



KERN VALLEY

MEDICAL COLLEGE

Catalog

1/1/ 2026-12/31/2026

1401 Commercial Way, Suite 220- Bakersfield, CA 93309
661-843-7711
<https://kernvalleymedicalcollege.com>

Contents

Institutional Approval	10
Bankruptcy Disclosure	10
Information for Prospective Students	10
Catalog Update Policy: The policy of Kern Valley Medical College is to update the official school catalog annually, in January of each year. Annual updates may be made through supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or institutional policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, such changes shall be reflected at the time they are made through supplements or inserts accompanying the catalog.....	10
FOREIGN STUDENT & ENGLISH PROFICIENCY REQUIREMENTS	12
ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS	13
PROGRAM OFFERED AND REQUIREMENTS FOR LICENSURE	14
Requirements for Eligibility for Licensure	14
Medical Assisting Certification is a goal of this program. The program can prepare students to take one or more state or national certification exams, like the Medical Assistant Certification (CMA) through the American Medical Certification Association (AMCA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).	14
Phlebotomy Certification is a goal of this program. To gain licensure as a Certified Phlebotomy Technician (CPT1) through the California Department of Public Health, Laboratory Field Services Division, the student must have completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.	14
Nurse Assistant.....	14
DRESS CODE POLICY	14
ADMISSION REQUIREMENTS & PROCEDURES	15
General Admissions Procedures	15
General Admission Requirements	16
Program Transfer and Re-Admission	16
Re-Enrollment Review	16
Admissions Notification and Transferability	17
ACADEMIC POLICIES	18
Language of Instruction	18
Visa-Related Services	18
Language Proficiency Requirements	18
Satisfactory Academic Progress (SAP)	18
Qualitative Measurement (Grade Point Average – GPA)	18

GRADING POLICIES: INCOMPLETE & REPEAT GRADES	19
Academic Evaluation and Grading.....	19
Examination Retake Policy	19
Academic Standing and Program Continuation	20
Attendance.....	20
Tardiness	21
Early Departure	21
Make-Up Time.....	21
Program-Specific Attendance Requirements (CDPH-Regulated Programs)	22
SAP Consistency Statement (Critical for BPPE)	22
ACADEMIC PROBATION POLICY	22
Academic Probation	22
Disciplinary Probation	22
Leave of Absence Policy	23
Termination Policy	23
Catalog Update Policy	23
STANDARDS OF CONDUCT	24
Student Conduct Policy.....	24
Alcohol, Drug, and Smoking Policy	25
Nondiscrimination Policy	25
Academic Dishonesty Policy	25
Classroom Cameras	26
Academic Freedom.....	26
Sexual Harassment Policy	26
RETENTION OF STUDENT RECORDS	26
Student Records	26
Transcript Policy	27
Transcript Fees.....	27
Records Retention	27
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	27
STUDENT GRIEVANCE PROCEDURE	28
Student Grievance Procedure	28
Informal Resolution.....	28
Formal Grievance Procedure.....	28

External Complaint Process.....	28
STUDENT SERVICES AND ACTIVITIES	29
Student Services and Activities.....	29
Academic Counseling	29
Library and Learning Resources	29
Placement Services	30
Student Housing	30
Student Assistance and Relief	30
Privacy and Student Records (FERPA)	30
SCHEDULE OF CHARGES	31
Program of Study – Cost Breakdown.....	31
Explanation of Charges.....	32
Tuition (Includes Registration Fee)	32
STRF Fee	32
Cost of Books, Equipment, Lab Supplies, and Uniforms.....	32
Total Institutional Charges	32
STUDENT TUITION RECOVERY FUND (STRF)	33
STUDENT TUITION RECOVERY FUND (STRF).....	33
PAYMENT POLICY, CANCELLATION & REFUND POLICIES.....	35
Financial Aid Disclosure	35
Payment Plans and Guidelines.....	35
Payment Guidelines.....	36
Loan and Financial Aid Disclosure.....	36
Student Financial Responsibility	36
Students’ Right to Cancel	36
Withdrawal and Refund Policy	37
A student is considered withdrawn if any of the following occurs:	37
60% Refund Limitation	37
Example:	37
Refund Calculation Example (Medical Assistant Program).....	37
Program Details.....	37
Pro-Rata Calculation.....	38
Phlebotomy Technician Program	38
Program Description	38

Course Objectives.....	39
Program Requirements.....	39
Clinical Training Requirements (CDPH-Regulated).....	39
Additional Costs (Not Included in Tuition).....	40
Graduation Requirements.....	40
Employment & Externship Disclosures.....	41
Program Completion Timeframe.....	41
Institutional Authority & Student Dismissal (BPPE-Safe).....	41
Certified Phlebotomy Technician (CPT1) Course Descriptions.....	41
PT101 – Phlebotomy Practice and Healthcare Settings.....	41
PT102 – Basic Anatomy and Physiology.....	41
PT103 – Circulatory System & Equipment.....	41
PT104 – Phlebotomy Techniques.....	42
PT105 – Venipuncture Lab & Clerical Functions.....	42
PT106 – Pediatric Phlebotomy.....	42
PT107 – Sample Considerations & Special Procedures.....	42
PT108 – Sample Handling & Customer Service.....	42
PT109 – Compliance and Ethics.....	42
PT110 – Practical Assessment & Final Examination.....	42
PT Clinical – Clinical Externship.....	42
Nursing Assistant Program.....	43
Admission Requirements.....	43
Program Objectives.....	44
Program Participation Requirements.....	44
Curriculum Overview.....	44
Grading and Attendance Policy.....	45
Grading Scale.....	45
Course Descriptions.....	45
Graduation Requirements.....	46
Dress Code.....	47
Required Textbook.....	47
Medical Assistant Program.....	47
Program Description.....	47
Program Objectives.....	48

Admission Requirements	48
Program Structure and Curriculum Overview	48
Medical Assistant Externship – 160 Hours (Mandatory)	48
Externship Placement Policy	49
Grading Scale	49
Graduation Requirements	49
Certification Disclosure	50
Patient Care Technician (PCT) Program	50
Program Description	50
Program Structure and Clock Hours	51
Curriculum Overview	51
Clinical / Externship Requirement (Mandatory)	51
Phlebotomy Clinical Externship – 40 Clock Hours	51
Optional Dialysis Externship (Not Included in Clock Hours)	51
Externship Placement Policy	51
Admission Requirements	52
California Department of Public Health (CDPH) Requirements – Phlebotomy	52
Grading and Academic Standards	52
Grading Scale	52
Graduation Requirements	53
Certification Disclosure	53
Required Textbook (Not Included in Tuition)	53
Employment Disclosure	53
Patient Care Technician (PCT) – Course Descriptions	53
PCT 100 – Introduction to Healthcare & Professionalism	53
PCT 101 – Patient Rights, Ethics, and Law	53
PCT 102 – Anatomy, Physiology & Growth and Development	53
PCT 103 – Infection Control & Asepsis	54
PCT 104 – Safety, Body Mechanics & Emergency Care	54
PCT 105 – Vital Signs & Patient Monitoring	54
PCT 106 – Mobility, Positioning & Patient Safety	54
PCT 107 – Nutrition, Hygiene & Elimination	54
PCT 108 – Assisting with Physical Exams & Oxygen Needs	54
PCT 109 – Electrocardiography (EKG)	54

PCT 110 – Phlebotomy Theory & Laboratory Skills	54
PCT Clinical – Clinical Externship.....	54
Medical Billing and Coding (MBC) Program	55
Program Description	55
Curriculum Overview	56
Instructional Sequence (Hybrid)	56
Medical Terminology & Anatomy for Coding	56
Medical Insurance & Billing	56
Coding & Health Records	56
Externship – Optional	56
Certification Preparation	57
Assessment and Grading.....	57
Grading Breakdown.....	57
Grading Scale	57
Admission Requirements	57
Graduation Requirements	58
Required Textbooks and Resources	58
Employment Disclosure	58
Kern Valley Medical College does not guarantee job placement or employment. Limited assistance with résumé preparation and interview guidance may be provided; however, no guarantees are made regarding wages, schedules, or employment outcomes.....	58
Course Descriptions	58
MBC 100 – Medical Terminology	58
MBC 101 – Anatomy & Physiology for Coding	58
MBC 102 – Medical Insurance & Reimbursement	58
MBC 103 – Diagnostic & Procedural Coding (ICD-10-CM, CPT, HCPCS).....	58
MBC 104 – Electronic Health Records & Compliance	59
MBC 105 – Professional Development & Exam Preparation	59
Medical Terminology in Spanish	59
Course Description	59
Course Overview	59
Prerequisites	59
What You Will Learn.....	60
DISCLOSURE STATEMENTS.....	60
Staff and Faculty	61

STAFF	61
FACULTY	62
HOURS OF OPERATION	62
CLASS SCHEDULES	62
Medical Assistant Program	62
• Evening Session: 5:30 PM – 9:00 PM	
Phlebotomy Technician Program	62
Nursing Assistant Training Program	62
Patient Care Technician Program	63
Medical Billing and Coding Program-Hybrid	63
STUDENT ACKNOWLEDGEMENT AND CERTIFICATION OF RECEIPT	63
Catalog Delivery Method (Check One)	64

Dear Students, Families, and Community Members,

Welcome to **Kern Valley Medical College.**

It is my privilege to serve as the Founder and Chief Executive Officer of Kern Valley Medical College, an institution I established in March 2019 with a clear vision: to expand access to high-quality, career-focused healthcare education within our community.

My professional background includes nursing education at Bakersfield College, hands-on experience in nursing in the emergency department at Adventist Health, and ongoing service as an adjunct professor at Bakersfield College. I also hold a master's degree in organizational leadership, which has guided my commitment to building programs that are both academically rigorous and aligned with workforce needs. These experiences have shaped my understanding of the skills, professionalism, and resilience required to succeed in today's healthcare environment.

Kern Valley Medical College was founded to provide students from diverse backgrounds with hands-on training, industry-relevant curriculum, and supportive instruction that prepares them for real-world healthcare settings. Since our founding, the institution has expanded from a single program to multiple certificate offerings, established strong partnerships with local healthcare providers, and proudly celebrated the graduation of over 100 students during the past four years.

At Kern Valley Medical College, our mission extends beyond instruction. We are committed to empowering students, fostering professional confidence, and preparing graduates to make meaningful contributions to patient care and their communities. Through experienced faculty, modern instructional methods, and an emphasis on practical skills, we prepare future healthcare professionals to thrive in a dynamic and ever-evolving field.

