

OFFICIAL INSTITUTIONAL PUBLICATION



School Catalog

ACADEMIC PROSPECTUS

2025 — 2026



**LOTUS MEDICAL
CAREER COLLEGE**

Approved to operate by the Bureau for Private Postsecondary Education

Institution Code: 79461413 | Effective: Jan 1, 2025 – Dec 31, 2026

This catalog is updated annually. Changes to programs, services, or policies are reflected through supplements or inserts.

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"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."

Institutional Overview

Statement of Philosophy

The Lotus Medical Career College faculty believes that the principal objective of our training programs is to prepare students for licensure and certification to become proficient, productive, and employable healthcare professionals.

CNA & HHA: Promote quality care, entry-level skills, and healthcare occupation awareness.

Vocational Nursing: Mastery of medical terminology, medication administration, and body systems.

Mission Statement

Our Mission

Reflecting our diverse community, we train, educate, and prepare multiethnic healthcare professionals by leveraging cultural and multilingual knowledge. We strive to meet the medical needs of our socially diverse community by developing professionals with multiethnic understanding and a "patient-centered approach," ensuring graduates confidently practice requisite clinical skills.

Core Beliefs

- **Optimum Care:** Right to safe, competent healthcare in all settings.
- **Scientific Process:** Evidence-based practice based on behavioral science.
- **Social Value:** Service across the illness-wellness continuum.
- **Responsibility:** Therapeutic relationships that restore well-being.

Conceptual Framework

Based on **Maslow's Hierarchy of Needs**.

- **Caring:** Empathy, respect, and holistic concern.
- **Critical Thinking:** Analytical problem solving.
- **Ethics:** Integrity, honesty, and confidentiality.
- **Teamwork:** Collaborative clinical interaction.

Goals & Objectives

- Identify learner/society needs.
- Responsive State Exam training.
- Equitable teaching environments.
- OBRA/Title 22 (CNA/HHA).
- CAHF/BPPE (RNA/MA).
- BVNPT Compliance (VN).
- Multilingual professional growth.

Institutional History

Founded in 2015 by **Asima Jabbar**, LMCC addresses the demand for qualified, culturally-competent healthcare professionals in Southern California.

Ownership & Governance

Legal Ownership

Lotus Medical Career College (LMCC), owned by Asima Jabbar, is incorporated in the State of California as a for-profit corporation, duly organized under the Secretary of State laws.

Bankruptcy Disclosure

LMCC has no pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has had any petition within the preceding five years.

School Administration

| NAME | TITLE / ROLE |
|-------------------------|--------------------------------------|
| Asima Jabbar, RN-MSN-ED | Director of Nursing / CAO / CFO |
| Dr. Saif Hossain, MD | Chief Executive Officer |
| Yesenia Campos, HSD | Office Manager / Bookkeeping |
| Tamrin Sapien, HSD | Office Administrator / Job Placement |

Accreditations & Approvals

| PROGRAM | PRIMARY APPROVAL BODY |
|----------------------------|-----------------------|
| Nurse Assistant (162h) | BPPE & CDPH |
| Home Health Aide (40h) | BPPE & CDPH |
| Restorative Nurse (16h) | BPPE, CDPH & CAHF |
| Medical Assistant (720h) | BPPE |
| Vocational Nursing (1736h) | BPPE & BVNPT |

Faculty Qualifications

| PROGRAM AREA | INSTRUCTORS & QUALIFICATIONS |
|----------------------------------|---|
| Nurse Assistant & HHA | Asima Jabbar (RN, MSN); Lorena L. Hossain (LVN); Vena Baybay (LVN); Estrella Del Mundo (LVN); Araceli Rodriguez (LVN); Maria Elena Ruiz (RN) |
| Restorative Nursing | Lorena L. Hossain, LVN, DSD |
| Medical Assistant | Lori Ann Thies, RN, BSN |
| Vocational Nursing | Asima Jabbar (RN, MSN-ED); Katherine Leah Caparros (RN, MSN); Diana Maria Baldelomar (RN, MSN); Jona Aboy (RN, BSN); Kamar Hasan (RN, BSN); Lorena L. Hossain (LVN); Cynthia Salguero (LVN, CNA); Araceli Rodriguez (LVN) |

**All health professional instructors have been verified and approved by their respective state boards (CDPH/BVNPT).*

Campus & Facilities

Campus Details

Location:

 1460 E. Holt Avenue, Suite 176A,
 Pomona, CA 91767

Hours:

Mon - Fri: 9:00 AM - 5:30 PM

Learning Environment

3,000 sq. ft. facility featuring clinical skills labs, classrooms, and administrative offices. Located near Pomona School District, accessible via I-10, 71, 57, and 210 freeways.

STUDENT SERVICES

Parking: Free on-campus/area parking.

Housing: No dorms. Local rentals: \$1,800-\$2,500/mo. LMCC does not assist in finding housing.

