or upon request via mail or printed from the office upon visiting the campus. As a prospective student, you are encouraged to review this catalog

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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.

Mission Statement:

The goal of our program here at Crescent School of Dialysis is to provide affordable training to enthusiastic individuals who are interested in working in the field of dialysis. Our program focuses on entry-level training for those with or without any medical background. This course is designed to train nurses and those who wish to become Patient Care Technicians. The purpose of this course is to prepare the student to meet both the State of California requirements set forth by the Department of Health Services Licensing and Certification and prepare for either a national exam or the California Dialysis Council (CDC) exam, so they can work in the field of dialysis. Upon successfully completing this program, the student will have a basic understanding of patients with kidney disease and how to appropriately care for them in the dialysis setting.

The classroom portion of the program consists of a total of 144 hours of classroom instruction with over 80 hours given by a state-approved Registered Nurse. During this time, the student will receive instruction via lectures, a state-approved dialysis training book, tests, videos, handouts, and homework assignments. The training provided will cover but not be limited to basic anatomy of the renal system, basic fluid and electrolyte balance, basic hemodialysis principles, basic hemodialysis procedures, dialysis equipment, renal diet and the nutritional needs of dialysis patients, renal blood chemistries, complications of chronic renal failure, water treatment for hemodialysis, transplantation, and peritoneal dialysis.

The student will also receive training on dialysis machines as well for at least four hours every week by either a nurse or an instructor with at least three years of experience in the field of dialysis. Upon successful completion of the program with at least an 80% passing grade on the final exam, the student then moves on to the clinical portion of the program. Crescent School of Dialysis only trains at DHS-approved operating dialysis centers. The minimum required time required for clinical training is 200 hours, but the student may need more time at the discretion of the clinical preceptor. The total program (including clinical hours) equals approximately 344 hours. Upon successful completion of both the final test with a grade of 80% or better and completion of clinical training, the student will receive a certificate of completion and will be eligible to take the exam for hemodialysis technician. All instruction will be conducted at Crescent School of Dialysis. We do not offer off-site instruction. Please note that we do not offer credit for prior experiential learning.

Following their training, the student will be expected to perform a dialysis treatment safely per industry standards (ANNA Nephrology Nurses and Board of Nephrology Examiners Nurses and Technicians) plus demonstrate an understanding of theory by passing the written classroom exams on basic kidney anatomy and physiology, the pathology related to kidney disease, dietary and fluid restrictions, laboratory values related to dialysis patients, and medications. As well as this, the student will have an understanding on personal protection within the workplace. The student will also be taught basic dialysis machine priming skills and trouble shooting. Before being sent to clinical training in a dialysis center, the student will perform within our training lab proper administration and discontinuation of dialysis. The student will also be able to recognize and treat routine conditions related to dialysis treatment. This makes the student eligible to sit for a state approved national exam for hemodialysis technicians.

Crescent School of Dialysis fulfills the State of California's and the Department of Health Services Licensing and Certification's requirements, and the student will be eligible to sit for a state certification exam for Certified Hemodialysis Technician. Crescent School of Dialysis is a private institution and is licensed to operate by the Bureau of Private Postsecondary Education. Crescent School of Dialysis does not offer a distance educational program.

Occupation This Program Teaches:

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1. Hemodialysis Technician (United States Department of Labor's Standard Occupational code 29-2099): If the student has no nursing license or the student is a Licensed Vocational Nurse (LVN), upon completion of this program, the student will receive a certificate of completion and will be eligible to take a state approved national exam for hemodialysis technician. After passing the state approved national exam, the student is eligible for certification through the state of California as a Certified Hemodialysis Technician. The typical starting yearly wages for Certified Hemodialysis Technicians are around \$30,000 per year and LVNs working dialysis typically begin around \$45,000 per year (refer to salary.com).
2. Registered Nurses completing this program will fulfill the requirement of completing a qualified training program to work in a dialysis center. RNs working in dialysis typically make around \$60,000 per year (refer to salary.com).