Thank you for considering Kern Valley Medical College as your educational partner. Whether you are beginning your healthcare journey or advancing your existing career, we are honored to support you every step of the way.

With sincere appreciation and commitment,

Choanice “Shar” Cole, MSOL
Founder & Chief Executive Officer
Kern Valley Medical College

Prospective Students

Institutional Approval

Kern Valley Medical College is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means that the institution is in compliance with the minimum standards set forth in the California Education Code (CEC) and Title 5 of the California Code of Regulations (5 CCR).

Approval to operate does **not** imply that the Bureau endorses the institution, its programs, or its graduates, nor does it indicate that the institution exceeds minimum state standards.

(CEC §94909(a)(2) and §94897(l)(1)–(2))

Bankruptcy Disclosure

Kern Valley Medical College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five (5) years, and has not had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code.

(11 U.S.C. §1101 et seq.; CEC §94909(a)(12))

Information for Prospective Students

Prospective students are encouraged to review this catalog before signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet (SPFS), which must be provided to prospective students before signing an enrollment agreement. **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:**

**Bureau for Private Postsecondary Education (BPPE)
1747 North Market Boulevard, Suite 225
Sacramento, CA 95834**

- **P.O. Box 980818
West Sacramento, CA 95798-0818**
- **Website: www.bppe.ca.gov
Telephone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897**

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Mission Statement

MISSION

Kern Valley Medical College is committed to delivering high-quality allied health education within a safe, inclusive, and supportive academic environment. Our mission is to prepare compassionate and skilled healthcare professionals who are dedicated to serving their communities. We aim to make healthcare education accessible and economically feasible for individuals in the surrounding areas.

OBJECTIVES

In support of our mission, Kern Valley Medical College strives to achieve the following objectives:

- To address the educational needs of students and faculty while preparing graduates to meet the demands of the healthcare industry.
- To provide students with the resources, faculty expertise, and administrative support necessary to complete their educational programs successfully.
- To cultivate a culture of lifelong learning and continuous professional development.
- To deliver up-to-date and comprehensive instruction that reflects current practices and trends within each discipline.
- To utilize assessment tools that encourage students to demonstrate the application and integration of acquired knowledge and skills.
- To foster a diverse and inclusive learning environment that respects individual backgrounds, abilities, and perspectives.
- To offer a curriculum that promotes critical thinking, analysis, and problem-solving—essential skills for professional success.
- To provide students with hands-on training experience and up-to-date skills.

CAMPUS FACILITIES

All classes are conducted at the Kern Valley Medical College main campus, located at 1401 Commercial Way, Suite 220, Bakersfield, CA 93309. Conveniently situated near Truxtun Avenue, with direct access to the Westside Parkway and the 99 Freeway, the campus provides a central and accessible location for students.

The college spans approximately **1,555 square feet** and includes:

Three classrooms

- One nursing skills laboratory
- One administrative office
- One Laboratory
- Outdoor restrooms
- Two classrooms

The facility features both front and rear entryways, is fully air-conditioned, well-lit, and compliant with all federal, state, and local regulations regarding safety and accessibility. The campus is ADA-compliant, offering wheelchair access, accessible restrooms, designated parking spaces, and barrier-free entryways.

Instruction is delivered using institution-owned equipment and learning technologies, including hospital beds, mannequins, and simulation tools within the nursing lab.

FOREIGN STUDENT & ENGLISH PROFICIENCY REQUIREMENTS

Kern Valley Medical College does not offer visa services and is not authorized to enroll international students requiring an F-1 visa. All instruction is conducted in English, and the college does not offer support for English as a Second Language (ESL).

English Language Proficiency Requirement:

Applicants must demonstrate proficiency in reading, writing, and speaking English at a level equivalent to that of a U.S. high school graduate. This can be evidenced by one of the following:

- Completion of a high school diploma or equivalent in an English-speaking country
- Successful completion of an accredited program conducted in English
- Other acceptable documentation as determined by the school director

For accommodation or language-related support, applicants may contact the school’s administrator before enrollment.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Kern Valley Medical College requires all students to demonstrate proficiency in the English language, as all instruction is delivered exclusively in English and the college does not offer English as a Second Language (ESL) support. This requirement is especially essential for students whose first language is not English and for foreign applicants.

Proficiency may be demonstrated through any of the following:

- A minimum score of 400 on the TOEFL Paper-Based Test, or at least 65 on the TOEFL Internet-Based Test (iBT)
- Successful completion of an intermediate ESL course at an accredited institution
- A high school diploma or GED earned in the United States
- A foreign high school or college diploma from a country where English is the primary language of instruction (evaluated by a credentialing agency to confirm U.S. equivalency)
- Completion of college-level English courses at a U.S.-accredited institution
- A score of at least 70% on the entrance exam

Additionally, all applicants must achieve a **minimum of 70% on the entrance exam**, which includes the Ability to Benefit (ATB) assessment when applicable. For more information, please visit the [California Department of Education website](#).

PROGRAM OFFERED AND REQUIREMENTS FOR LICENSURE

Kern Valley Medical College is a private institution approved by the **Bureau for Private Postsecondary Education (BPPE)** under the California Private Postsecondary Education Act of 2009. The following certificate programs are offered through on-campus lectures, lab instruction, and clinical site placements:

Certificate Program	Clock Hours
Phlebotomy Technician	120
Nurse Assistant (NA)	160
Medical Assistant (MA)	320
Home Health Aide (HHA)	40
Patient Care Technician	320
Medical Billing and Coding	448

Requirements for Eligibility for Licensure

Medical Assisting Certification is a goal of this program. The program can prepare students to take one or more state or national certification exams, like the Medical Assistant Certification (CMA) through the American Medical Certification Association (AMCA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).

Phlebotomy Certification is a goal of this program. To gain licensure as a Certified Phlebotomy Technician (CPT1) through the California Department of Public Health, Laboratory Field Services Division, the student must have completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.

Nurse Assistant

DRESS CODE POLICY

Professional attire is required for all programs:

- **Uniform:** Designated scrubs and KVMC name tag
- **Shoes:** White or black, non-skid nursing/sports shoes (no logos, no Crocs)
- **Grooming:** Hair tied back, nails short and clean (clear polish only)
- **Jewelry:** Minimal—small earrings and wedding band only
- **Tattoos:** Arm tattoos must be covered with long-sleeved white thermals

***Students who are not in compliance will be dismissed from class.

ADMISSION REQUIREMENTS & PROCEDURES

General Admissions Procedures

Prospective students may apply for admission by completing an admissions application and scheduling an appointment with the Admissions Office. During the admissions appointment, applicants will be interviewed by an Admissions representative to review the applicant's educational background, prior training, and career objectives. Applicants will be given a tour of the facility and have the opportunity to ask questions about program content, schedules, tuition, and institutional policies.

Applicants seeking enrollment in a program must verify high school graduation or its equivalent and complete all required entrance assessments. Upon completion of the entrance examination, the

examination will be graded in accordance with institutional standards. Applicants who achieve a passing score and meet all admissions requirements may be admitted to the program, subject to space availability.

Admission to programs is granted on a **first-come, first-served basis** to qualified applicants. Program start dates are subject to enrollment capacity and availability.

General Admission Requirements

To be considered for admission, applicants must meet the following requirements:

- Be 18 years of age or older, or attain the age of 18 by completion of the program
- Demonstrate English language proficiency
- Provide proof of education, including one of the following:
 - High school diploma
 - General Education Development (GED) certificate
 - Completion of the 12th grade
 - Foreign graduates must submit evaluated transcripts verifying U.S. equivalency
 - Applicants without a high school diploma or GED will not be admitted
- Present a valid government-issued photo identification and Social Security card
- Pass the Entrance Examination (English) with a minimum score of 70%, when applicable
- Have no disqualifying criminal convictions or provide required clearance from the California Department of Health Services, when applicable
- Submit to a background check conducted by a third-party vendor, when required
- Provide proof of good health, which may include a physical examination, medical history, and a negative PPD test or chest X-ray
- For the Phlebotomy Technician Program, a high school diploma or GED is mandatory

Program Transfer and Re-Admission

Students requesting to transfer from one program to another must meet the admissions and satisfactory academic progress requirements of the new program. Maximum time frame requirements will apply to the program to which the student is transferring.

A student who withdraws or is terminated and later seeks readmission must meet the maximum time frame requirements for completion. All periods of attendance will be taken into account when determining credits attempted versus credits earned.

Students readmitted into the same program **within six (6) months** of the last date of attendance will receive academic credit for previously completed courses, where applicable.

Re-Enrollment Review

Students seeking re-enrollment or readmission may be reviewed based on the following factors:

1. **Academic Performance** – Prior grades, attendance, and any academic probation or dismissal history
2. **Conduct and Behavior** – Compliance with student conduct standards and institutional policies
3. **Program Availability** – Space availability in the requested program
4. **Compliance** – Fulfillment of all financial, administrative, and documentation requirements

5. **Supporting Documentation** – Submission of required records, forms, and approvals

***Re-enrollment is not guaranteed and is subject to institutional approval and program availability.

Admissions Notification and Transferability

Kern Valley Medical College has **not entered into any articulation or transfer agreements** with other colleges or universities.

Acceptance of credits or credentials earned at this institution by another institution is at the discretion of the receiving institution.

Kern Valley Medical College does not accept credits earned at other institutions or through challenging examinations and achievement tests.

ACADEMIC POLICIES

Language of Instruction

All instruction at Kern Valley Medical College is conducted in **English**. The institution **does not offer English as a Second Language (ESL) courses**.

Visa-Related Services

Kern Valley Medical College **does not admit international students** and **does not provide visa-related services**. The institution does not issue Form I-20 and is not authorized to enroll non-immigrant students.

Language Proficiency Requirements

Applicants must demonstrate English language proficiency before admission. English proficiency may be demonstrated by meeting **one** of the following criteria:

- A minimum score of **500 on the TOEFL examination**, or
- The ability to read and write English at the level of a graduate of an American high school, as demonstrated by one of the following:
 - A U.S. high school diploma
 - A General Education Development (GED) certificate
 - Successful completion of the California High School Proficiency Examination

Satisfactory Academic Progress (SAP)

Students must maintain **satisfactory academic progress** in all components of their program, including didactic (theory), laboratory, and clinical instruction, to remain in good academic standing. Satisfactory Academic Progress is evaluated using **qualitative** measurements.