Equipment Inventory

| CATEGORY | INDUSTRY-STANDARD EQUIPMENT |
|------------|--|
| Skills Lab | Hospital beds, mannequins, vital monitors, IV poles, wheelchairs, Hoyer lifts. |
| MA Support | EKG machines, glucometers, phlebotomy trays, autoclaves, centrifuges. |
| Resources | 60" Smart Monitors, reference library, hi-speed Wi-Fi. |

Regional Accessibility

These sites were chosen to serve the regional needs of Pomona, Claremont, La Verne, Chino, Chino Hills, Montclair, Upland, San Dimas, Glendora, Walnut, Diamond Bar, Covina, West Covina, Fontana, and Rancho Cucamonga. LMCC is located adjacent to the Pomona School District and is easily accessible to the I-10, 71, 57, and 210 Freeways. A bus stop is located 1/4 mile from campus.

Approved Clinical Facilities

NURSE ASSISTANT & HHA

Pomona Vista Care Center

 651 N Main St, Pomona, CA 91768
 (909) 623-2481

Chino Valley Health Care

 2351 S Towne Ave, Pomona, CA 91766
 (909) 628-1245

Inland Empire Rehab Center

 250 W Artesia St, Pomona, CA 91768
 (909) 623-7100

Claremont Care Center

 219 E Foothill Blvd, Pomona, CA 91768
 (909) 593-1391

MEDICAL ASSISTANT

Pomona Urgent Care

1749 N Garey Ave #101, Pomona, CA 91767

Glendora Canyon Transitional

 401 W Ada Ave, Glendora, CA 91741
 (626) 335-9810

Claremont Care Center

 219 E Foothill Blvd, Pomona, CA 91768
 (909) 593-1391

Community Extended Care

 9620 Fremont Ave, Montclair, CA 91763
 (909) 621-4751

VOCATIONAL NURSING

Pomona Vista Care Center

 651 N Main St, Pomona, CA 91768
 (909) 623-2481

**RNA program does not require external clinical rotation hours and is conducted on-site.*

Regulatory & Consumer Information

BPPE Approval & Operational Status

Lotus Medical Career College (LMCC) is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval means compliance with minimum state standards as set forth in the California Education Code (CEC) and Title 5, Division 7.5 of the California Code of Regulations (CCR).

As a private institution, LMCC is responsible for its own content and the accuracy of its catalog. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau.

Accreditation Disclosure

LMCC does not have courses in degree programs accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Office of Student Assistance and Relief (OSAR)

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.

(888) 370-7589, Option #5

osar.bppe.ca.gov

California Department of Public Health (CDPH)

1615 Capital Ave, Sacramento, CA 95814
Phone: (916) 558-1784 | cdph.ca.gov

Bankruptcy Disclosure

LMCC has no pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had any petition in bankruptcy filed against LMCC within the preceding 5 years.

Bureau for Private Postsecondary Education (BPPE)

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 N. Market Blvd., Ste 225, Sacramento, CA 95834, www.bppe.ca.gov, **toll-free telephone number** (888) 370-7589 or by **fax** (916) 263-1897.

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 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

Board of Vocational Nursing (BVNPT)

2535 Capitol Oaks Dr. Ste 205, Sacramento, CA 95833
Phone: (916) 263-7800 | bvnpnpt.ca.gov

Student Tuition Recovery Fund (STRF)

STRF Disclosure — 5 CCR § 76215

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.

STRF Assessment Requirement

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Effective April 1, 2024: The STRF assessment rate is \$0.00 per \$1,000 of institutional charges, rounded to the nearest one thousand dollars.

STRF Eligibility for Relief

To be eligible for STRF, you must be a California resident or 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.

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:
Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900 | Website: www.bppe.ca.gov

Academic Programs

Program Descriptions, Objectives, Schedules, and SOC Codes

Language of Instruction

All courses in every LMCC program are delivered in **English**. Students should have an intermediate understanding of the English language to effectively speak and communicate.

Senate Bill No. 607 Disclosure

The institution does not accept foreign customers, nor does the institution provide visa services for international students.

Job Classification Codes

According to the US Department of Labor's Standard Occupation Classification (SOC) Codes, our programs prepare students for:

- **Nurse Assistant:** SOC 31-1131
- **Restorative Nurse Assistant:** SOC 31-1131
- **Home Health Aide:** SOC 31-1121
- **Medical Assistant:** SOC 31-9092
- **Licensed Vocational Nurse:** SOC 29-2061

Nurse Assistant (CNA) Program

The Nurse Assistant program prepares students for entry-level positions in long-term care facilities. Students learn fundamental patient care skills, safety procedures, and communication techniques required for state certification examination.

162
CLOCK HOURS

31 Days
DURATION

\$2,995
TOTAL COST

CNA Cert
QUALIFICATION

Program Delivery

- Theory (60h): Primarily online via Zoom
- Skills Lab: Hands-on technique practice
- Clinical (102h): Supervised SNF training

Occupational Classification

Prepares students for employment under SOC Code 31-1131: Nursing Assistants.

Home Health Aide (HHA) Program

Building upon CNA training, the Home Health Aide program provides additional skills for in-home patient care. Students learn personal care, nutrition, and home safety specific to home health settings. **Prerequisites:** Current CNA certification or completion of approved NA program.

| | | | |
|--------------------------|---------------------------|-------------------------------|----------------------------------|
| 40 CLOCK HOURS | 5 Days DURATION | \$850.00 TOTAL COST | HHA Cert QUALIFICATION |
|--------------------------|---------------------------|-------------------------------|----------------------------------|

Approved Bodies

Approved by: **BPPE • CDPH**

Occupational Classification

Prepares students for employment under SOC Code 31-1121: Home Health Aides.