Facilities and Equipment to Meet This Goal:

Upon successful enrollment, the student will be provided with a Crescent School of Dialysis book and a binder containing the entire PowerPoint instruction. In addition, the student will receive handouts on the day of instruction regarding that particular topic. We have a total of five dialysis machines on which the student is expected to practice priming and preparing the machine for patient setup. We also have five cannulation arms in which to practice safe cannulation and removal techniques of dialysis needles. We also provide students included with the cost of the program blood lines, saline bags and dialyzers to teach the proper way of setting up a dialysis machine, and we have videos designed to teach students on proper cannulation techniques, needle removal, and infection control. Crescent School of Dialysis' book and the PowerPoint material provided by the school have been approved by the California Department of Health Services and is sufficient to support the instructional needs of the student in order to pass the course and be eligible to sit for either a national exam or the CDC exam for Certified Hemodialysis Technician. All machines, cannulation arms, and equipment used within Crescent School of dialysis are solely owned by Crescent School of Dialysis, LLC.

The students will be educated by an RN with a current California license for the didactic portion of the program. In addition, either a Certified Hemodialysis Technician or nurse with at least two years of experience in the field of dialysis will train the students on the practical, hands-on part of the program. All supplies used for practice will be provided to the student and are included in the fee of the program. It is required that the students show up and participate during the practical training portion of the program so that when they attend clinical training, they will be able to begin training at a basic level on their first day. Failure to do so may result in termination of the program.

The classroom portion of the program consists of a total of 144 hours of classroom instruction with over 80 hours given by a state-approved Registered Nurse. During this time, the student will receive instruction via lectures, a state-approved dialysis training book, tests, videos, handouts, and homework assignments. The student will also receive training on dialysis machines as well for at least four hours every week. Upon successful completion of the program with at least an 80% passing grade on the final exam, the student then must pass a state or national exam before moving onto clinical training. Crescent School of Dialysis only trains at DHS-approved operating dialysis centers. The minimum required time required for clinical training is 200 hours, but the student may need more time at the discretion of the clinical preceptor. The total program (including clinical hours) equals approximately 344 hours. After passing the final test with a grade of 80% or better, passing either the state or national exam and completion of clinical training, the student will receive a certificate of completion. Crescent School of Dialysis fulfills the State of California's and the Department of Health Services Licensing and Certification's requirements, and the student will be eligible to sit for the state certification exam for Certified Hemodialysis Technician.

The location of Crescent School of Dialysis is 571 North Mountain Ave, Upland CA, 91786. This location is where classes are conducted and the location of the main administrative office. Class times are Monday, Wednesday, and Friday - from 5 pm to 10 pm.

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Lecture will be held in a classroom two times a week by a state-approved Registered Nurse with lab conducted one time a week by a Certified Hemodialysis Technician. The size of the office space is 1060 square feet which includes an administrative office. The seating capacity is limited up to just 16 students with sufficient audio/visual equipment to meet educational needs. There is one restroom within the school which is shared for both males and females. Students may eat and drink on their break at their desk with a small microwave to heat food. There is a small library located within the administrative office.

Required Courses and Training Modules

Classroom Instruction:

1. Introduction to dialysis/history – discuss the history of dialysis
2. Choosing a treatment modality – treatment options for dialysis
3. Anatomy and physiology – anatomy associated with renal disease
4. Renal failure, acute vs. chronic – differences between acute and chronic renal disease
5. Causes of chronic renal failure – discuss the major causes of chronic renal disease
6. Side effects associated with uremia – symptoms exhibited by patients with renal disease
7. Laboratory values – laboratory values and their importance related to renal disease
8. Dietary management – dietary restrictions for patients with renal disease
9. Water for hemodialysis – special water required for dialysis patients
10. Water purification system components – the water treatment system used in dialysis units
11. Pharmacology – overview of medications needed for dialysis patients
12. Dialysis fundamentals – terms related to dialysis treatments
13. Principles of hemodialysis – in-depth review of those terms
14. Dialysate – a required component needed to provide dialysis treatments
15. Accesses and their complications – review of the three accesses used in dialysis with complications
16. Cannulation techniques, AV graft and fistula – proper cannulation technique with grafts and fistulas
17. Pre-treatment assessment – assessing the patient before the dialysis treatment begins
18. Initiation of dialysis – discuss proper way to begin dialysis treatments
19. Treatment monitoring – what to look for and document during dialysis treatments
20. Termination of dialysis/post-treatment assessment – proper technique and possible complications ending dialysis treatments/assessing the patient after finishing dialysis treatments
21. Extracorporeal circuit/machine alarms – discuss machine alarms and how to correct them
22. Dialyzers – review the history of dialyzers used in treating patients
23. Dialyzer reuse – discuss pros and cons of reusable versus single-use dialyzers
24. Measuring the effectiveness of dialysis – effective ways to improve dialysis outcomes
25. Complications during dialysis – learn different complications associated with dialysis treatments
26. Personal protective equipment (PPE) – gear used to protect staff and patients from infectious diseases
27. Infection control – methods used to protect staff and patients from infectious diseases
28. Workplace safety – preventive measures to protect staff from workplace injuries
29. Chemicals in the workplace – discuss various chemicals in the dialysis unit
30. Biohazard precautions – learn about various bloodborne diseases
31. Noncompliant patients – discuss ways to deal with patients who are noncompliant with treatment plans
32. Workplace violence – what to look for in potential areas of workplace violence and preventive measures
33. Professionalism – professionalism in the workplace

Training within the classroom:

1. Dialysis machine introduction and training – includes placing dialysis lines on the machines, identifying machine alarms and problem-solving the cause and resolving them
2. Fistula needle cannulation with needle insertion and removal – hands-on instruction with fistula needles on practice arms properly inserting and removing them using good technique

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3. Patient assessment: pretreatment, intradialytic, and posttreatment –
4. Treatment initiation and termination training – practice beginning and ending dialysis treatments

Breakroom:

There is a small break room located in the back where the students may go on their breaks to eat and drink or may eat at their desks. There is a small microwave to heat food. Eating and drinking during lectures is discouraged.

Restrooms:

There is one bathroom used for both males and females.

Housing:

Crescent School of Dialysis does not have transportation or housing/dormitory services under its control. If you desire to stay within a motel close to the school, there are several motels available. However, we do not offer assistance in finding housing and it is the sole responsibility of the student in doing so. Listed below are examples of housing available:

1. Super 8 Motel Upland CA; (800) 454-3213; 1282 West 7th St., Upland, CA 91786 (\$44.00/night).
2. Guesthouse International Inn & Suites Upland CA; (800) 230-4134; 1191 E. Foothill Blvd, Upland CA (\$60.00/night).

Library:

Crescent School of Dialysis also has a small library located within the administrative office which is accessible to both staff and students. The library contains dialysis-related books and periodicals available for student use, which serves as a resource for their educational needs. Crescent School of Dialysis subscribes to several dialysis-related magazines and periodicals to keep students and staff current to dialysis trends. We also have more than 20 instructional and educational videos available. Students may either review all videos and library material within the school or check out them out for review and study at home. In addition, there is a copy of the Core Curriculum at each location which is available for review or the student may check it out to review at home. To check a book out, the student is to ask a staff member for assistance during class time. The staff member will make a copy of the student's driver's license and write the name of book being borrowed. The student will be expected to return the book within two weeks. Students will be charged \$20.00 for each lost or damaged book, which will be added to their final cost of tuition. The library hours are Monday, Wednesday and Friday from 5 pm to 9 pm, and on Saturday from 9 am to 5 pm.

There is also a library near campus: City of Upland Library, 450 North Euclid Avenue, Upland, CA 91786.

Previous Education and Training:

If the student wishes to be assessed for prior hemodialysis training, on-the-job training or experiential learning, they must in writing request an evaluation for review from the program director and the Chief Educational Officer. With the request, the student must provide documentation for any previous training to support their claim to be evaluated for similar content and coverage of topics they wish to have evaluated. After review, the student may be asked to bring additional documentation if necessary. The student will be notified within 10 working days in writing whether or not they have met the criteria. All decisions will be final. There is no additional charge for the evaluation.

Job placement:

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Crescent School of Dialysis does not provide job placement assistance. However, we provide all students with a current listing of all dialysis units within the Southern California area and encourage students upon completion of the program to actively apply for a job as soon as possible to as many units in your area to successfully find a job.