Qualitative Measurement (Grade Point Average – GPA)

Students must maintain a **minimum cumulative grade point average (GPA) of 2.0 (C average)**.

- GPA is calculated using quality points based on final course grades and applicable clock hours
- Grades are recorded as letter grades
- Course withdrawals (W”) do not impact GPA calculations

GRADING POLICIES: INCOMPLETE & REPEAT GRADES

Academic Evaluation and Grading

Students are evaluated throughout the program using multiple assessment methods, which may include classroom instruction, laboratory skills, assignments, quizzes, examinations, participation, attendance, and externship performance, where applicable.

Final grades are determined based on overall academic performance in accordance with institutional grading standards. Evaluation methods may include, but are not limited to:

- In-class laboratory activities
- Homework assignments
- Quizzes
- Midterm and final examinations
- Participation and attendance
- Externship or clinical performance, where applicable

Specific grading weights and evaluation methods are established by the instructor and outlined in the course syllabi.

Examination Retake Policy

At the discretion of the instructor, a student who does not achieve a passing score on an examination may be permitted to retake the examination. When permitted, the maximum score awarded for a retaken examination may be limited in accordance with institutional policy.

Academic Standing and Program Continuation

Students whose academic performance falls below institutional standards may be subject to academic warning, probation, or dismissal in accordance with the **Satisfactory Academic Progress (SAP)** policy outlined in this catalog.

Students dismissed for failure to meet academic requirements are not permitted to continue in the program and may not be eligible to participate in externship or licensing examination preparation, where applicable.

ATTENDANCE, TARDINESS, AND UP POLICY MAKE-UP

Attendance

Students are expected to attend all scheduled instructional sessions. Regular and punctual attendance is essential to satisfactory academic progress and successful program completion.

Students must maintain a **minimum attendance rate of eighty percent (80%)** of scheduled instructional hours to remain in **good academic standing**, unless a program or regulatory agency requires a higher attendance standard.

Attendance is recorded at the beginning of each class session. Students who are not present when attendance is taken will be recorded as **absent**. Time missed due to tardiness or early departure is counted toward total hours absent.

A student who fails to officially withdraw and **misses fourteen (14) consecutive calendar days** of attendance will be considered to have **withdrawn** from the program.

Failure to meet attendance requirements may result in academic warning, probation, or dismissal in accordance with the Satisfactory Academic Progress (SAP) policy.

Tardiness

Students are considered **tardy** if they arrive **fifteen (15) minutes or more** after the scheduled start time of a class session. Tardiness results in instructional time being missed and is counted toward total hours absent.

A pattern of tardiness may require the student to meet with the Director of Education and may result in an **attendance warning**. Conditions of the warning will be provided **in writing**.

Early Departure

An **early departure** is defined as leaving a class session **fifteen (15) minutes or more** prior to the scheduled end time. Early departure results in instructional time missed and is counted toward total hours absent.

A pattern of early departure may result in an attendance warning and may require a meeting with the Director of Education. **Chronic or excessive tardiness or early departure may result in disciplinary action, up to and including dismissal**, consistent with the SAP policy.

Make-Up Time

Instructional hours missed due to absence, tardiness, or early departure must be made up outside of regularly scheduled class hours through **instructor-approved activities**.

To receive credit for make-up time, students must:

- Complete assigned make-up hours with an **approved instructor**
- Submit the **completed and signed Make-Up Slip** to the regular instructor

Make-up time is subject to instructor approval, scheduling availability, and compliance with program and regulatory requirements.

Program-Specific Attendance Requirements (CDPH-Regulated Programs)

Students enrolled in **Nurse Assistant** and **Phlebotomy Technician** programs are required to complete **one hundred percent (100%) of board-approved hours** in accordance with **California Department of Public Health (CDPH)** regulations.

Attendance deficiencies in these programs may not be waived and must be fully satisfied before graduation, regardless of overall attendance percentage.

SAP Consistency Statement (Critical for BPPE)

Attendance is a required component of Satisfactory Academic Progress (SAP). Students who fail to meet attendance requirements are considered not to meet SAP and may be subject to academic warning, probation, or dismissal.

ACADEMIC PROBATION POLICY

Academic Probation

Students who earn **less than a “C” grade in any course** may be placed on **Academic Probation**.

While on Academic Probation, the student will be issued a **probationary plan**, which will:

- Identify specific areas requiring improvement
- Establish measurable goals and deadlines
- Be developed jointly by the instructor and the Program Director

The probationary plan **does not constitute extra credit** and must be completed for the student to regain **satisfactory academic standing**.

Failure to comply with the probationary plan or to demonstrate satisfactory improvement may result in **continued probation, dismissal, or termination**, in accordance with the institution’s **Satisfactory Academic Progress (SAP)** policy.

Upon successful completion of the probationary plan, the student’s probationary status will be removed.

Disciplinary Probation

Students may be placed on **Disciplinary Probation** for violations of institutional policies, including but not limited to:

- Disrespectful or disruptive behavior
- Academic dishonesty
- Failure to comply with dress code requirements

Disciplinary Probation serves as a **formal written warning**. Continued or repeated violations while on Disciplinary Probation may result in **disciplinary action, up to and including dismissal from the institution**.

Academic Probation and Disciplinary Probation are **separate processes** and may occur **simultaneously**.

Leave of Absence Policy

Kern Valley Medical College **does not permit a leave of absence**.

Students who are unable to continue their education must **withdraw** from the program. Students seeking to return must **reapply for admission** and meet all applicable admissions, academic, and maximum time frame requirements in effect at the time of reapplication.

Termination Policy

Students may be **suspended or dismissed** from the institution for reasons including, but not limited to:

- Use, possession, or distribution of alcohol or controlled substances on campus or at an externship or clinical site
- Violent, threatening, or disruptive behavior
- Failure to meet academic or clinical performance requirements
- Chronic attendance violations or failure to meet attendance standards
- Failure to satisfy financial obligations to the institution
- Violations of applicable laws or institutional policies, including software piracy laws

Termination decisions are made in accordance with institutional policies and the **Satisfactory Academic Progress (SAP)** standards outlined in this catalog.

Catalog Update Policy

The institution updates its official school catalog annually in January.

Updates to the catalog may be issued through supplements or inserts that accompany the catalog. If changes to educational programs, educational services, procedures, or institutional policies required by statute or regulation are implemented before the annual catalog update, such changes will be reflected at the time they are implemented through supplements or inserts accompanying the catalog.

All supplements and inserts are considered part of the official catalog and are subject to the same regulatory requirements as the catalog.

STANDARDS OF CONDUCT

Student Conduct Policy

Students are expected to conduct themselves in a courteous, respectful, and professional manner always. This expectation applies to interactions with fellow students, instructors, school personnel, patients, clients, visitors, and externship or clinical site personnel.

Failure to comply with institutional standards of conduct may result in disciplinary action, up to and including dismissal from the program or institution, in accordance with institutional policy.

A student may be subject to disciplinary action, including immediate dismissal, for conduct including, but not limited to, the following:

- Committing any safety violation that endangers or has the potential to endanger students, staff, patients, visitors, or the campus
- Engaging in obscene conduct, habitual profanity, vulgar behavior, or conduct that may reasonably be perceived as sexual harassment
- Causing or attempting to cause damage to institutional or private property

- Removing or attempting to remove medical supplies, equipment, or instructional materials from the classroom or externship site without authorization
- Causing, attempting to cause, or threatening to cause physical injury to another person
- Committing or attempting to commit sexual assault or battery
- Possessing, selling, furnishing, or using firearms, knives, explosive devices, dangerous instruments, or weapons, including replicas or imitations
- Unlawfully possessing, using, selling, furnishing, or being under the influence of alcohol, controlled substances, or intoxicants of any kind
- Unlawfully possessing or engaging in the sale, offer, arrangement, or negotiation of drugs or drug paraphernalia
- Knowingly receiving or possessing stolen institutional or private property

Certain violations may result in immediate termination without warning, particularly where health, safety, or welfare is at risk.

Alcohol, Drug, and Smoking Policy

Kern Valley Medical College is committed to maintaining a safe and productive learning environment.

The use, possession, sale, or distribution of alcohol or illegal drugs on institutional premises or affiliated externship or clinical sites is strictly prohibited. Violations of this policy may result in disciplinary action, up to and including dismissal from the program or institution.

Smoking, including the use of electronic cigarettes or vaping devices, is prohibited inside institutional buildings and within twenty (20) feet of any entrance or window. Students must comply with posted signage and dispose of waste properly. Designated outdoor smoking areas, if available, must be used.

Nondiscrimination Policy

Kern Valley Medical College is committed to providing equal educational and employment opportunities to all applicants and students.

The institution does not discriminate based on race, color, religion or religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status, or any other status protected by law, in any program, activity, or employment practice.

Questions or concerns regarding this policy may be directed to the Chief Operating Officer, who is responsible for ensuring compliance with this policy.

Academic Dishonesty Policy

Academic honesty is required of all students. **Dishonest behavior is prohibited** and includes, but is not limited to:

- Cheating
- Plagiarism
- Assisting another student in cheating or plagiarism
- Providing false or misleading information to the institution, instructors, externship personnel, or potential employers

Violations of this policy may result in disciplinary action, including but not limited to:

- A failing grade of **zero (0)** for an assignment, quiz, or examination
- A failing grade for the course or program
- Denial or removal from externship placement
- **Dismissal from the program or institution**

Classroom Cameras

Classrooms may be equipped with video recording devices. Cameras are not continuously monitored under normal conditions, but may be reviewed for safety, security, academic integrity, discipline, or other legitimate institutional purposes.

Academic Freedom

Kern Valley Medical College supports **academic freedom** for faculty members within the scope of approved curricula.

Faculty are encouraged to exercise professional judgment regarding course content, instructional methods, and organization of subject matter, provided such activities are consistent with **approved course descriptions**, institutional policies, and applicable regulatory requirements.

The institution encourages **open discussion and dialogue** between instructors and students. Faculty and students may express diverse viewpoints, including controversial perspectives, when such discussion contributes to academic understanding within the discipline.

Sexual Harassment Policy

Kern Valley Medical College is committed to maintaining an environment free from **discrimination, intimidation, and harassment**.