Restorative Nurse Assistant (RNA)

The Restorative Nursing Program focuses on nursing interventions that promote residents' ability to adapt and adjust to living as independently and safely as possible, emphasizing strength, endurance, balance, and mobility.

| | | | |
|--------------------------|---------------------------|-------------------------------|---|
| 16 CLOCK HOURS | 2 Days DURATION | \$685.50 TOTAL COST | RNA Certificate QUALIFICATION |
|--------------------------|---------------------------|-------------------------------|---|

Approved Bodies

Approved by: **BPPE • CDPH • CAHF**

Occupational Classification

SOC Code 31-1131: Nursing Assistants (Restorative Specialty).

Medical Assistant (MA) Program

The Medical Assistant program prepares students for multi-skilled entry-level positions in various healthcare settings. The curriculum covers both administrative and clinical competencies including patient care, medical records, phlebotomy, EKG, and clinical procedures.

720
CLOCK HOURS

24-28 Wks
DURATION

\$19,520.50
TOTAL COST

MA Certificate
QUALIFICATION

Certification Eligibility

Graduates are eligible to sit for the **National Certification Examination** proctored on-site.

Occupational Classification

Prepares students for employment under SOC Code 31-9092: Medical Assistants.

Curriculum Highlights

- Vital signs & Patient Assessment
- Medical Terminology & Billing
- Clinical Phlebotomy & EKG
- Assisting with In-Office Surgery
- Emergency Procedures & CPR
- Medical Law & Ethics

Vocational Nursing (VN) Program

The Vocational Nursing program is a comprehensive 52-week curriculum that prepares students for licensure as Licensed Vocational Nurses (LVNs) in the state of California. Students develop profound clinical judgement and technical expertise across three intensive terms.

| | | | |
|-----------------------------|-----------------------------|-------------------------------|------------------------------------|
| 1,736 CLOCK HOURS | 52 Weeks DURATION | \$35,300 TOTAL COST | LVN Licensure CREDENTIAL |
|-----------------------------|-----------------------------|-------------------------------|------------------------------------|

Approved Bodies

Approved by: **BPPE • BVNPT**

Occupational Classification

SOC Code 29-2061: Licensed Practical & Licensed Vocational Nurses.

Program Structure & Course Description

The curriculum follows a progressive modular format split across three 16-17 week terms:

| | | |
|--|---|---|
| TERM I <ul style="list-style-type: none"> • Theory: 239 hrs • Skills Lab: 72 hrs • Clinical: 319.5 hrs • Review: 40 hrs | TERM II <ul style="list-style-type: none"> • Theory: 185 hrs • Skills Lab: 12 hrs • Clinical: 364.5 hrs • Review: 40 hrs | TERM III <ul style="list-style-type: none"> • Theory: 198 hrs • Skills Lab: 0 hrs • Clinical: 270 hrs • Review: 80 hrs |
|--|---|---|

Vocational Nursing Curriculum by Term

| TERM | COURSE TITLE | HOURS | COURSE DESCRIPTION |
|----------------------|--------------------------|--------------|---|
| I | Anatomy & Physiology | 15 | Structure and function of major organ systems. |
| I | Nutrition | 23 | Basic nutrition for medical conditions (cardiac, diabetic, etc.). |
| I | Growth & Development | 32 | Growth and development from birth to death. |
| I | Fundamentals of Nursing | 52 | Basic skills, nursing process, gerontology, and pain management. |
| I | Pharmacology | 30 | Dosages, applications, side effects, and drug calculations. |
| I | Medical/Surgical Nursing | 78 | Head-to-toe data gathering, pre/post-op care, and asepsis. |
| I | Pediatric | 9 | Overview of nursing care for pediatric patients & risk factors. |
| SECOND TERM | | | |
| II | Anatomy & Physiology | 19.5 | Continued study of structure/function of major organ systems. |
| II | Nutrition | 15 | Advanced diets for Medical/Surgical nursing patients. |
| II | Pharmacology | 11 | Clinical judgment, safe administration, & pharmacokinetics. |
| II | Medical/Surgical Nursing | 101 | Care for respiratory, urinary, reproductive & nervous systems. |
| II | Maternity Nursing | 30 | Prenatal period, labor/delivery, and high-risk pregnancies. |
| II | Pediatric Nursing | 9 | Specific pediatric diseases and common health issues. |
| THIRD TERM | | | |
| III | Anatomy & Physiology | 19.5 | Advanced organ systems in health and disease. |
| III | Nutrition | 12 | Advanced nutrition for cardiac and diabetic conditions. |
| III | Psychology/Mental Health | 20 | Schizophrenia, depression, bipolar, anxiety, and PTSD care. |
| III | Pharmacology | 13 | Advanced pharmacology and psychopharmacology focus. |
| III | Medical/Surgical Nursing | 114 | Leadership, supervision, and comprehensive patient care. |
| III | IV Therapy & Blood | 20 | IV therapy techniques and blood withdrawal procedures. |
| PROGRAM TOTAL | | 1,736 | Theory + Skills Lab + Clinical + Review Hours |

Projected Schedules for All Programs

The following start and end dates are projected and subject to change based on enrollment and clinical faculty availability.