Classes are conducted in English:

All instruction and tests given here at Crescent School of Dialysis will be done in English. The student should expect that any state approved national exam will also be given in English. All students entering Crescent School of Dialysis should be able speak, read and write in English. The student upon enrollment here will be given an English proficiency exam. If the student does not pass the English proficiency exam with at least an 80%, they will not be enrolled.

Requirements for Admission:

1. High school diploma or its equivalent. Foreign students must have the equivalent of a U.S. high school education. Documentation will be required such as a copy of certificate/degree and/or transcripts for state/national exams. Ability-to-benefit students will not be considered since state requirements mandate either a high school diploma or GED.
2. A form of photo identification (such as a driver's license or passport).
3. Must be able to read, speak, and understand English.
4. A legal U.S. resident (social security card, a working visa or a "green card"). Crescent School of Dialysis only accepts students who can show documentation proving citizenship or legally within the country. We do not vouch for any student's status or associated charges.
5. Complete an application.
6. Successfully pass the English proficiency entrance exam with an 80%.
7. Please note that you may or may not be asked whether or not you have had any criminal or drug convictions.

Requirements for Clinical Externship:

1. Pre-employment physical exam.
2. Serology testing for Hepatitis B antigen within the last 30 days with a negative result.
3. Negative PPD or chest x-ray within the last six months.
4. Current CPR card.
5. Passing either the state or national exam for hemodialysis technicians (except RNs)

Hemodialysis Technician Examinations:

Depending upon your needs, there are currently four different exams for hemodialysis technicians:

1. California Dialysis Council. Successful completion allows the hemodialysis technician to work only in the state of California. The cost of the test at this time is \$225.00. (californiadialysis.org)
2. Certified Clinical Hemodialysis Technician (CCHT). Cost of the test is currently \$195.00. (ncc-exam.org)
3. Board of Nephrology Examiners for Nursing and Technology (BONENT). The current cost of this exam is \$200.00. (bonent.org)
4. National Nephrology Certification Organization (NNCO) exam. Cost of this test is currently \$245.00. (ptcy.com)

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Visit the respective websites of each organization to help you decide on which test to take. Whatever test you decide on taking, we will assist you with the application process. The cost of the test will be paid by the student.

Requirements for Licensure:

To be eligible to work as a hemodialysis technician in California, the State or California requires:

1. A high school diploma or GED equivalent.
2. Complete a qualified training program approved by the California Department of Public Health and approved by the Department of Public Health for the training of dialysis personnel.
3. Successfully pass one of the four available Medicare-approved standardized tests (please refer to Hemodialysis Technician Examinations).
4. Complete the CDPH Initial/Renewal CHT application.

Please note that for registered nurses to work in dialysis in California, they are not required to be certified for dialysis, but must complete a qualified training program. Crescent School of Dialysis' dialysis training program meets this requirement.

Attendance Policy:

It is important for the student to arrive to class on time and ready for instruction. Tardiness is disruptive to the other students as well as the instructor and will not be tolerated. Arriving to class later than ten minutes is considered tardy. The first offense will be a verbal warning. The second offense will result in a writing warning with/without suspension. The third offense will result in an automatic suspension. A fourth offense will lead to a possible termination of their program. In addition, students will be expected to come to class as scheduled unless there is a valid excuse (death in family, sickness, family emergency). Missing more than eight hours could potentially put you behind the rest of the class, potentially causing you to fail the program. Any student missing greater than eight hours without a valid excuse may be subject to suspension/termination of the program. Any disciplinary action will be at the discretion of the school.

Probation, Drop Out, Re-admittance, Leave of Absence and/or Suspension:

Students may be placed on suspension or dropped from the program as appropriate for any of the following reasons:

1. Nonpayment of services, as provided by law.
2. Nonattendance, excessive tardiness, excessive absences. Excessive absences are defined as missing two days of lecture (nine hours) or four clinical days without making arrangements to make up the time. Excessive tardiness is defined as missing more than five hours due to tardiness or leaving early from class without arrangements to make up the time.
3. Unacceptable behavior which endangers others (students, patients, clinical staff, school instructors) will result in the student being dropped if not corrected (based on severity, a first offense may result in removal or being dropped from the program).