Sexual harassment is prohibited and includes, but is not limited to:

- Verbal abuse of a sexual nature
- Use of sexual degrading or graphic language
- Display of sexually suggestive objects, images, or materials at any institutional facility or activity

Students are required to conduct themselves in a manner consistent with the **spirit and intent of this policy**. Violations may result in disciplinary action, up to and including dismissal from the institution.

RETENTION OF STUDENT RECORDS

Student Records

Student records are maintained in physical format at the institution. Academic records are managed by the appropriate Department Directors and the Registration Officer, with oversight during a student's enrollment provided by the Department of Student Services.

Students may inspect their educational records during normal business hours by submitting a written request to the school office or by scheduling an appointment with the administration. Appointments will be scheduled within forty-eight (48) hours of the request.

Access to student records is limited to the student and authorized institutional personnel. Records will not be released to third parties except as permitted or required by law, including compliance with subpoenas or regulatory reviews.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, students have the right to inspect their educational records upon submission of a written request.

Transcript Policy

Students may request copies of their academic transcripts at any time by submitting a written request.

Official transcripts include:

- All programs in which the student was enrolled
- All attempted courses, grades earned, and credits received
- Year and term of completion

Official transcripts will be issued **within fifteen (15) business days** of receipt of a written request. The institution reserves the right to limit the number of official transcripts issued without a processing fee.

Transcript Fees

The institution may assess a **reasonable processing fee** for official transcripts after an initial courtesy copy. Transcript fees, if applicable, will be disclosed to the student at the time of request. **Transcript fees are non-refundable once processing has begun.**

Records Retention

Records required by applicable California law are maintained at the institution's main administrative office for a **minimum of five (5) years**.

Academic transcripts are maintained **permanently**.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at **Kern Valley Medical College** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in this educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals.

This may include contacting an institution to which you may seek to transfer after attending **Kern Valley Medical College** to determine if your credits or certificate will be accepted by that institution.

STUDENT GRIEVANCE PROCEDURE

Student Grievance Procedure

Kern Valley Medical College is committed to maintaining a **fair, respectful, and professional learning environment**. Students are encouraged to resolve concerns promptly and through the procedures outlined below.

Informal Resolution

Students are encouraged to attempt to resolve concerns informally before submitting a formal grievance. Informal resolution steps include:

1. **Identifying and defining the issue**
2. **Exploring reasonable solutions**
3. **Discussing the concern with the instructor or the appropriate administrator**

If the concern is not resolved through informal means, the student may proceed to the formal grievance process.

Formal Grievance Procedure

A student may submit a formal grievance by providing a **written complaint** to the **School Director**. The written complaint must include:

- A clear description of the nature of the complaint
- The desired resolution
- Any relevant supporting documentation

The School Director will review the grievance, conduct any necessary investigation, and issue a **written response** to the student within a reasonable timeframe.

External Complaint Process

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 website: www.bppe.ca.gov

If the student does not receive a satisfactory response from the institution, the student may file a complaint with the appropriate regulatory agency.

STUDENT SERVICES AND ACTIVITIES

Student Services and Activities

Academic Counseling

Kern Valley Medical College provides academic guidance and support through instructors, Program Directors, and school administrators. The institution maintains an **open-door policy** to assist students with academic concerns, progress review, and program requirements.

When appropriate, students may be referred to **professional counseling services** available in the Bakersfield area. The institution does not provide on-site professional counseling services.

Library and Learning Resources

The institution provides access to learning resources designed to support the educational objectives of the programs offered. Resources may include books, instructional materials, and **approved internet-based reference sources**.

Students may request access to learning resources during normal business hours by contacting any staff member. Staff members are available to provide general research assistance.

Approved external reference resources may include, but are not limited to:

- <https://www.nhanow.com>
- <https://www.amcaexams.com>
- <https://www.ncctinc.com>
- <https://www.cdph.ca.gov>

Placement Services

Kern Valley Medical College **does not provide job placement services** and does not guarantee employment.

The institution may assist students with:

- Resume and cover letter preparation
- Interview preparation and professional conduct guidance

Student Housing

The institution **does not provide housing**, does not operate dormitories, and does not assist students in securing or financing housing.

Information regarding housing in the surrounding area may be available through publicly accessible resources. Any housing information provided is for informational purposes only and does not constitute a recommendation or endorsement. Housing costs are subject to change.

Student Assistance and Relief

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

Privacy and Student Records (FERPA)

Kern Valley Medical College complies with the Family Educational Rights and Privacy Act (FERPA) and is committed to protecting the privacy of students' academic, financial, and educational records.

Student records will not be released to any individual or entity without the student's written authorization, except as permitted or required by law.

SCHEDULE OF CHARGES

The following is a detailed breakdown of the total institutional charges for each certificate program offered at Kern Valley Medical College.

All charges listed apply to the entire period of attendance, from the student's start date through graduation.

Institutional charges consist of tuition, which includes the registration fee.

The Student Tuition Recovery Fund (STRF) assessment is calculated in accordance with California law.

Program of Study – Cost Breakdown

(Tuition Includes Registration Fee)

Program	Tuition(Includes Registration Fee)	STRF Fee*(Non- Refundable)	Equipment / Lab Supplies	Total Institutional Charges
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Medical Assistant (MA)	\$3,925.00	\$10.00	\$0.00	\$3,935.00
Certified Nurse Assistant (CNA)	\$1,900.00	\$5.00	\$0.00	\$1,905.00
Phlebotomy Technician (PT)	\$1,800.00	\$5.00	\$0.00	\$1,805.00
Patient Care Technician (PCT)	\$3,300.00	\$10.00	\$0.00	\$3,310.00
Medical Billing and Coding (MBC)	\$4,000.00	\$10.00	\$0.00	\$4,010.00

*** STRF Disclosure:**

The Student Tuition Recovery Fund (STRF) assessment is **\$2.50 per \$1,000 of institutional charges**, rounded to the nearest thousand dollars. The STRF assessment is **non-refundable** and applies only to students who are California residents or enrolled in a residency program.

Explanation of Charges

Tuition (Includes Registration Fee)

Tuition represents the total cost of instruction for the program and includes the registration fee. Tuition is refundable only as provided under the institution’s Cancellation, Withdrawal, and Refund Policy.

STRF Fee

The STRF assessment is a non-refundable fee required by California law and is collected and reported in accordance with 5 CCR §76120.

Cost of Books, Equipment, Lab Supplies, and Uniforms

Textbooks, uniforms (scrubs), certification or licensing examination fees, background checks, immunizations, and required equipment or lab supplies are NOT included in tuition. These costs are non-institutional charges and are the responsibility of the student. Specific details are disclosed in the Enrollment Agreement, where applicable.

Total Institutional Charges

The total institutional charges listed above represent the entire cost for the period of attendance. The total charges for the period of attendance and the estimated total charges for the entire educational program are the same.

STUDENT TUITION RECOVERY FUND (STRF)

STUDENT TUITION RECOVERY FUND (STRF)

Student Tuition Recovery Fund (STRF) Disclosure

“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, and any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.”

A student may file a claim against STRF if the student is eligible and one or more of the following apply:

1. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued, and the student 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. The student was enrolled at an institution or a location of the institution within the 120 days before the closure of the institution or location of the institution or was enrolled in an educational program offered by the institution.
3. The student was 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. The student has 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 has been unable to collect the award from the institution.
7. The student sought legal counsel that resulted in the cancellation of one or more of the student’s loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

No claim can be paid to any student without a Social Security number or a taxpayer identification number.

For questions, contact:

Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (888) 370-7589

Website: www.bppe.ca.gov

PAYMENT POLICY, CANCELLATION & REFUND POLICIES

Financial Aid Disclosure

Kern Valley Medical College **does not participate in federal or state financial aid programs.** Students are responsible for the **full payment of all tuition and fees** associated with their program of study.

Tuition obligations may be satisfied through one or more of the following methods:

- **Full payment** before the start of the program
- **Institutional installation payment plans** (for those who qualify)
- **Private loans or personal financing arrangements** obtained independently by the student

Payment Plans and Guidelines

Qualified students may satisfy tuition obligations through institutional installment payment plans offered by the school to those deemed eligible.

Payment Guidelines

- **No interest** is charged on institutional installment payment plans.

Payment schedule:

- If enrollment occurs between the **1st and 15th** of the month, payments are due **on or before the 1st** of each subsequent month.
- If enrollment occurs **after the 15th**, payments are due **on the 15th** of each subsequent month.
- Accepted payment methods: cash, VISA, MasterCard, and debit cards.
- Personal checks are not accepted.
- Students required to participate in automatic or recurring payments must complete and sign an authorization form before activation.

Delinquent Accounts

Students with past-due balances may be subject to the following actions:

Missed Payments:

- If payment is not received within **three days** of the due date, the student will be placed on **academic probation** and may not attend class until the balance is current.
- If payment is late a **second time**, the student will be required to **enroll in automatic payments** for the remainder of the program to continue attending classes.
- The student may be **temporarily dismissed** from the program until the balance is resolved.
- Unresolved or delinquent accounts may be referred to a collection agency for recovery

Loan and Financial Aid Disclosure

- If a student obtains a loan to pay for an educational program, the student is responsible for **repaying the full amount of the loan plus interest**, less any applicable refund.
- If the student receives **federal student financial aid funds**, the student is entitled to a **refund of any funds not applied** to tuition or fees paid by federal financial aid.

Note: For additional details on institutional refunds, please refer to the **Refund Policy** section of this catalog.

Student Financial Responsibility

Financial obligations remain the sole responsibility of the student, **regardless of attendance status** or withdrawal from the program.

Cancellation and Refund Policies

Students' Right to Cancel

A student has the right to cancel the Enrollment Agreement and receive a refund of charges paid, less the non-refundable registration fee, through attendance at the first-class session or the seventh (7th) calendar day after enrollment, whichever is later.

Cancellation must be submitted in **writing** to:

Kern Valley Medical College

1401 Commercial Way, Suite 220

Bakersfield, CA 93309

Phone: (661) 843-7711 | Fax: (661) 843-7744

Email: kernvalleymedicalcollege@gmail.com

Written notice may be submitted **in person, by email, or by mail.**

If mailed, the **postmark date** is considered the official cancellation date.

Withdrawal and Refund Policy

If a student withdraws **after the cancellation period** and **before completing sixty percent (60%)** of the program, the institution will provide a **pro-rata refund** for the unused portion of instruction.

