

VALLEY COLLEGE
Student Catalog Addendum
Addendum Date: June 26, 2021
Fairlawn Satellite Location
Effective Date of Catalog: 03/20/2021

Valley College is proud to announce that the Valley College – Fairlawn Satellite Location is starting to enroll students in the Practical Nursing program.

On page 1 of the catalog, please add the following information for the Fairlawn Satellite Location.

Martinsburg

287 Aikens Center
Martinsburg, WV 25404
(304) 263-0979
fax (304) 263-3006
Online Programs: 1-888-53LEARN
(1-888-535-3276)

Cleveland

8700 Brookpark Road
Cleveland, OH 44129
Phone Number – (216) 453-8201
Fax Number – (216) 938-8507
Ohio School Registration Number: 2142
(Main Campus – Valley College Martinsburg)

Fairlawn

2955 West Market Street, Suite R
Fairlawn, Ohio 44333
Phone Number – (330) 997 -8900
Satellite Classroom of Valley College- Cleveland

On Page 9 of the catalog insert the following language in the Accreditations, Approvals, Memberships and Licensure section.

Accreditations, Approvals, Memberships and Licensure

Valley College-Beckley, Valley College-Martinsburg, and Valley College – Cleveland are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC contact information: 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201. Valley College – Beckley and Valley College – Martinsburg were both recognized as School of Distinction for 2017-2018. Valley College – Fairlawn is approved by ACCSC as a satellite location.

Valley College – Cleveland and Valley College- Fairlawn are approved by the Ohio Board of Career Colleges and Schools. Valley College- Cleveland’s Certificate of Registration Number is #2142. The Ohio State Board of Career Colleges and Schools may be contacted at: 30 East Broad Street, Suite 2481, Columbus, OH 43215.

Valley College – Cleveland is approved by the Ohio Board of Nursing to offer Practical Nursing.

On pages 11-12 of the catalog insert the following language in the **Additional Requirements - Practical Nursing Program** section

Additional Requirements - Practical Nursing Program

(offered at Valley College – Cleveland and Fairlawn)

In addition to the admissions requirements for all students, the Practical Nursing students must also meet the following requirements (at a minimum) to participate clinical experiences in actual medical settings before they start their clinical experiences. Clinical Preceptorship sites do not always have the same requirements and requirements and recommendation of the sites may be subject to change. Valley College strives to provide students with the most up-to-date requirements for clinical sites at Orientation and at different checkpoints during the students' program.

1. Valid photo identification demonstrating United States citizenship or permanent residency status of the United States.
2. Age Requirement: A student must be 18 years old or older to participate in the program.
3. Criminal Background Check (BCI) results: Students in the Practical Nursing program are required to submit to a State BCI and/or FBI national criminal background check. If the student is a lifelong resident of Ohio, the student will be subject to the Ohio criminal background check (BCI). If the student is not a lifelong resident of Ohio, the student will be subject to the FBI (national) background check. Some sites may require both the BCI and FBI background checks.
4. **The student is advised to initiate the BCI process by the end of the Start Period (the first twelve calendar days from the class start date).** The student is responsible for all necessary fees associated with the background check. The students must go to a Valley College approved site. The results are sent directly to the school. The school must receive the criminal background check results back **prior to start of the first clinical course if the student is scheduled to take**. If the background comes back with a record that will disqualify the student from participating in the clinical portion of the program, the student will be dismissed from the program. There are NO REFUNDS for completed course work.
5. Observed drug screen: All students in the Practical Nursing program are required to submit to an Observed rapid 10-panel drug screen prior to the participating in the clinical portion of the program. **The student is advised to initiate this process by the end of the Start Period (the first twelve calendar days from the class start date).** The student is responsible for all necessary fees associated with the drug screenings. The students must go to a Valley College approved testing site. The results are returned to the school. Valley College must receive an acceptable report prior to the student starting the clinical portion of the program. If the report results disqualify the student from participating in the clinical portion of the program, or the student will be dismissed from the program. There are NO REFUNDS for completed course work. Valley College may refer to the Observed 10-panel rapid drug screen⁴ or urinalysis as Observed drug screen in the Student Catalog and other documents.
6. Common communicable disease immunization record: **Students are advised to initiate the process for obtaining the immunizations, titers, and/or boosters by the end of the Start Period (the first twelve calendar days from the class start date).** The student must provide a copy of written documentation from their healthcare provider that all requirements are met **prior to start of the first clinical course if the student is scheduled to take**. results back. The student is responsible for all necessary fees associated the immunization and other health related requirements.
 - TB (PPD): All students in the Practical Nursing program are required to provide proof of TB test (PPD skin test or chest x-ray) with a negative reading. TB tests are good for one year. If a student's TB test results expire before he or she finishes the program, the student must repeat the test.
 - Proof of (a) a complete (3 injection series) Hepatitis B Vaccination/Booster or (b) a serum titer confirming immunity. Hepatitis B series: **Dose 1:** The student is strongly advised to start the series by the program's start date. The student is to show proof that he/she has initiated the series. **Dose 2:** The second injection is given one month after the first dose. **Dose 3:** The third injection is completed six months after the first **dose**. The student must sign a **waiver** acknowledging he/she may not be fully immunized, if the Hepatitis B series is not complete.
 - Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957 (and/or) Proof of boosters if no immunity is shown.
 - Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957, (and/or) Proof of boosters if no immunity is shown.
 - Proof of Tetanus vaccination within the last 10 years.