Nurse Assistant (CNA)

| CODE | START DATE | GRAD DATE |
|------|------------|-----------|
| NA91 | 12/11/25 | 01/27/26 |
| NA92 | 01/28/26 | 03/12/26 |
| NA93 | 03/13/26 | 04/24/26 |
| NA94 | 04/27/26 | 06/09/26 |
| NA95 | 06/10/26 | 07/22/26 |
| NA96 | 07/23/26 | 09/03/26 |
| NA97 | 09/04/26 | 10/19/26 |
| NA98 | 10/20/26 | 12/02/26 |
| NA99 | 12/03/26 | 01/19/27 |

Home Health Aide (HHA)

| CODE | START DATE | GRAD DATE |
|-------|------------|-----------|
| HHA91 | 01/28/26 | 02/03/26 |
| HHA92 | 03/13/26 | 03/19/26 |
| HHA93 | 04/25/26 | 04/30/26 |
| HHA94 | 06/10/26 | 06/16/26 |
| HHA95 | 07/23/26 | 07/29/26 |
| HHA96 | 09/04/26 | 09/11/26 |
| HHA97 | 10/20/26 | 10/26/26 |
| HHA98 | 12/03/26 | 12/09/26 |
| HHA99 | 01/20/27 | 01/26/27 |

Rel. Nurse Assist (RNA)

| CODE | START DATE | GRAD DATE |
|-------|------------|-----------|
| RNA91 | 02/04/26 | 02/05/26 |
| RNA92 | 03/20/26 | 03/23/26 |
| RNA93 | 05/01/26 | 05/04/26 |
| RNA94 | 06/17/26 | 06/18/26 |
| RNA95 | 07/30/26 | 07/31/26 |
| RNA96 | 09/12/26 | 09/14/26 |
| RNA97 | 10/27/26 | 10/28/26 |
| RNA98 | 12/10/26 | 12/11/26 |
| RNA99 | 01/27/27 | 01/28/27 |

Vocational Nursing (VN) – Core Terms

| COHORT | START DATE | GRADUATION TARGET |
|-----------|--------------|-------------------|
| LVN_1 (A) | Feb 10, 2025 | Mar 27, 2026 |
| LVN_2 (B) | Mar 03, 2025 | Oct 22, 2026 |
| LVN_3 (C) | Aug 18, 2025 | Sep 25, 2026 |
| LVN_4 (D) | Sep 08, 2025 | May 14, 2027 |

Medical Assistant (MA) – Rolling

| CODE | TERM PERIOD | START WINDOW |
|------|-------------|-----------------|
| MA1 | Winter 2025 | Jan 06 – Feb 03 |
| MA2 | Spring 2025 | Mar 31 – Apr 28 |
| MA3 | Summer 2025 | Jun 30 – Jul 28 |
| MA4 | Fall 2025 | Sep 29 – Oct 27 |

Class Daily Schedules

LMCC offers flexible sessions to accommodate working professionals and adult learners.

| PROGRAM | SESSION / DURATION | SPECIFIC DAILY SCHEDULE |
|---------|--|---|
| CNA | AM Session 31 days, 162 hrs | Days 1-10 (Theory): Mon-Fri 8:00 AM - 2:30 PM (breaks) Days 11-31 (Clinical): Mon-Fri 8:00 AM - 2:30 PM (SNF) |
| | PM Session 31 days, 162 hrs | Days 1-10 (Theory): Mon-Fri 4:00 PM - 10:30 PM (Zoom) Days 11-31 (Clinical): Mon-Fri 3:00 PM - 8:00 PM (SNF) |
| HHA | Day/Evening 5 days, 40 hrs | Days 1-2 (Theory): 2:00 PM - 10:30 PM Day 3 (Split): Theory 11:00 AM - 3:00 PM; Clinical 4:00 PM - 8:00 PM Days 4-5 (Clinical): 11:30 AM - 8:00 PM |
| RNA | Daytime 2 days, 16 hrs | 8:00 AM - 5:00 PM (break; no PM session available) |
| LVN | Standard 52 weeks, 1,736 hrs | Theory Days: Mon-Fri 8:00 AM - 3:30 PM Clinical Days: Mon-Fri 7:00 AM - 3:30 PM |

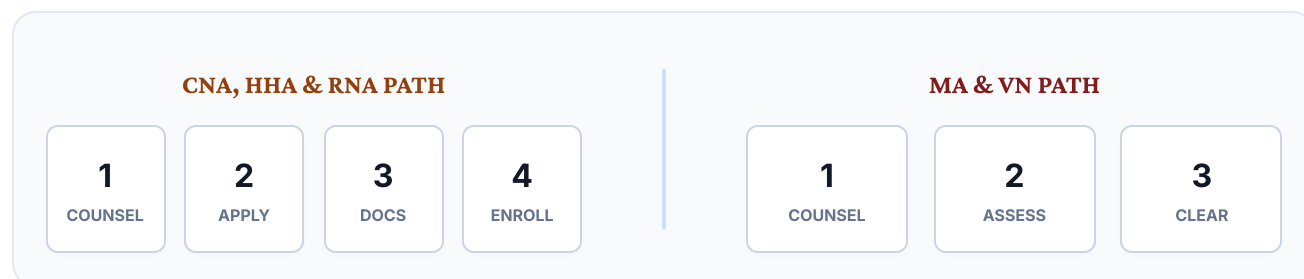
Note on Attendance: Punctuality is a key professional competency. Arriving 5 minutes after the scheduled start time is recorded as a tardy. Consistent attendance is mandatory for state certification eligibility.