Refunds are calculated based on the **student's last date of recorded attendance** and are issued **within forty-five (45) days** of the withdrawal date.

A student is considered withdrawn if any of the following occurs:

- The student provides written notice of withdrawal
- The student is dismissed for violation of institutional policies or failure to meet academic progress requirements
- The student fails to attend classes for **fourteen (14) consecutive calendar days**

The institution does not grant leaves of absence.

60% Refund Limitation

Once a student has completed sixty percent (60%) or more of the program, the student is not eligible for a refund under the pro-rata refund policy.

Example:

A 4.5-month program reaches 60% completion at 2.7 months.

A student withdrawing after 2.7 months or more is not eligible for a refund.

Refund Calculation Example (Medical Assistant Program)

Item	Amount
Total Tuition	\$3,500.00
Registration Fee (Non-Refundable)	\$250.00
Refundable Tuition	\$3,250.00

Program Details

- Program Length: **4.5 months**
- Student attended: **2.5 months**

- Time not attended: **2.0 months**

Pro-Rata Calculation

- Percentage completed: $2.5 \div 4.5 = 55.56\%$
- Unused portion: $100\% - 55.56\% = 44.44\%$
- Refund calculation: $\$3,250 \times 44.44\% = \mathbf{\$1,444.30}$

*******Refund Owed to Student: \$1,444.30**

Phlebotomy Technician Program

Program Title: Phlebotomy Technician

(SOC): 31-9097.00

Total Clock Hours: 120 hours

- **Didactic/Classroom:** 80 hours
- **Clinical Externship:** 40 hours

Program Duration: 5 weeks (approximate)

Instructional Method: Classroom instruction and supervised clinical externship

Program Description

The Phlebotomy Technician Program at Kern Valley Medical College prepares students for entry-level employment as Certified Phlebotomy Technicians and meets the training requirements established by the California Department of Public Health (CDPH).

The program consists of 80 hours of classroom instruction and 40 hours of supervised clinical externship training, for a total of 120 clock hours. Clinical training includes a minimum of 50 successful venipunctures, 10 skin punctures, and observation of arterial punctures, in accordance with CDPH regulations.

Upon successful completion of the program, graduates meet the educational eligibility requirements to apply for California Certified Phlebotomy Technician (CPT) licensure. Completion of the program does not guarantee licensure or employment.

Course Objectives

Upon successful completion of the Phlebotomy Technician Program, students will be able to:

1. **Master Phlebotomy Techniques**
Demonstrate competency in venipuncture and capillary puncture techniques to ensure safe, accurate, and efficient blood specimen collection.
2. **Apply Anatomy and Physiology Knowledge**
Apply foundational knowledge of anatomy and physiology relevant to phlebotomy, including vascular anatomy and the circulatory system.
3. **Implement Infection Control and Safety Procedures**
Apply standard precautions and infection control practices to minimize exposure to bloodborne pathogens and maintain a safe clinical environment.
4. **Demonstrate Professional Patient Interaction**
Communicate effectively with patients, explain procedures clearly, and demonstrate professionalism and empathy during specimen collection.
5. **Complete Supervised Clinical Training**
Apply classroom instruction in a clinical setting during **40 hours of externship**, gaining hands-on experience with diverse patient populations.
6. **Understand Legal and Ethical Responsibilities**
Demonstrate knowledge of legal and ethical principles related to phlebotomy practice, including patient confidentiality, informed consent, and compliance with California regulations.
7. **Achieve Program Completion Outcomes**
Meet educational eligibility requirements for California phlebotomy certification and demonstrate entry-level competence as a phlebotomy technician.

Program Requirements

To enroll and participate in the Phlebotomy Technician Program, students must:

- Be 17 years of age or older
- Possess a high school diploma, HiSET, or equivalent
- One official and one unofficial transcript
- Pass the entrance exam with 70%
- Have no felony convictions (misdemeanors may affect licensure eligibility)
- Complete a physical examination within 12 months of externship
- Submit to a background check and drug screening
- Provide required immunization documentation, including:
 - Tuberculosis (TB) test or chest X-ray
 - Influenza vaccination or signed declination (after October 31)

Failure to meet clinical or regulatory requirements may result in delay or inability to complete the program.

Clinical Training Requirements (CDPH-Regulated)

Students are required to complete **40 hours of supervised clinical externship training** in an approved healthcare setting. Clinical training must include, at a minimum:

- **50 successful venipunctures**
- **10 successful skin punctures**
- **Observation of arterial punctures**

Clinical training must be completed at a site **approved by the California Department of Public Health (CDPH)**.

The institution will assist the students with **one externship placement opportunity**. If a student is removed or terminated from a clinical site due to conduct, attendance, or performance issues, the student may be required to secure an alternate site within **fourteen (14) calendar days**, subject to institutional approval. Failure to complete required clinical hours may result in **dismissal from the program**.

Students may be required to obtain **malpractice insurance** before beginning clinical training.

Course Code	Course Title	Lecture Hours	Lab / Clinical Hours	Clock Hours
PT101	Phlebotomy Practice and Healthcare Settings	8	0	8
PT102	Basic Anatomy and Physiology	8	0	8
PT103	Circulatory System & Equipment	8	0	8
PT104	Phlebotomy Techniques	8	0	8
PT105	Venipuncture Lab & Clerical Functions	8	0	8
PT106	Pediatric Phlebotomy	8	0	8
PT107	Sample Considerations & Special Procedures	8	0	8
PT108	Sample Handling & Customer Service	8	0	8
PT109	Compliance and Ethics	8	0	8
PT110	Practical Assessment & Final Examination	8	0	8
PT Clinical	Clinical Externship	0	40	40
Program Total		80	40	120

Additional Costs (Not Included in Tuition)

The following costs are **not institutional charges** and are the responsibility of the student:

- California CPT-I License Fee (estimated): **\$100 - \$130**
- National Certification Examination Fee (estimated): **\$140 - \$170**
- Textbook: *Phlebotomy Essentials, 8th Edition* – Ruth E. McCall
- Externship fees **\$200 - \$300**
- Malpractice Insurance (if required): **approximately \$45**

Graduation Requirements

To graduate from the Phlebotomy Technician Program, the student must:

- Successfully complete all classroom modules
- Complete 40 hours of clinical externship
- Pass the final practical skills assessment
- Maintain a minimum cumulative grade of 75%
- Fulfill all financial obligations

Employment & Externship Disclosures

- The institution **does not guarantee** externship placement at a specific facility
- Completion of externship hours is required to be eligible for the national certification examination
- The institution **does not provide job placement services**
- Employment, wages, and certification are **not guaranteed**

Program Completion Timeframe

The program must be completed within the **maximum allowable timeframe** established by institutional policy and applicable state regulations.

Institutional Authority & Student Dismissal (BPPE-Safe)

The institution reserves the right to dismiss a student who fails to meet academic, clinical, attendance, conduct, or health and safety standards, in accordance with institutional policy and due process procedures.

Dismissal decisions are made based on documented performance and compliance with program requirements. Refunds, if applicable, are issued in accordance with the institution's Cancellation and Refund Policy.

Certified Phlebotomy Technician (CPT1) Course Descriptions

PT101 – Phlebotomy Practice and Healthcare Settings

- This course provides an introduction to the field of phlebotomy and the role of the phlebotomist within various healthcare environments. Students will learn about professional behavior, medical terminology, infection control, safety measures, and the importance of effective communication in clinical and laboratory settings.

PT102 – Basic Anatomy and Physiology

- This course covers the fundamental structure and function of the human body with emphasis on the body systems most relevant to phlebotomy practice. Students will learn major anatomical landmarks, organ functions, and physiological processes necessary to understand blood collection procedures and specimen integrity.

PT103 – Circulatory System & Equipment

- Students are introduced to the anatomy and physiology of the circulatory system, with emphasis on veins, arteries, capillaries, and the composition of blood. The course also includes identification, selection, and proper use of phlebotomy equipment and supplies used for specimen collection.

PT104 – Phlebotomy Techniques

- This course focuses on the core skills and procedures required for safe and effective blood collection. Students learn venipuncture and skin puncture techniques, specimen labeling, order of draw, and how to prevent pre-analytical errors.

PT105 – Venipuncture Lab & Clerical Functions

- Students engage in supervised laboratory practice to develop proficiency in venipuncture and capillary puncture procedures. The course also covers clerical responsibilities, including accurate documentation, patient identification, and handling laboratory requisitions.

PT106 – Pediatric Phlebotomy

- This course addresses the unique considerations and techniques required when performing blood collection on infants, children, and adolescents. Topics include patient comfort, parental involvement, and safety precautions specific to pediatric populations.

PT107 – Sample Considerations & Special Procedures

- Students learn about specialized specimen collection, including glucose tolerance testing, blood cultures, and timed draws. Emphasis is placed on recognizing variables that affect sample integrity and ensuring proper handling of difficult or specialized specimens.

PT108 – Sample Handling & Customer Service

- This course focuses on best practices for specimen labeling, transportation, and storage. Students develop professional communication and customer service skills to enhance patient interactions and ensure quality assurance in the laboratory.

PT109 – Compliance and Ethics

- This course reviews federal, state, and institutional regulations governing laboratory practice. Students explore topics such as patient confidentiality (HIPAA), informed consent, infection control, and ethical responsibilities of healthcare professionals.

PT110 – Practical Assessment & Final Examination

- Students demonstrate mastery of theoretical knowledge and practical skills through written examinations and hands-on assessment. Competencies evaluated include safety, technique accuracy, professionalism, and quality control.

PT Clinical – Clinical Externship

- The clinical externship provides students with supervised, real-world experience in an approved healthcare facility. Students apply learned skills in live patient settings, performing blood draws, preparing specimens, and maintaining professional standards under the guidance of a licensed phlebotomist or clinical instructor.

Nursing Assistant Program

Program Delivery: Residential

Instructional Format: Lecture, Laboratory, and Supervised Clinical Training

Standard Occupational Classification (SOC): 31-1131 – Nursing Assistants

Program Durations: 4-weeks

Total Clock Hours: 160 Hours (60 Lecture / 100 Lab & Clinical)

The Nursing Assistant Training Program at Kern Valley Medical College provides students with the knowledge, skills, and professional competencies required for entry-level employment as Nursing Assistants. The program is designed to meet the training standards of the California Department of Public Health (CDPH) and prepares students to sit for the California Nurse Assistant Competency Evaluation (NNAAP).