The student may be given probation for a period of time following disciplinary action for a period as determined by the director here at Crescent School of Dialysis. During that time, any further inappropriate action by the student can be cause for dismissal from the program, as determined by the director. If the student is suspended, the student will not be permitted to continue the program until the situation is corrected. Crescent School of Dialysis will review each situation on a case-by-case basis.

Re-admittance is handled on a case-by-case situation, dependent upon the reason for leaving. The discretion upon re-admittance will be determined by the director of Crescent School of Dialysis on a case-by-case basis.

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A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the director of the school. The notice must include the expected last date of attendance and be signed and dated by the student. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave to begin and end. The student will be considered withdrawn from the program if they do not return on the scheduled day from their leave of absence. In addition, if the student has not completed clinical training within nine months of admission to the program, they will be terminated from the program.

Academic Standards:

The Basic Hemodialysis Program here at Crescent School of Dialysis is nine weeks long. The first eight weeks of the program is lecture driven and the ninth week is devoted to review of all the material covered with a final test. The student will be given a series of tests (excluding the final test). An 80% score is considered passing for each test. Each test will be reviewed after scoring the results with the class and feedback will be given regarding wrongly answered questions. Students are advised to study at least two to six hours per subject, and they are expected to maintain an 80% average. Any student who does not achieve an 80% will be referred to the program director for academic review. At that time, an attempt to ascertain the cause of the poor scores will ensue. Afterwards, a plan will be drawn up with the director and the student in ways to improve their scores. If the student continues to fall below an 80% average without showing any noticeable improvement, they could be subject to suspension and/or dismissal from the program, at the director's discretion.

The final test has 120 questions and for the student to successfully complete the Basic Hemodialysis Program, they must answer at least 96 questions (80%) correctly. If the student fails the final exam, they must wait two weeks before they retake the final exam. If the student fails the final exam a second time, they will be given the option to reenter the program after paying \$1000.00 to retake the course at a discounted rate. If the student after retaking the course again fails the final test along with the retake final exam will no longer be allowed to take the final exam again nor will they be allowed to reenter the program.

Basic Dialysis Program Fee:

The cost of the Basic Hemodialysis Program is **\$7000.00**. This price includes administrative and registration fees, lectures, books and handouts, school materials (which includes the use of cannulation arms and dialysis machines as well as the supplies associated with their use), a certificate of completion, a name badge, a uniform, CPR certification, malpractice insurance, a physical examination which includes a PPD (and/or chest x-ray) and blood tests, and clinical placement.

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE:

1. Tuition (classroom instruction only): **\$6000.00**.
2. Clinical Placement fee: **\$450.00** (nonrefundable once student has started their clinical training). We have contracted with a several dialysis centers to serve as a clinical training center for your clinical education. Without clinical training, you will not be eligible for certification as a Certified Hemodialysis Technician.
3. Administrative and registration fees: **\$100.00** (nonrefundable once enrolled into the program).
4. Miscellaneous expenses: **\$450.00**: Crescent School of Dialysis' book, PowerPoint with binder: \$200 (nonrefundable once issued). Handouts/study guides: \$25 (nonrefundable once issued). Uniform: \$25 (nonrefundable once issued). CPR certification: \$25 (nonrefundable once issued). Malpractice insurance: \$25 (nonrefundable once issued). Physical examination including PPD (and/or chest x-ray) and blood tests: \$100 (nonrefundable once completed). Certificate of Program Completion: \$25 (nonrefundable once issued). Practical training supplies: \$25 (nonrefundable once issued). Student Tuition Recovery Fund Fee: \$0.00 (non-refundable).

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ESTIMATED TOTAL CHARGES: \$7000.00

Payment may be made in cash, check, or credit card. Upon the complete discretion and approval of the clinical director, the amount deposited and the total cost of the program may be arranged with the student. The basic hemodialysis program is inclusive. We do not offer a partial class. Crescent School of Dialysis does not participate in any state or federally backed financial assistance.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. Please note that this institution does not participate in any federal or state financial aid programs.

