

BALDY VIEW ROP ADULT CLASS SCHEDULE

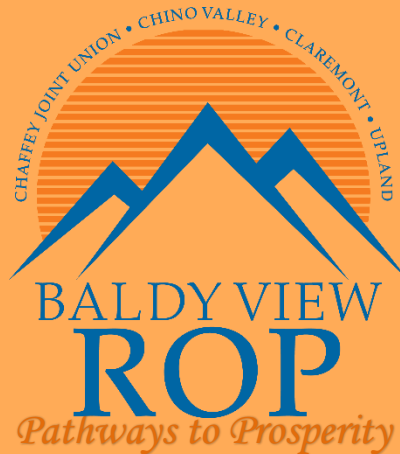
MEDICAL ASSISTANT



REGISTERED DENTAL ASSISTANT



2017-2018



Mission Statement:
*Our mission is consistently
high-quality, rigorous, and relevant
Career Technical Education that
equips students for their future!*



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Career Technical Education"**

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PHARMACY TECHNICIAN



LICENSED VOCATIONAL NURSING



HEALTH SCIENCE & MEDICAL TECHNOLOGY

MEDICAL ASSISTANT* (Clock Hours 748) In this program students will learn the many skills of medical assisting, including ability to prepare patients for examination and treatment, ability to perform various laboratory tests, and management of patient records. This course includes work-based learning in medical clinics and doctor offices. Students will be required to travel to Redlands (two weekends) for the Phlebotomy/ Venipuncture training for this program.

Requirements:

- Must show proof of a negative tuberculosis immunization or chest X-ray by first day of class; recommended Hep B immunization.
- Must take the "Test of Adult Basic Education" (TABE 10 – Level D)
- Candidates must meet the following "TABE" scores to be considered: **(Attain Reading Level: 5 or above)**
- Government issued ID & Social Security Card

PROGRAM ID	LOCATION	TIMES	DAYS	START	END	INSTRUCTOR	FEE
2802350	Rm 502 - CTC	8:00am – 12:00pm	MTWTHF	08/14/17	06/06/18	J. Garcia	TBD

CLASS LOCATION: CAREER TRAINING CENTER (CTC) 1501 S. BON VIEW AVE., ONTARIO, CA 91761

PHARMACY TECHNICIAN* (Clock Hours 630) This program prepares students with entry-level and advanced skills for employment in community clinical or hospital pharmacies. Students prepare for the Pharmacy Technician Certification Exam.

Requirements:

- High School Diploma or General Education Diploma (GED) (Official Transcripts Required)
- Tuberculosis Clearance (TB test); Proof of immunizations (MMRV). If you cannot show proof that you have these immunizations, you will need to provide "Titers" (Blood Test)
- Must be able to lift 35 pounds.
- A background check is required. Background check consists of a criminal record search of Los Angeles, San Bernardino and Riverside Counties.
- Each clinical site, as well as the Pharmacy Technician Certification Board (PTCB), may disqualify a student based on past offenses. www.baldyviewrop.com/pharmacytech
- Live Scan fingerprinting will be REQUIRED upon class completion to qualify for the California State Board of Pharmacy Certificate
- Live scan: Submission of electronic fingerprints to the California Department of Justice (DOJ) and Federal Bureau of investigation (FBI) for a Local, State and Federal criminal record search.
- Must take the "Test of Adult Basic Education" (TABE 10 – Level D)
- Candidates must meet the following "TABE" scores to be considered: **(Attain Reading Level: 7 or above)**
- Government issued ID & Social Security Card

PROGRAM ID	LOCATION	TIMES	DAYS	START	END	INSTRUCTOR	FEE
2842980 (FALL)	Rm 503 - CTC	3:00pm – 10:00pm	MTWTHF	08/14/17	01/12/18	C. Ellis	TBD
3842980 (SPRING)	Rm 503 - CTC	3:00pm – 10:00pm	MTWTHF	01/16/18	06/06/18	C. Ellis	TBD

CLASS LOCATION: CAREER TRAINING CENTER (CTC) 1501 S. BON VIEW AVE., ONTARIO, CA 91761

***FINANCIAL AID AVAILABLE**

REGISTERED DENTAL ASSISTANT (RDA) (Clock Hours 825) This course is designed to prepare students for employment as a chair side dental assistant and prepare for license as a Registered Dental Assistant (RDA). This course includes instruction in dental terminology, communication, interpersonal skills, ethical and legal considerations, pre-clinical sciences, preventive dentistry, radiology, dental materials and basic chair side assisting. Students participate in clinical internships. Integrated throughout the course are Common Core State Standards (CCSS) and Career Technical Education (CTE) standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Requirements:

- High School Diploma or General Education Diploma (GED) (Official Transcripts Required)
- Must take the "Test of Adult Basic Education" (TABE 10 – Level D)
- Candidates must meet the following "TABE" scores to be considered: **(Attain Reading Level: 5 or above)**
- Live scan: Submission of electronic fingerprints to the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for a Local, State and Federal criminal record search. http://www.bvnpt.ca.gov/enforcement/convictions_faq.shtml
- Government issued ID & Social Security Card

PROGRAM ID	LOCATION	TIMES	DAYS	START	END	INSTRUCTOR	FEE
2842490 & 3842490	Rm 505 - CTC	8:00am - 12:30pm	MTWTHF	TBD	TBD	TBD	TBD

CLASS LOCATION: CAREER TRAINING CENTER (CTC) 1501 S. BON VIEW AVE., ONTARIO, CA 91761

***FINANCIAL AID AVAILABLE**

HEALTH SCIENCE & MEDICAL TECHNOLOGY (CONTINUED)