Instruction includes classroom theory, hands-on laboratory practice, and supervised clinical training at contracted clinical facilities. Completion of the program does not guarantee employment.

Admission Requirements

To be admitted into the Nursing Assistant Training Program, applicants must:

- Be at least sixteen (18) years of age
- High School diploma or equivalent
- Possess a valid Social Security Number (SSN) or ITIN
- Provide proof of required immunizations
- Meet all CDPH clinical eligibility requirements

- Pass the entrance exam with 70%

Program Objectives

Upon successful completion of the Nursing Assistant Training Program, students will be able to:

1. Demonstrate basic patient care skills, including bathing, grooming, feeding, toileting, and positioning, while maintaining patient dignity and privacy.
2. Communicate effectively with patients, families, and healthcare team members using appropriate verbal and nonverbal communication techniques.
3. Apply infection control standards through proper hand hygiene, use of personal protective equipment (PPE), and aseptic techniques.
4. Measure, record, and report vital signs accurately, including temperature, pulse, respiration, and blood pressure.
5. Identify and uphold resident rights, demonstrating legal and ethical responsibilities of a Nursing Assistant.
6. Assist with mobility, ambulation, transfers, and positioning using proper body mechanics and assistive devices.
7. Observe, document, and report patient care activities accurately and confidentially in accordance with healthcare regulations.
8. Recognize signs of abuse or neglect and follow mandated reporting requirements in compliance with state law and facility policy.
9. Provide physical, emotional, and psychosocial support in a culturally sensitive manner.
10. Demonstrate readiness for state certification by meeting CDPH standards in both theory and clinical performance.

Program Participation Requirements

Students must meet and maintain the following requirements to participate in the program and clinical training:

- Verification of good physical and mental health by a licensed healthcare provider
- Tuberculosis (TB) screening and testing
- Influenza vaccination during flu season or compliance with facility masking requirements (medical exemptions require documentation)
- COVID-19 vaccination, if required by clinical sites
- Hepatitis B vaccination or signed declination
- Live Scan background screening
- Demonstrated English proficiency (speaking, reading, and writing)

Failure to meet clinical participation requirements may result in delayed or prevented program completion.

Curriculum Overview

Total Clock Hours: 160

Module	Course Title	Lecture Hours	Lab Hours	Clock Hours
1	Introduction	2	0	2

2	Resident's Rights	3	1	4
3	Interpersonal Skills	2	0	2
4	Prevention Management	1	1	2
5	Body Mechanics	2	4	6
6	Medical & Surgical Asepsis	2	8	10
7	Weights and Measures	1	1	2
8	Resident Care Skills	14	40	54
9	Resident Care Procedures	8	20	28
10	Vital Signs	3	6	9
11	Nutrition	2	6	8
12	Emergency Procedures	2	1	3
13	Long-Term Care Residents	4	4	8
14	Rehabilitative Nursing	2	4	6
15	Observation and Charting	4	4	8
16	Death and Dying	2	0	2
17	Patient/Resident Abuse	6	0	6
Total		60	100	160

Grading and Attendance Policy

- Students must maintain a **minimum cumulative GPA of 75%**
- **Attendance is mandatory**
- A maximum of **eight (8) hours of excused absence** is permitted
- All missed time must be **made up with instructor approval** in accordance with institutional policy

Grading Scale

Percentage	Letter Grade	Description
90–100%	A	Excellent
80–89%	B	Good
75–79%	C	Satisfactory
65–74%	D	Unsatisfactory
Below 65%	F	Failing

Course Descriptions

NA 101 – Introduction to Healthcare

Overview of the Nursing Assistant role, professional conduct, confidentiality, and applicable California regulations (Title 22 CCR).

NA 102 – Patient Rights

Instruction on resident rights under Title 22 CCR, Health & Safety Code, and applicable federal regulations.

NA 103 – Interpersonal Skills

Effective communication, cultural sensitivity, and professional behavior.

NA 104 – Prevention & Management of Catastrophic and Unusual Occurrences

Emergency procedures, safety protocols, and CNA responsibilities.

NA 105 – Body Mechanics

Safe patient handling, transfers, ambulation, and positioning.

NA 106 – Medical & Surgical Asepsis

Infection control, universal precautions, and prevention of disease transmission.

NA 107 – Weights and Measures

Measurement of intake/output, height, weight, and metric system usage.

NA 108 – Patient Care Skills

Hands-on care including hygiene, grooming, dressing, and total patient assistance.

NA 109 – Patient Care Procedures

Specimen collection, tubing care, intake/output, and topical applications.

NA 110 – Vital Signs

Measurement, documentation, and reporting of vital signs.

NA 111 – Nutrition

Basic nutrition principles and dietary considerations.

NA 112 – Emergency Procedures

Fire safety, disaster response, choking prevention, and first aid concepts.

NA 113 – Long-Term Care

Aging process and physiological changes.

NA 114 – Rehabilitation

Rehabilitative care, range-of-motion exercises, and assistive devices.

NA 115 – Observation and Charting

Accurate observation, documentation, and legal responsibilities.

NA 116 – Death and Dying

Stages of grief, end-of-life care, and post-mortem procedures.

NA 117 – Patient/Resident Abuse

Prevention, identification, and reporting of abuse.

Graduation Requirements

To receive a **Certificate of Completion**, students must:

- Complete all coursework with a **minimum cumulative GPA of 75%**
- Successfully complete all laboratory and clinical skill requirements
- Complete all required clinical hours with satisfactory evaluations

- Fulfill all financial obligations

Dress Code

Students are required to comply with the following dress code during classroom, laboratory, and clinical training:

- Navy blue scrubs (top and pants)
- White or black closed-toe, non-skid shoes (no Crocs or canvas shoes)
- White lab coat (optional, recommended for clinical training)
- Long hair must be tied back
- No long acrylic nails or colored nail polish
- All visible tattoos must be covered
- No excessive jewelry (simple stud earrings and a watch permitted)

Required Textbook

Hartman's Nursing Assistant Care: The Basics (3rd Edition)

- Authors: Hartman Publishing, Inc. & Jetta Fuzy, RN, MS
- ISBN-13: 978-1604250145
- ISBN-10: 1604250143

Students are responsible for purchasing the required textbook before the first day of class.

Medical Assistant Program

Program Delivery: Residential

Instructional Format: Lecture, Laboratory, and Supervised Externship

Standard Occupational Classification (SOC): 31-9092 – Medical Assistants

Program Durations: 5 months

Total Clock Hours: 320 Hours

- **Didactic & Laboratory Instruction:** 160 Hours
- **Externship:** 160 Hours (Mandatory)

Program Description

The Medical Assistant Program at Kern Valley Medical College prepares students for entry-level employment in a variety of healthcare environments, including physicians' offices, clinics, urgent care centers, and outpatient facilities.

This certificate program provides instruction in both administrative and clinical medical assisting competencies, including anatomy and physiology, medical terminology, diagnostic procedures, infection control, insurance processing, medical billing and coding, bookkeeping, computer applications, and direct patient care skills.

The program is structured into a series of instructional modules, followed by a required supervised externship. Students may enter the program at the beginning of any module and must complete all instructional modules and the externship to graduate. Each module must be completed in its entirety

Completion of the program **does not guarantee employment.**

Program Objectives

Upon successful completion of the Medical Assistant Program, students will be able to:

- Demonstrate professionalism, ethical conduct, and effective workplace behavior
- Communicate effectively using verbal, non-verbal, and written communication
- Understand body systems, medical terminology, and common medical conditions
- Apply infection control techniques and aseptic procedures
- Perform clinical tasks including vital signs, specimen collection, CPR, and first aid
- Assist healthcare providers with minor surgical procedures
- Educate patients on health promotion and disease prevention
- Maintain accurate patient records and medical charts
- Perform administrative duties such as scheduling, billing, and insurance claims processing
- Utilize medical office software, word processing, and transcription systems
- Perform basic bookkeeping and financial procedures
- Type with acceptable speed and accuracy
- Prepare a résumé and develop job-search and career-planning skills

Admission Requirements

Applicants must meet the following criteria:

- Be at least 18 years of age
- Have a high school diploma, GED, or equivalent
- Pass the entry exam with a minimum score of 70%
- Provide a valid government-issued photo ID
- Have up-to-date immunizations as required by clinical sites
- Complete a background check and drug screening if required by externship sites

Program Structure and Curriculum Overview

Course Number	Course Title	Lecture Hours	Lab Hours	Clock Hours
MA-101	Administrative Medical Assisting Duties	15	5	20
MA-102	Introduction to Anatomy and Physiology	15	5	20
MA-103	Office Environment, Safety & Infection Control	15	5	20
MA-104	Psychology and Special Senses	15	5	20
MA-105	Medical Management	15	5	20
MA-106	Clinical Medical Assisting Duties	15	5	20
MA-107	Pharmacology	15	5	20
MA-108	Office Emergencies & CPR	15	5	20
Subtotal		120	40	160

Medical Assistant Externship – 160 Hours (Mandatory)

The Medical Assistant Program includes a **mandatory externship of one hundred sixty (160) clock hours**, which must be completed to graduate.

The externship is **unpaid** and provides hands-on experience in an approved healthcare facility. Under the supervision of externship site personnel and program faculty, students apply both administrative and clinical skills learned during classroom instruction.

Externship activities may include, but are not limited to:

- Patient intake and documentation
- Measurement of vital signs
- Electronic health record (EHR) data entry
- Appointment scheduling
- Assisting with minor procedures
- Professional communication and workplace conduct

Externship Placement Policy

Kern Valley Medical College will assist each student by providing one (1) externship site placement opportunity.

If a student is terminated from an externship site due to unprofessional conduct, policy violations, attendance issues, or performance concerns, the following applies:

- The student is responsible for securing an alternate externship site
- The alternate site must receive institutional approval
- The student must secure the replacement site within fourteen (14) calendar days of termination

Failure to secure an approved externship site within fourteen (14) days will result in dismissal from the program.

Grading Scale

Percentage	Letter Grade	Description
90–100%	A	Excellent
80–89%	B	Good
70–79%	C	Satisfactory
60–69%	D	Needs Improvement
Below 60%	F	Failing

Graduation Requirements

To receive a **Certificate of Completion**, students must:

- Complete all eleven (11) instructional modules
- Successfully complete 160 hours of externship
- Maintain a minimum cumulative GPA of 70%
- Demonstrate competency in required administrative and clinical skills
- Meet attendance and conduct standards

- Fulfill all financial obligations

Certification Disclosure

Medical Assistants are **not licensed** in the State of California. Employers or malpractice insurance providers may require certification.