Refund/Tuition Reimbursement Policy:

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or on the seventh day after enrollment, whichever is later. The total classroom hours here at Crescent School of Dialysis is 144 hours. The amount of refund is based on several factors. The classroom portion of the program costs a total of \$4000.00. The refund will depend upon the hours spent in class minus any material or registration fees. After determining the balance minus any fees, the refund will be based upon the following table:

- If after completing one week (13.5 hours) of the program but less than two weeks (27 hours) – the student will receive a 90% refund.
- If after completing two weeks of the program (27 hours) but less than three weeks (40.5 hours) - the student will receive an 80% refund.
- If after completing three weeks of the program (40.5 hours) but less than four weeks (54 hours) - the student will receive a 70% refund.
- If after completing four weeks of the program (54 hours) but less than five weeks (67.5 hour) - the student will receive a 60% refund.
- If after completing five weeks of the program (67.5 hours) but less than six weeks (81 hours) - the student will receive a 50% refund.
- If after completing six weeks of the program, there will be no refundable money.

If the student decides to drop the class at this point, they may complete the rest of the class as some point in the future at the discretion of the student (depending upon availability and approval from the director at Crescent School of Dialysis). The amount of the refund will also depend upon all the nonrefundable materials provided to them, such as lab fees, books, uniforms, etc., as well as any services provided, such as physical exams or CPR certification, if applicable. If the student has made prior arrangements for a deposit for future services such as CPR training but had not received such services, all money will be refunded to the student. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income take refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

If after paying the entire \$7000.00 for the Basic Hemodialysis Program and the student has failed the final exam, the student will be refunded any money paid for extra services paid for but had not received, such as clinical externship, CPR training, etc. All refunds will be paid within 30 days of withdrawing from the program. The student must submit in writing any and all requests for withdrawing from the program and present the request to the educational director. You must submit in writing if you want to cancel training; you cannot cancel by telephone. Student

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termination from the program or abandonment (not showing up for classes) for three weeks from the program are also considered mandatory withdrawing from the program and are subject to the above mentioned refund table. An applicant rejected by the school is entitled to a refund of all monies paid.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Tuition Recovery Fund Disclosures:

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 for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (916) 574-8900.

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.

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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.

Retention of Student Records:

All students' records will be retained at Crescent School of Dialysis for five years, whether or not the student successfully completed the program or not (voluntary withdrawal from the program, dismissal from the program, abandonment, etc.). Student records will be kept confidential and kept under lock and key. All student transcripts are kept permanently. All student records will be located at 571 N. Mountain Ave., Upland CA 91786.

Physical Assault/Sexual Assault/Sexual Abuse/Sexual Harassment Policy:

Crescent School of Dialysis has a strict no-tolerance policy regarding physical assault, sexual assault, sexual abuse, and sexual harassment. Any suspected cases will be reviewed by the clinical director which may result in the possible suspension or termination of any student or staff member who have been found to have violated this policy. If you feel you have been a victim of an assault or harassment, immediately contact either a teacher or the clinical director to report the incident. If the situation warrants police intervention, the proper authorities will be notified for an investigation.

Code of Conduct:

Students are expected to observe all school rules and regulations as well as mutually respect all students and staff members. Failure to observe any of the school rules or regulations, or failure to show mutual respect to others could lead to suspension and/or expulsion, at the discretion of the clinical director. Each student will be expected to dress appropriately to class. The student will not be allowed to class with half-shirts, tank tops, or any other clothing which may be distracting or disruptive to other students. This will be up to the discretion of both the teaching staff and the clinical director. Students will be expected to wear uniforms during lab time with closed-toe shoes.

Confidentiality Agreement:

Upon enrollment, the student is expected to observe confidentiality of the entire curriculum used here at Crescent School of Dialysis. In addition, the student understands that it is their legal obligation to observe to the confidentiality of any and all patient information that they may receive during the course of their education and training while here at Crescent School of Dialysis. Finally, the student agrees to maintain the confidentiality of any personal, privileged, or proprietary information regarding Crescent School of Dialysis and its affiliate dialysis facilities received during the course of their education and training. By enrolling here, the student agrees to abide by this confidentiality agreement to the letter and intent of this agreement.