Admissions & Enrollment

Registration Policy

Admission commences with the submission of a signed enrollment agreement and the non-refundable registration fee. All enrollment documents must be verified by the Admissions Office prior to the commencement of clinical rotations.

| PROGRAM GROUP | FEE |
|-----------------|-------|
| CNA / HHA / RNA | \$250 |
| MA / VN | \$250 |



Admissions Standards

Acceptance is based on character, academic orientation, and motivation. We evaluate each student's capacity for clinical success.

Age Requirements

Applicants must be 18+ for independent enrollment. 16-17 years may be admitted with a parent/guardian co-signer and interview.

English Proficiency

All instruction is in English. LMCC does not offer ESL. Proficiency is assessed via the Wonderlic WBST or academic interview.

Visa Services

LMCC does not provide visa services. We do not admit students requiring M-1 or F-1 visa sponsorship at this time.

Health Assess

Clinical clearance requires physical exam, TB screening, and proof of immunity (MMR, Varicella, Hep B, etc).

Finance & Support

Low-income discounts, veteran benefits support, and 0% interest-free institutional payment plans are available for all paths.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS

The transferability of credits you earn at Lotus Medical Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. For this reason you should make certain that your attendance at this institution will meet your educational goals.

No Articulation: LMCC has not entered into any articulation or transfer agreements with other colleges or universities at this time.

Transfer Fee: A non-refundable **\$25.00 assessment fee** applies to the evaluation of all external credits or prior learning.

Transfer Credit Policies

Vocational Nursing: Maximum of 25% of program clock hours may be transferred. Students must complete at least 75% residency at LMCC.

CNA / HHA / MA / RNA: These programs do NOT grant credit for prior experiential learning or external transfer credits.

Credit by Examination: VN students with prior experience may request proficiency exams (\$50 fee). Score of 80%+ required. Theory only; No clinical waivers.

Entrance Exams (Wonderlic WBST)

The WBST measures cognitive performance and problem-solving. Administered on-site (20 mins per section).

VN Program Target Scores:

- **Verbal Skills:** 12th Grade (303-321)
- **Quantitative Skills:** 11th Grade (281-293)

Program-Specific Requirements

Nurse Assistant (CNA)

- TB Clearance (90 Days)
- ID & SSN Color Copies
- Age 16+ (Min)
- Live Scan Fingerprinting
- CDPH 283B App (I-III)
- Health/Physical Exam
(Completed with institutional assistance at LMCC)

Home Health Aide (HHA) / RNA

- Concurrent/Recent CNA status required.
- Current TB & Physical.
- Valid AHA CPR Certification.

Medical Assistant (MA)

- Age 18+; Wonderlic WBST Pass.
- Mandatory COVID-19 Vaccination.
- Valid AHA BLS/CPR Card.

Vocational Nursing (VN)

- US HS Diploma/GED
- Cumulative GPA 2.5+
- Panel Interview
- Background/Drug Screen
- Full Med Clearance
- Live Scan

Tuition & Fees

Official Program Costs, Institutional Charges, and STRF Fees

Nurse Assistant (CNA) – 162 Hours

| INSTITUTIONAL FEE ITEM | AMOUNT | DESCRIPTION |
|-------------------------------|-------------------|------------------------------|
| Registration Fee | \$250.00 | Non-Refundable |
| Tuition | \$2,200.00 | Total tuition charged |
| Lab Supplies & BP Kit | \$95.00 | Mask, gloves, BP kit |
| Textbook / Learning Media | \$90.00 | Required materials |
| Uniforms & Apparel | \$65.00 | Protective clothing |
| CPR Certification Training | \$90.00 | Training and cert |
| Live Scan Fingerprinting | \$85.00 | Background Check |
| State Competency Exams | \$120.00 | Competency exam |
| STRF Fees | \$0.00 | Non-Refundable |
| TOTAL CNA PROGRAM COST | \$2,995.00 | Institutional Charges |

Effective April 1, 2024, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges.

HHA (40 Hours) & RNA (16 Hours)

| HHA FEE ITEM | AMOUNT | DESCRIPTION |
|-----------------------|-----------------|------------------------------|
| Registration Fee | \$250.00 | Non-Refundable |
| Tuition | \$410.00 | Course Instruction |
| Supplies & Materials | \$190.00 | Included in tuition |
| STRF Fees | \$0.00 | Non-Refundable |
| TOTAL HHA COST | \$850.00 | Institutional Charges |

RESTORATIVE NURSE ASSISTANT (RNA)

| RNA FEE ITEM | AMOUNT | DESCRIPTION |
|-----------------------|-----------------|------------------------------|
| Registration Fee | \$250.00 | Non-Refundable |
| Tuition | \$330.00 | Course Instruction |
| Supplies & Textbook | \$105.50 | Required materials |
| STRF Fees | \$0.00 | Non-Refundable |
| TOTAL RNA COST | \$685.50 | Institutional Charges |

Effective April 1, 2024, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges.