Recommendations: It is recommended that applicants also provide written documentation from their healthcare provider for:

- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity and proof of Booster if there is no immunity shown.
- Proof of Influenza immunization (This may be a seasonal requirement).

Furthermore, students who do not provide proof that they have the recommended vaccinations, titers and/or boosters may be required to follow different protocols or procedures while performing certain medical proficiency checkpoints in the classroom or at a clinical site. For example, if you can't get the flu vaccine due to allergic reactions, you may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout your rotation. If a clinical facility has additional specific requirements for their site, failure to adhere to those requirements will lead to the student being dismissed from that site and possibly being administratively removed from the program if another placement is not possible.

The student is reminded that any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Graduates from other Valley College programs will be required to complete the Admission Requirements listed above to be considered for entry into the PN program.

Failure to show Proof of Criminal Background Check (BCI/FBI), Drug Screening Results, and/or Immunizations/Titers/Boosters

Students who **fail** to show proof that they have initiated their Criminal Background Check/Federal Background Check, Drug Screening and/or Immunization/Titers/Boosters by the end of the Start Period) may be reclassified as a No-Start status and withdrawn from the program. Please see the Refund Policy.

Valley College may share the results of the background check, drug screening and immunization/vaccination records with the designated contact person at the clinical site. Based on the guidelines of the site, a student may or may not be accepted at their site. If, the student is not accepted by the site or if while the student is participating in clinicals, the assigned site denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the College and the issue has been resolved. If the student cannot return to a clinical site and be allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Practical Nursing Program Administrator.

Applicants should make an informed decision about whether to participate in a program that requires state criminal background check (BCI) or a FBI national criminal background check, an Observed 10-panel rapid drug screen(s) or urinalysis, and immunizations/titers/boosters records. In addition, due to the physical requirements (able to lift and/or carry over 50 pounds frequently), attendance and academic standards, Valley College strongly recommends that applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed, or other physical constraints), learning disabilities, or any other restrictions that would prevent the student from participating fully and successfully completing the program, not enroll in the program unless they provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions.

On pages 42 of the catalog insert the following language in the **Attendance Policy**

Attendance Policies

Effective date 5/24/2021

Students, in programs other than the Practical Nursing programs who are absent or tardy for any reason are expected to make up the class time and academic work. Attendance is tracked and rounded to the nearest fifteen (15) minutes, **for all programs**

except the Practical Nursing program. Instructors take class attendance daily and record the attendance electronically in the student management system. The students' attendance percentages are tracked by Valley College staff.

Practical Nursing program attendance requirements are stricter because the program must adhere to Ohio Board of Nursing rules/standards. Students in this program are required to make up all missed class time. The Practical Nursing program student is considered tardy (late/absent) after seven (7) minutes. Academic work must be made up as per the direction of the instructor. Class instructors take class attendance daily and record the attendance electronically in the student management system. Based on supporting documentation, the instructor will determine if an absence is coded as excused or unexcused. Even though an unexcused absence must be made up, the hours that are made up do not cancel the unexcused absences. A student may only have 24 unexcused absences during their tenure as a Practical Nursing student. The students' attendance percentages and unexcused absences are tracked by Valley College staff.

Students are requested to notify the College if they are to be absent and why and may be asked for documentation concerning the absence. Students absent for approximately two (2) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence. If the student does not return to school, the College will continue to attempt to contact the student via various means of communication which may include, but are not limited to, text messaging, email, phone, written letter or social media. Additionally, Valley College may contact the references (contact people) that the student provided the College. If the College is unable to reach the student, or the student does not return to class, the student is subject to termination from his/her program. New students who do not attend class regularly during the Start Period (the first twelve calendar days from the class start date) may be reclassified as a No-Start status and withdrawn from the program at any point during the Start Period.

On Page 61 replace the table with the one below in the Class Hours and Start Dates:

Class Hours and Start Dates: For Practical Nursing Diploma program – Classes are held Monday-Thursday*. Courses that are 60 hours in length are held from 8:00am to 2:00pm. Courses that are 84 hours in length are held from 8:00am to 4:00pm. Hours and days may vary for clinicals and preceptorship courses. (*See Program Rotation Schedule for class hours and days classes are scheduled on Fridays.)

| Start Date | Practical Nursing Projected completion date |
|------------|--|
| 1/4/2021 | 10/14/2021 |
| 1/25/2021 | 11/4/2021 |
| 2/15/2021 | 11/24/2021 |
| 3/8/2021 | 12/16/2021 |
| 4/5/2021 | 1/20/2022 |
| 4/26/2021 | 2/10/2022 |
| 5/17/2021 | 3/3/2022 |
| 6/7/2021 | 3/24/2022 |
| 7/6/2021 | 4/21/2022 |
| 7/26/2021 | 5/12/2022 |
| 8/16/2021 | 6/2/2022 |
| 9/7/2021 | 6/23/2022 |
| 9/27/2021 | 7/21/2022 |
| 10/18/2021 | 8/11/2022 |
| 11/8/2021 | 9/1/2022 |
| 11/29/2021 | 9/22/2022 |