Notice of Transferability of Credits/Credentials Received at Crescent School of Dialysis:

The transferability of credits you earn at Crescent School of Dialysis is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn here (Basic Hemodialysis Program) is also at the complete discretion of the institution to which you may seek to transfer. If the 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

CRESCENT SCHOOL OF DIALYSIS SCHOOL CATALOG

transfer after attending Crescent School of Dialysis to determine if your certificate will transfer. This institution has not entered into an articulation or transfer agreement with any other college or university. Only students with either a high school diploma or its equivalency will be considered for enrollment since this is a requirement for licensure from California Department of Health Services to become a Certified Dialysis Technician.

Notice of Student Rights/Grievance Procedure:

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.

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or on the seventh day after enrollment, whichever is later (refer to the **Refund/Tuition Reimbursement Policy on pages 7-8 for details**); for any questions regarding a refund, contact a school official for details. If the school closes before you graduate or complete the course instruction, you may be entitled to a refund (refer to the **Student Tuition Recovery Fund on page 8 for details as well as for the contact information**); for any questions, contact a school official for details.

Any complaint lodged by a student, employee, or independent contractor must either be brought to the attention of an instructor or the clinical director verbally or they may prefer to fill out a complaint form found in the office of the clinical director. Any complaints brought to the attention of the director will not result in any reprisals or threats. It is presumed that anyone lodging a complaint is doing so in good faith. The school will take all the necessary steps to keep confidential both the identity of person making the complaint as well as the complaint. Once the complaint has been lodged by someone, the clinical director will investigate the complaint. The clinical director has ten working days after receiving the complaint to find resolution of the complaint with the individual who filed the complaint. They will then be informed of the findings and any actions if any taken by Crescent School of Dialysis. If the complaint is rejected, the reason for the rejection will be provided in writing.

If however they feel the complaint has not been addressed to their satisfaction or they have questions that cannot be answered the staff at Crescent School of Dialysis, they may contact the Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

The student, employee, or independent contractor's participation in the complaint procedure and the disposition of the complaint will not waive or limit any of their rights or remedies.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento CA 95834, www.bppe.ca.gov, telephone number (916) 574-8900 or by fax (916) 263-1897.

Student Services:

Crescent School of Dialysis does not provide transportation, housing assistance, job placement assistance, or professional counseling services. However, if a student were to require professional counseling to address concerns preventing them from completing this course, this institution will provide information directing them to appropriate professional assistance in their area.

Disclaimer:

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Crescent School of Dialysis has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition with the preceding five years, or has not 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). In addition, Crescent School of Dialysis does not take any credits from other schools, colleges, or universities for transfer. The education you receive here may or may not be transferable to another educational center; it is strictly up to their discretion whether or not to accept the education received here as transferable. Note that all instruction will be English.

Beginning and Ending Dates:

The start date and scheduled completion date of the class will be from _____ to _____. The beginning is defined as the first day of class. The last day of class is defined as when the student takes the final exam. The final day of the program is when the student completes their clinical training. Please note that students may be sent to various dialysis units in the surrounding area and that their final day of the program may vary from student to student according to the availability of the dialysis center.

Faculty:

Nikiya Guzman, RN, has five years' experience working as a dialysis RN and has worked at several dialysis units in the capacity as a charge nurse, staff nurse and preceptor. She has excellent teaching skills, teaching dialysis staff members, patients and students.

Allen Wadkins has an Associate degree in nursing with over seven years of dialysis experience. During that time in dialysis, he has been a preceptor for two different dialysis companies for approximately five years and has worked as a dialysis instructor for over six years.

Mohammed Ali has a master's degree in biotechnology, a bachelor's degree in microbiology as well as medical technology, a graduate's diploma in hemodialysis, and is certified as a biomedical technologist in addition to being a patient care technician for the last 12 years. He has been a preceptor for seven years and has taught dialysis for over seven years in various programs.

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GOOD LUCK AND WELCOME TO CRESCENT SCHOOL OF DIALYSIS

I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name: _____

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Student Signature: _____

School Official: _____

School Official Signature: _____

Date: _____

Social Security Number or Student Number: _____