Medical Assistant (MA) – 720 Hours

| MA FEE ITEM | AMOUNT | DESCRIPTION |
|-------------------------------|--------------------|------------------------------|
| Registration Fee | \$250.00 | Non-Refundable |
| Tuition | \$18,055.50 | Program Instruction |
| Lab Supplies & Equipment | \$245.00 | Medical supplies |
| Textbook / Learning Media | \$150.00 | Course materials |
| Uniforms & Professional Shoes | \$75.00 | Clinical attire |
| Mandatory Program Laptop | \$500.00 | Digital course access |
| CPR & State Testing Fees | \$245.00 | Exam & Cert fees |
| STRF Fees | \$0.00 | Non-Refundable |
| TOTAL MA PROGRAM COST | \$19,520.50 | Institutional Charges |

Effective April 1, 2024, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges.

Financial Policies & Support

- LMCC does not participate in federal or state financial aid (Title IV).
- Interest-free payment plans are available for all students.
- Late Fee: \$25 (1-3 days); \$50/day thereafter.

Vocational Nursing (VN) – 1,736 Hours

| VN FEE ITEM (ENTIRE PROGRAM) | AMOUNT | DESCRIPTION |
|-----------------------------------|--------------------|------------------------------|
| Registration Fee | \$250.00 | Non-Refundable |
| Tuition (Total Program) | \$33,150.00 | Nursing Instruction |
| Skills Lab Supplies & Equipment | \$445.00 | Lab/Clinical supplies |
| Textbook / Learning Media Package | \$900.00 | Required textbooks |
| Uniform Package (Scrubs/Shoes) | \$100.00 | Professional attire |
| CPR/BLS, Live Scan, BVNPT App | \$325.00 | Compliance & Cert |
| NCLEX-PN Licensing Exam | \$130.00 | Testing Fee |
| STRF Fees | \$0.00 | Non-Refundable |
| TOTAL VN PROGRAM COST | \$35,300.00 | Institutional Charges |

Effective April 1, 2024, the STRF assessment rate is \$0.00 per \$1,000 of institutional charges.

Pro-Rata Refund Policy Summary

100% Refund: Full refund (less \$250 registration fee) if cancelled by the 1st class or 7th day after enrollment.

Pro-Rata: After the 7th day, refunds are calculated based on hours attended vs total hours.

Withdrawal & Refund Information Policy

1. STUDENT'S RIGHT TO CANCEL

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 the seventh day after enrollment, whichever is later. Cancellation shall occur when the student provides a written notice of cancellation to the Program Director at the institution's address.

2. WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00.

3. PRO RATA REFUND POLICY (CEC § 94920)

For students who have completed 60% or less of the period of attendance, the tuition refund will be calculated on a pro-rata basis. The amount owed to the school equals the hourly charge for the program (total institutional charge divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, plus a registration fee.

Example: If a student completes 100 hours of a 500-hour program, they have completed 20%. The refund would be 80% of the tuition (less registration fees).

4. DETERMINATION OF WITHDRAWAL DATE

The withdrawal date shall be the last date of recorded attendance. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

5. REFUND PAYMENTS

All refunds will be paid within 45 days of the date that the institution determines that the student has withdrawn from the program.

6. COLLECTION OF UNPAID TUITION (CEC § 94916)

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

**Per California Civil Code 1788.93, LMCC does not withhold transcripts for unpaid tuition.*

State Financial Aid Resources

WIOA, GAIN & iTrain Financial Assistance

Lotus Medical Career College is a registered training provider with **iTrain** and accepts students sponsored by **WIOA** (Workforce Innovation and Opportunity Act) and **GAIN** (Greater Avenues for Independence).

Contact your local America's Job Center of California (AJCC) to verify eligibility.

South Bay Workforce Investment Board (SBWIB)

Hawthorne AJCC

11539 Hawthorne Blvd #500, Hawthorne, CA 90250

Phone: (310) 970-7700

Pomona AJCC

1460 E Holt Ave Suite #130, Pomona, CA 91767

Phone: (909) 242-7999

iTrain Training Provider Directory

LMCC profile and program listings can be verified at:

<https://wioa.i-train.org/iTrain/tpd/>

Sample WIOA Eligibility

- Unemployed or Underemployed status.
- Valid CA Government ID & SSN Card.
- Proof of Public Assistance (EBT, TANF, Food Stamps).
- Foster youth or recent probation status.

*Final eligibility determined by AJCC representative.

Academic Policies

Standards of Scholarship, Grading Systems, and Student Achievement

General Standards of Instruction

Final Examinations: Every program concludes with a cumulative final examination. The final exam score is significant and weighed heavily into the final course grade.

Externships: Externship rotations are mandatory exclusively for the Medical Assistant program. Clinical rotations in Hospital/SNF settings are required for CNA, HHA, RNA, and VN.