Common certifying organizations include:

1. **National Center for Competency Testing (NCCT)** – National Certified Medical Assistant (NCMA)
2. **National Healthcareer Association (NHA)** – Certified Clinical Medical Assistant (CCMA)

Certification is **not guaranteed** upon program completion.

Patient Care Technician (PCT) Program

Program Delivery: Residential

Instructional Format: Lecture, Laboratory, and Supervised Clinical Externship

Program Durations: 15-weeks

Total Program Clock Hours: 320 Hours

- **Classroom and Laboratory Instruction: 280 Clock Hours**
- **Phlebotomy Clinical Externship: 40 Clock Hours (Mandatory)**

Standard Occupational Classification (SOC):

- **31-1131 – Nursing Assistants**
- **31-9097 – Phlebotomists**

Program Description

The Patient Care Technician (PCT) Program at Kern Valley Medical College prepares students for entry-level employment in hospitals, clinics, long-term care facilities, and other patient care settings.

The program provides instruction in direct patient care skills and phlebotomy, delivered through classroom instruction, laboratory practice, and a required supervised clinical externship.

The program is structured into a series of instructional modules followed by mandatory externship training. Students may enter the program at the beginning of a module and must complete all instructional modules and the required externship to graduate. Each module must be completed in its entirety.

Completion of the program **does not guarantee employment or certification.**

Program Structure and Clock Hours

Curriculum Overview

Course / Instructional Area	Clock Hours
Introduction to Healthcare & Professionalism	24
Patient Rights, Ethics, and Law	24
Anatomy, Physiology & Growth and Development	32
Infection Control & Asepsis	24
Safety, Body Mechanics & Emergency Care	24
Vital Signs & Patient Monitoring	24
Mobility, Positioning & Patient Safety	24
Nutrition, Hygiene & Elimination	32
Assisting with Physical Exams & Oxygen Needs	24
Electrocardiography (EKG)	16
Phlebotomy Theory & Laboratory Skills	56
Total Classroom & Lab Hours	280

Clinical / Externship Requirement (Mandatory)

Phlebotomy Clinical Externship – 40 Clock Hours

Students are required to complete a **40-hour supervised phlebotomy externship** at an approved clinical site.

- The externship is **unpaid**
- The externship site must be approved by the institution
- Successful completion of the externship is **required for graduation**
- Externship requirements align with **California Department of Public Health (CDPH)** standards

Optional Dialysis Externship (Not Included in Clock Hours)

Students may be offered the opportunity to participate in an **optional dialysis externship at a DaVita Dialysis Center.**

- Participation is optional
- Not required for program completion
- Externship hours are not included in the 320 program clock hours
- Participation is subject to site availability and eligibility requirements

Externship Placement Policy

Kern Valley Medical College will assist the student by providing one (1) externship site placement opportunity for the required phlebotomy externship.

If a student is terminated from an externship site due to unprofessional conduct, policy violations, attendance issues, or performance concerns, the student must secure an approved replacement externship site within fourteen (14) calendar days of termination.

Failure to secure an approved externship site within fourteen (14) days will result in dismissal from the program.

Admission Requirements

To be admitted to the Patient Care Technician Program, applicants must:

- Be at least eighteen (18) years of age
- Possess a high school diploma or equivalent (GED or HiSET)
- Possess a valid Social Security Number or ITIN
- Active CNA license
- Pass entrance exam 70%
- Provide proof of required immunizations and health clearances
- Complete background screening and drug testing, as required by clinical sites

California Department of Public Health (CDPH) Requirements – Phlebotomy

Students completing the phlebotomy component must meet **CDPH requirements**, including:

- Completion of required classroom and laboratory instruction
- Completion of a **40-hour supervised phlebotomy externship**
- Demonstration of required venipuncture and skin puncture competencies
- Compliance with all health, immunization, background clearance, and training requirements mandated by CDPH and clinical sites

Failure to meet CDPH requirements may affect externship placement or certification eligibility.

Grading and Academic Standards

Students must maintain **satisfactory academic progress** throughout the program.

- **Minimum passing grade: 75%**
- Attendance is mandatory
- All classroom, laboratory, and externship requirements must be completed successfully

Grading Scale

Percentage	Letter Grade	Description
90–100%	A	Excellent
80–89%	B	Good
75–79%	C	Satisfactory
65–74%	D	Unsatisfactory
Below 65%	F	Failing

Graduation Requirements

To receive a **Certificate of Completion**, students must:

- Complete all instructional modules
- Successfully complete the 40-hour phlebotomy externship
- Maintain a minimum cumulative GPA of 75%
- Demonstrate competency in required patient care and phlebotomy skills
- Fulfill all financial obligations

Certification Disclosure

Graduates who complete the phlebotomy component may be eligible to sit for the Phlebotomy certification examination through the NHA.

- **NHA Certification Exam Fee: \$165**
- Certification exam fees are **not included in tuition**
- Certification is **not guaranteed**

Required Textbook (Not Included in Tuition)

- **Patient Care Technician, 2nd Edition**
Author: **Kimberly Townsend Little**
- **ISBN: 978-0-323-79485-5**

Students are responsible for purchasing the required textbook before the start of class.

Employment Disclosure

Kern Valley Medical College does not guarantee job placement or employment. Limited assistance with résumé preparation and interview guidance may be provided; however, no guarantees are made regarding wages, schedules, or employment outcomes.

Patient Care Technician (PCT) – Course Descriptions

PCT 100 – Introduction to Healthcare & Professionalism

- Introduces students to the healthcare environment, emphasizing the role of the patient care technician, professional behavior, communication, and teamwork within various healthcare settings.

PCT 101 – Patient Rights, Ethics, and Law

- Covers patient confidentiality, HIPAA regulations, ethical and legal responsibilities, and the protection of patient rights in all aspects of care.

PCT 102 – Anatomy, Physiology & Growth and Development

- Provides foundational knowledge of body systems, major organs, and normal human growth and development, supporting clinical understanding and patient assessment.

PCT 103 – Infection Control & Asepsis

- Focuses on preventing the spread of infection through proper hand hygiene, aseptic techniques, use of personal protective equipment (PPE), and maintaining a clean environment.

PCT 104 – Safety, Body Mechanics & Emergency Care

- Teaches workplace safety standards, body mechanics to prevent injury, and basic emergency procedures including CPR, first aid, and patient rescue principles.

PCT 105 – Vital Signs & Patient Monitoring

- Covers proper methods for measuring, recording, and interpreting vital signs—temperature, pulse, respiration, and blood pressure—along with monitoring patient status.

PCT 106 – Mobility, Positioning & Patient Safety

- Provides training on assisting patients with ambulation, repositioning, transfers, and use of supportive devices while promoting safety and comfort.

PCT 107 – Nutrition, Hygiene & Elimination

- Introduces the basic principles of nutrition, personal hygiene, elimination needs, and methods for maintaining patient dignity during daily care activities.

PCT 108 – Assisting with Physical Exams & Oxygen Needs

- Prepares students to assist medical providers during examinations and support patients requiring oxygen therapy or respiratory assistance.

PCT 109 – Electrocardiography (EKG)

- Teaches the fundamentals of EKG procedures, including equipment setup, lead placement, obtaining readings, and recognizing common heart rhythms.

PCT 110 – Phlebotomy Theory & Laboratory Skills

- Covers principles and techniques of blood collection, venipuncture, capillary puncture, specimen labeling and handling, and laboratory safety protocols.

PCT Clinical – Clinical Externship

- Provides supervised, hands-on experience in an approved healthcare facility where students apply clinical skills and develop professional competence in real patient-care settings.

Medical Billing and Coding (MBC) Program

Program Delivery: Hybrid

Instructional Format: Lecture, Practical Application, and Supervised Externship

Program Durations: 5 months

Total Program Clock Hours: 448 Hours

Standard Occupational Classification (SOC):

- 43-3021 – Billing and Posting Clerks
- 43-9061 – Office Clerks, General

Program Description

The Medical Billing and Coding Program at Kern Valley Medical College prepares students for entry-level employment in medical offices, clinics, hospitals, billing services, and other healthcare organizations.

This certificate program provides comprehensive instruction in medical terminology, anatomy, and physiology for coding, medical insurance, billing, and reimbursement systems, CPT, ICD-10-CM, HCPCS Level II coding, electronic health records (EHR), and healthcare compliance. Instruction is delivered through a hybrid format, combining in-class lectures, guided practice, and supervised independent learning activities.

The program is structured into a series of instructional modules followed by a required supervised externship. Students must complete all instructional modules and the externship to graduate. Each module must be completed in its entirety.

Completion of the program **does not guarantee certification or employment.**

Curriculum Overview

Instructional Area	Clock Hours
Medical Terminology	64
Anatomy & Physiology for Coding	64
Medical Insurance & Reimbursement	64
Diagnostic & Procedural Coding (ICD-10-CM, CPT, HCPCS)	64
Electronic Health Records & Compliance	32
Professional Development & Exam Preparation	
Total Classroom & Practical Hours	288

Instructional Sequence (Hybrid)

Instruction follows a structured progression that includes:

Medical Terminology & Anatomy for Coding

- Prefixes, suffixes, word roots, and combining forms
- Body structure, directional terminology, and body systems
- Weekly quizzes, practice worksheets, midterm, and final exams

Medical Insurance & Billing

- Role of the billing specialist
- HIPAA, privacy, compliance, fraud, and abuse
- Medicare, Medicaid, TRICARE, Workers' Compensation, and disability programs
- CMS-1500 paper claims and electronic claims

Coding & Health Records

- Diagnostic coding
- Procedural coding
- Electronic Health Records (SimChart)
- Final examinations and certification exam preparation

Instructional pacing, assessments, and learning activities are delivered in accordance with the approved course calendar and outline.

Externship – Optional

As part of the Medical Billing & Coding Program at Kern Valley Medical College, it is recommended that students complete a **200-hour supervised externship** in an approved healthcare setting if they plan to take the certifying exam through **NHA**.

This externship provides real-world experience in medical billing processes, insurance claims, coding systems, electronic health records, and front-office workflows.

Note: Students who are not going to sit for the certifying exam do not have to participate in the externship.