LICENSED VOCATIONAL NURSING (Clock Hours 1530) The Licensed Vocational Nursing program is a 17-month program designed to provide students with the basic knowledge, skills, and abilities to perform the duties of a Licensed Vocational Nurse in a health care environment. The practice of a licensed vocational nurse is under the direction of a licensed physician or registered professional nurse. The program is accredited by the Board of Vocational Nursing and Psychiatric Technicians and WASC (Western Association of Schools and Colleges). The completion of this program meets the minimum requirements necessary for application to take the National Council Licensure Examination-Practical Nurse (NCLEX-PN)

Requirements:

- Applicants must be at least 17 years of age; must have a High School Diploma or General Education Diploma (GED) from the United States (if High School Diploma is earned outside of the US – must provide legal documentation that education is equal to a 12th grade education in the US or higher)
- Tuberculosis Clearance (TB test); Proof of immunizations (MMRV). If you cannot show proof that you have these immunizations, you will need to provide “Titers” (Blood Test)
- Live scan: Submission of electronic fingerprints to the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for a Local, State and Federal criminal record search. http://www.bvnpt.ca.gov/enforcement/convictions_faq.shtml
- Must pass the Pre-Entrance Test of Adult Basic Education (TABE 10 – Level D)
- Candidates must meet the following “TABE” scores to be considered: (Attain Reading Level: 11.0 or above) (Attain Math Level: 11.0 or above) (Attain Battery Level: 11.0 or above)
- Government issued ID & Social Security Card

PROGRAM ID	LOCATION	TIMES	DAYS	START	END	INSTRUCTOR	FEE
3836100	Rm 302 - CTC	7:00am – 3:00pm	TWTHF	05/07/18	09/13/19 (Tentative)	K.SIXSMITH	TBD

CLASS LOCATION: CAREER TRAINING CENTER (CTC) 1501 S. BON VIEW AVE., ONTARIO, CA 91761

*** FINANCIAL AID AVAILABLE**

NOTE: PROGRAM DAYS/TIMES ARE SUBJECT TO CHANGE AT ANY TIME DURING THE PROGRAM.

*COLLEGE ARTICULATED PROGRAMS:

MOUNT SAN ANTONIO COMMUNITY COLLEGE AND CHAFFEY COLLEGE ARTICULATED PROGRAMS

- STUDENTS MAY BE ELIGIBLE TO RECEIVE COLLEGE CREDITS.
- STUDENTS ARE REQUIRED TO COMPLETE THE APPLICATION PROCESS TO RECEIVE CREDIT.

PROGRAM	COLLEGE	UNITS
MEDICAL ASSISTANT	MOUNT SAN ANTONIO COMMUNITY COLLEGE	3
MEDICAL ASSISTANT	CHAFFEY COLLEGE	3
PHARMACY TECHNICIAN	MOUNT SAN ANTONIO COMMUNITY COLLEGE	3

BALDY VIEW ROP REFUND PROCESS

Baldy View Regional Occupational Program has a fair and equitable policy for the refund of tuition fees and other charges. The policy is uniformly administered and published. This policy complies with the regulations published by the Council on Occupational Education (COE) and guidelines set by the US Department of Education.

REGISTRATION OFFICE
Baldy View ROP Career Training Center
Address: 1501 S. Bon View Ave. Ontario, CA 91761
Phone: (909) 947-3400 Ext. 1300
Office Hours: Monday – Friday 7:00 AM – 7:30 PM

Students are provided an orientation on the first day of the program. Orientation presentations outline the refund policy, as well as other pertinent program information and expectations.

Program fee refunds for Baldy View Regional Occupational Program students, withdrawing prior to completion of a program, are issued based on the following refund policy:

- All refund payments will be mailed within 45 days of the date of cancellation, withdrawal, involuntary withdrawal, or completion of a Refund Request Form.
- Checks will be mailed to the student’s home address maintained by Baldy View Regional Occupational Program. Students are responsible for keeping their address up-to-date of any address changes.
- Refunds for students who receive federal and state financial aid will be first paid to the financial aid source according to a distribution formula established pursuant to federal regulations.

Refund for Withdrawal Prior to the start of Instruction

A refund of all charges less a \$100 fee will be sent to students who withdraw from the program prior to the 1st day of instruction.

Refund for or Withdrawal after the start of Instruction: Weeks 1 – 4

Students withdrawing from school or dropping a course after the start of instruction and before the 5th week of the program, will receive a refund for the unused portion of tuition. Refunds will be calculated on the basis of the last actual week of attendance. Refunds will be paid within 45 days of the date of withdrawal.

Refunds will not be granted for withdrawal after week 5

Cancellation of Course: In the event that Baldy View ROP must cancel a class, all tuition will be reimbursed without request from the student

After the 3rd day of the program, students are responsible for the full amount of the program’s tuition fees and charges. Students who withdraw during weeks 1 through 4 will have their refunds pro-rated based on the following:

Percentage of Refundable Tuition Charges (All refunds are less \$100 processing fee)

Withdrawal From Program	Percentage
Week 1	75% of tuition reimbursed
Week 2	50% of tuition reimbursed
Week 3	25% of tuition reimbursed
Week 4	15% of tuition reimbursed
Week 5	0% of tuition reimbursed

Refunds will not be granted after the 4th week of attendance in the program

Any unpaid tuition and fees will be deducted from the calculated refund and may result in the student owing a balance to Baldy View Regional Occupational Program. In the event the student owes a balance to Baldy View Regional Occupational Program, that amount must be paid in full within 45 days of withdrawal.

Students Exited Administratively From a Baldy View Regional Occupational Program:

No refunds are issued for administratively exited students.