Instructional Delivery: LMCC does not offer distance education. All instruction is delivered via residential (on-site) classroom and clinical methods.

Grading Policy & Scale

Student progress is evaluated through written examinations, clinical skill demonstrations, and professional conduct. A cumulative grade of **75% (C) or higher** is required for graduation.

| GRADE | PERCENTAGE | GPA | RATING |
|-------|------------|-----|--------------|
| A | 90 - 100% | 4.0 | Excellent |
| B | 80 - 89% | 3.0 | Very Good |
| C | 75 - 79% | 2.0 | Satisfactory |
| F | Below 74% | 0.0 | Failing |

*Transcript Codes: **RPT** (Repeat), **AU** (Audit), **W** (Withdrawal). Letter grades without plus/minus are used for GPA calculation.

Program Passing & Remediation Thresholds

| ACADEMIC PROGRAM | MIN. PASSING GRADE | REMEDICATION SCORE REQUIRED |
|-----------------------------|--------------------------------|-----------------------------|
| Nurse Assistant (CNA) & HHA | 75% (Theory) / Pass (Skills) | 90% on Retest |
| Medical Assistant (MA) | 75% Cumulative | 80% on Module Exams |
| Vocational Nursing (VN) | 75% (Theory) / Pass (Clinical) | 90% after Remediation |
| Restorative Nurse (RNA) | 80% (Passing Level) | 80% Mandatory |

100% Attendance Requirement

Due to state regulatory mandates and the technical nature of health-related training, students must attend **100% of all scheduled hours** to be eligible for graduation and certification testing.

Attendance & Tardiness Procedures

- **Daily Recording:** Attendance is verified at the commencement and conclusion of every session.
- **Tardiness:** Arriving more than 5 minutes late or leaving more than 5 minutes early constitutes one tardy. **3 tardies = 1 unexcused absence.**
- **Automatic Withdrawal:** Missing 2 consecutive sessions without unexcused notice or an absence exceeding 10% of total hours may result in immediate dismissal.

Excused Absences & Make-Up Hours

Up to 10% of total program hours may be excused for documented emergencies (illness, bereavement). **All excused hours MUST still be made up in person.**

- Theory hours must be made up before the next clinical rotation.
- Clinical make-ups must occur at the original clinical site.
- Make-up exams are capped at the minimum passing score.

Satisfactory Academic Progress (SAP)

SAP is measured cumulatively and ensures students are on track to graduate within a reasonable timeframe.

Qualitative Standard: Maintain a cumulative GPA of 75% (C) or higher.

Quantitative Standard: Complete the program within 150% of the published duration.

Leave of Absence (LOA)

LOA may be granted for established mitigating circumstances (medical, family crisis). Requests must be in writing.

**Students returning within one year avoid a second registration fee. Withdrawal after the 2nd week results in an "Incomplete" (F) on the transcript.*

Academic Probation Policies

NA / HHA / MA Programs:

Failure to maintain a 75% average results in immediate probation. Students must complete mandatory remediation and achieve 75% for two consecutive terms to restore standing.

Vocational Nursing (VN):

Students may miss no more than 2 unit tests per term. Failed exams require remediation scores of 90% or higher. Clinical incompetence or dangerous behavior leads to immediate termination.

Student Appeal Process

Students dismissed for failing SAP may submit a written appeal within **5 business days**. The Appeals Board (including the Director and Faculty) will issue a final decision within 15 business days.

Student Services & Support

Job Placement Assistance

LMCC provides comprehensive, optional placement assistance to all graduates, including:

- Resume preparation and professional review
- Interview coaching and mock simulations
- Job search strategies and clinical networking
- Employer referrals and recruitment events

EMPLOYMENT IS NOT GUARANTEED. LMCC DOES NOT PROMISE OR GUARANTEE ANY SPECIFIC SALARY OR OUTCOME.

Academic Advising & Tutoring

Faculty and staff are available to assist students in resolving academic or personal challenges affecting their progress.

Tutoring Rate: \$50.00/hour for additional one-on-one instructional support beyond standard classroom hours.

Clinical Affiliations: LMCC partners with accredited Skilled Nursing Facilities, Hospitals, and Clinics for hands-on training.

Library & Learning Resources

On-Campus Resource Library

Healthcare textbooks, reference materials, and study guides available Monday–Friday, 9:00 AM – 5:30 PM. Present student ID to access materials.

Online Digital Library (Scribd)

24/7 access to healthcare eBooks and journals. Login credentials provided at enrollment.

Pomona Public Library

625 S. Garey Ave, Pomona, CA 91766 | (909) 620-2043

Free library cards available to California residents.

Access Procedure: Contact Student Services at (909) 625-8050 for resource assistance.

Student Records Retention

Academic transcripts are permanently retained. All other required student records (Enrollment Agreements, Attendance, Financials) are maintained for a minimum of 5 years (CCR 71930).

Student Support & Conduct

Code of Conduct & Discipline

LMCC maintains a professional environment conducive to learning. Violations result in disciplinary action up to dismissal.