Certification Preparation

This program prepares students to sit for the following national certification exam:

- ✓ **NHA — Certified Billing & Coding Specialist (CBCS)**

Certification examination fees are not included in tuition, and certification is not guaranteed.

Assessment and Grading

Students are evaluated using multiple assessment methods, including participation, assignments, labs/competencies, quizzes, and exams.

Grading Breakdown

Measure	Percentage
Participation	10%
Assignments	10%
Labs / Competencies	35%
Quizzes	10%
Exams	35%
Total	100%

Grading Scale

Percentage	Letter Grade	Description
90–100%	A	Excellent
80–89%	B	Good
75–79%	C	Satisfactory
65–74%	D	Unsatisfactory
Below 65%	F	Failing

Admission Requirements

To be admitted to the Medical Billing and Coding Program, applicants must:

- Be at least eighteen (18) years of age
- Possess a high school diploma or equivalent (GED or HiSET)
- Possess a valid Social Security Number or ITIN
- Demonstrate English language proficiency
- Complete entrance exam with 70%

Graduation Requirements

To receive a **Certificate of Completion**, students must:

- Complete all instructional modules
- Maintain a **minimum cumulative GPA of 75%**
- Fulfill attendance, academic, and financial obligations

Required Textbooks and Resources

(Not Included in Tuition)

Students are responsible for purchasing required textbooks and coding manuals, including:

- **Fordney's Medical Insurance and Coding** – Elsevier
- **CPT® Professional Edition** – AMA
- **ICD-10-CM Official Codebook** – AMA
- **HCPCS Level II Codebook** – AAPC

Note: for the coding book, you can purchase the 2025

Employment Disclosure

Kern Valley Medical College **does not guarantee job placement or employment**. Limited assistance with résumé preparation and interview guidance may be provided; however, **no guarantees** are made regarding wages, schedules, or employment outcomes.

Course Descriptions

MBC 100 – Medical Terminology

- Introduces medical terminology used in healthcare documentation and billing. Students learn word parts, medical abbreviations, and terminology related to body systems, diagnostic procedures, and treatments.

MBC 101 – Anatomy & Physiology for Coding

- Covers the structure and function of body systems with emphasis on accurate identification for use in diagnostic and procedural coding. Students learn basic disease processes and their relevance to healthcare documentation.

MBC 102 – Medical Insurance & Reimbursement

- Explains various types of medical insurance plans and payers, including private insurance, Medicare, Medicaid, and managed care. Students learn claim submission procedures, reimbursement methods, and denial management.

MBC 103 – Diagnostic & Procedural Coding (ICD-10-CM, CPT, HCPCS)

- Provides comprehensive training in diagnostic and procedural coding using the ICD-10-CM, CPT, and HCPCS code systems. Emphasis is placed on coding accuracy, sequencing, compliance, and ethical billing practices.

MBC 104 – Electronic Health Records & Compliance

- Introduces electronic health record (EHR) systems and their role in patient data management, documentation, and billing processes. Topics include HIPAA privacy, data security, and regulatory compliance.

MBC 105 – Professional Development & Exam Preparation

- Focuses on workplace preparation and certification readiness. Students review coding guidelines, practice exam questions, and develop professional communication, employability, and customer service skills related to medical billing and coding.

Medical Terminology in Spanish

Professional Development Course – 100% Online

Course Description

The **Medical Terminology in Spanish** course is a **non-credit, professional development class** designed for healthcare professionals who want to improve communication with Spanish-speaking patients. This course focuses exclusively on **Spanish healthcare terminology**—not basic Spanish language skills. Participants should have **basic conversational Spanish ability** prior to enrollment.

Course Overview

This **6-week online course** provides healthcare professionals with essential Spanish medical terminology used in clinical interactions, such as patient interviews, assessments, and basic care instructions. The emphasis is on **practical communication in healthcare settings**, rather than grammar or beginner Spanish concepts.

Prerequisites

- **Recommended:** Basic conversational Spanish ability
- No prior medical terminology experience required
- No certificate or college credits are awarded (professional development only)

What You Will Learn

Upon completion of the course, students will be able to:

- Identify anatomy and physiology terms in Spanish
- Use medical terminology to gather patient history and assessment information
- Communicate symptoms and medical complaints effectively
- Provide instructions for procedures, exams, and treatments
- Understand and use emergency and safety-related terminology
- Apply common clinical phrases used in everyday medical visits

DISCLOSURE STATEMENTS

- Kern Valley Medical College is a private postsecondary educational institution approved to operate by the Bureau of Private Postsecondary Education (BPPE). Approval to operate signifies that the institution complies with the minimum standards established under the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- Kern Valley Medical College is a non-sectarian institution and does not discriminate on the basis of race, color, creed, religion, national origin, age, sex, gender identity, sexual orientation, disability, marital status, veteran status, or any other characteristic protected by law in its educational programs, activities, employment practices, or admissions policies.
- Kern Valley Medical College is approved by the California Department of Public Health (CDPH), Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS) to offer Nurse Assistant Training Programs, where applicable.
- Kern Valley Medical College operates as a fictitious business name of Kern Valley Medical College, LLC, a California limited liability company owned by Choanice Cole.
- The institution does not own, operate, or control student housing facilities, and does not provide housing assistance. Housing costs in the local area may range from approximately \$550 per month and higher, depending on location and availability.
- Prospective students are strongly encouraged to review the school catalog and the School Performance Fact Sheet (SPFS) prior to signing an enrollment agreement.

- Any questions or complaints regarding the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at (888) 370-7589 or by visiting www.bppe.ca.gov.
- Kern Valley Medical College has not filed a bankruptcy petition, nor has a bankruptcy petition been filed against the institution, within the past five (5) years.
- Kern Valley Medical College is not approved by U.S. Immigration and Customs Enforcement (ICE) for participation in the Student and Exchange Visitor Program (SEVP) and does not accept international students requiring F-1 or M-1 visas.
- The institution does not offer English as a Second Language (ESL) courses. All instruction is conducted in English, and English language proficiency is required for enrollment.
- Kern Valley Medical College is not accredited by an accrediting agency recognized by the United States Department of Education and does not participate in federal or state financial aid programs.
- Monthly tuition payment plans may be available. No interest is charged; however, late fees or failed payment fees may apply. Scholarships, if available, are considered on a case-by-case basis.
- Kern Valley Medical College participates in the California Eligible Training Provider List (ETPL), subject to applicable program eligibility.
- The institution does not accept transfer credit, prior experiential learning, or credits earned at other institutions, and does not have articulation agreements with other colleges or universities.
- The school catalog is reviewed and updated annually, or as required. Oversight of catalog compliance and updates is the responsibility of the School Director.
- Kern Valley Medical College complies with all applicable federal and state laws, including Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments, the Americans with Disabilities Act (ADA), and other relevant nondiscrimination and accessibility laws.

Staff and Faculty

STAFF

Choanice Cole, MSOL, LVN
School Director and Chief Executive Officer

- M.S. Organizational Leadership, National University (2015)
- B.A. Education, University of La Verne (2010)

Giellianne Du Plessis, MSN, RN
Chief Academic Officer

- M.S. Nursing Education & Leadership, American Sentinel University (2015)

Rene Gil, MA
Office Manager / Externship Coordinator

- Bakersfield Adult School
-

FACULTY

Stephanie Robillard, NHA
Medical Insurance Billing and Coding Instructor

- CBCS Certified, Bakersfield Adult School (2011)

Ashley Bejarano, MA
Medical Assistant Instructor

- UEI College, Bakersfield, CA (2016)

Rosa Sandoval, CPT1
Phlebotomy Technician Instructor

- Certified Phlebotomy Technician, Liberty College (2002)
-

HOURS OF OPERATION

Office Hours:
Monday through Thursday: **1:00 PM – 7:00 PM**

CLASS SCHEDULES

Medical Assistant Program

- **Midday Session:** 1:00 PM – 4:30 PM
 - **Evening Session:** 5:30 PM – 9:00 PM
- ### **Phlebotomy Technician Program**
- **Evening Session:** 5:30 PM – 10:00 PM (Monday–Thursday)
 - **Externship:** 8:00 AM – 4:00 PM (Monday–Friday)

Nursing Assistant Training Program

- **Evening Session:** 5:30 PM – 9:30 PM (Monday–Friday)
 - **Externship:** 8:00 AM – 4:00 PM (Monday–Friday)
-

Patient Care Technician Program

- **Evening Session:** 5:30 PM – 10:00 PM (Monday–Thursday)
- **Externship:** 8:00 AM – 4:00 PM (Monday–Friday)

Medical Billing and Coding Program-Hybrid

- **Evening Session:** 5:30 PM – 10:00 PM (Monday–Thursday)
- **Externship:** 8:00 AM – 4:00 PM (optional)

STUDENT ACKNOWLEDGEMENT AND CERTIFICATION OF RECEIPT

I acknowledge that I have received, reviewed, and understood the **Kern Valley Medical College Catalog**. I understand that the catalog contains important information regarding institutional policies, academic requirements, program descriptions, tuition and fees, refund policies, attendance standards, satisfactory academic progress, externship and clinical requirements, grievance procedures, and student rights and responsibilities.

I understand that it is **my responsibility** to read and comply with all policies and procedures contained in the catalog, as well as any updates or supplements provided by the institution. I acknowledge that failure to comply with these policies may result in disciplinary action, up to and including dismissal from the program.

I understand and acknowledge the following:

- Approval of the operation by the Bureau for Private Postsecondary Education (BPPE) does not imply program accreditation or transferability of credits.
- Completion of a program does not guarantee employment, licensure, or certification.
- Tuition, fees, schedules, policies, program content, and instructional staff are subject to change as permitted by law.

- Externship or clinical placement, when required, is unpaid and subject to availability and compliance with institutional and site requirements.
- I have been advised to review the School Performance Fact Sheet (SPFS) before enrollment.
- I understand my right to file a complaint with the Bureau of Private Postsecondary Education.

By signing below, I certify that the information I have provided to Kern Valley Medical College is true and correct to the best of my knowledge. I further certify that I have had the opportunity to ask questions and receive clarification regarding the contents of the catalog.

Catalog Delivery Method (Check One)

- Hard copy of the School Catalog received in person**
- Digital copy of the School Catalog received via email**

Student Name (Print): _____ **Date:** _____

Student Signature: _____

School Representative Name (Print): _____

Title: _____

School Representative Signature: _____ **Date:** _____