- Plagiarism or academic dishonesty.
- Possession of weapons on campus.
- Misuse of school or clinical property.
- Indecent or obscene conduct.
- Under the influence of substances.
- Failure to comply with instructions.
- Violation of clinical safety protocols.
- Chronic professional dress violations.

Master Faculty & Staff Roster

Administrative Leadership

| | |
|--------------------------------|------------------------------|
| Asima Jabbar, RN-MSN-ED | CEO & Program Director (DSD) |
| Kassandra Zhou | COO & Business Manager |
| Mervin De Leon, RN | CAO & Simulation Coordinator |

Instructor Qualifications

Per CCR 71720, all health instructors possess at least 2 years of RN experience (≥1 year direct care) and 24 hours of adult teaching training.

Instructional Faculty

| FACULTY MEMBER | PRIMARY INSTRUCTIONAL FOCUS |
|------------------------------|-----------------------------|
| Alain Rodriguez, RN | Vocational Nursing |
| Dalisay Rodriguez, RN | Nurse Assistant |
| Grace Amurao, RN | Clinical Instructor |
| Nikka De Gamon, LVN | Assistant Instructor |
| Bernadette Siy, RN | Vocational Nursing |
| Angelina Reyes, RN | Nurse Assistant |
| Lydia G. David, RN | Home Health Aide |
| Erlinda Lantin, RN | Nurse Assistant |
| Thelma Siy, RN | Restorative Nurse Assistant |
| Corazon Bumatay, RN | Clinical Instructor |

Grievance Procedures & Compliance

Internal Grievance Process

Step-by-step resolution protocol:

- 1. File:** Written grievance with CAO/COO within 10 days.
- 2. Review:** Board meeting held within 5 business days.
- 3. Decision:** Final written result by CEO within 15 business days.

Regulatory Advocacy

BPPE: 1747 N. Market Blvd. Ste 225,
Sacramento, CA 95834 | (888) 370-7589

CDPH: ATCS, P.O. Box 997416, MS 3301,
Sacramento, CA 95899 | (916) 327-2445

BNPNT: 2535 Capitol Oaks Dr. Ste 205,
Sacramento, CA 95833 | (916) 263-7800

Institutional Policies

Non-Discrimination: LMCC does not discriminate based on race, gender, age, disability, or orientation in any program.

Zero Tolerance: Reports of sexual harassment are investigated promptly and confidentially by the Program 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 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

Instructional Equipment Inventory

LMCC maintains state-of-the-art labs for hands-on clinical training, featuring:

- Advanced Nursing Manikins
- Full-Electric Hospital Beds
- Wheelchairs & Hydraulic Lifts
- Vital Sign Monitors & IV Pumps
- Clinical Wound Care Kits
- Phlebotomy Training Arms
- Digital EHR Terminals
- Med-Surg Training Supplies
- BLS/CPR Training Manikins

Certification & Testing Vendors

CNA / HHA Certification

Exam administration is managed by **Credentia**. Graduates must register via the California Nurse Assistant Candidate Handbook portal.

- Required: Successful completion of 283B Form.
- Initial Exam Fee: Paid by student to vendor.
- Site: LMCC serves as a regional testing center.

Vocational Nursing (NCLEX-PN)

Testing oversight by the **Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**.

- Background: Mandatory DOJ/FBI Live Scan clearance.
- Pearson VUE: NCLEX-PN exam registration required.

Medical Assistant Certification Agencies

| ORGANIZATION | CREDENTIAL TITLE | EXAM FOCUS |
|--------------|---|---------------------------|
| NCCT | National Certified Medical Assistant (NCMA) | Clinical & Administrative |
| NHA | Certified Clinical Medical Assistant (CCMA) | Clinical/ECG/Phlebotomy |
| AAMA | Certified Medical Assistant (CMA) | Comprehensive Proficiency |

Health & Regulatory Standards

Students must maintain compliance with clinical facility health requirements throughout the program. Failure to meet these standards will prevent clinical placement and result in dismissal.

Clinical Clearance Requirements

TB Screening: Negative PPD skin test or QuantiFERON Gold blood test within 6 months.

Criminal Background: DOJ/FBI Live Scan required for all CNA/HHA/VN students. Fingerprint clearance must be received prior to clinical entry.

CPR/BLS: American Heart Association (AHA) Basic Life Support for Healthcare Providers must be current.

Mandatory Healthcare Immunizations

- **COVID-19:** Evidence of full vaccination and required boosters (per facility policy).
- **Influenza:** Required annually during flu season (Nov - April).
- **Hepatitis B:** Series of 3 shots or signed waiver/titer showing immunity.
- **Tdap:** Tetanus, Diphtheria, Pertussis booster within 10 years.

Catalog Availability & Access

This catalog is provided to all prospective students in electronic or printed format prior to signing an enrollment agreement. The catalog is available on our website at www.lmccpomona.com and in printed format upon request. Any interested member of the public may obtain a copy by contacting the Student Services Office at (909) 625-8050 or lmccpomona@gmail.com.

 LMCC Seal

Certificate of Accuracy

I certify that the information contained in this School Catalog is true and correct in content and policy, and fully consistent with the operations of Lotus Medical Career College.

Asima Jabbar, RN-MSN-ED

Chief Executive Officer / Program Director

Certified on January 01, 2025