



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
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DATE	May 9, 2023
TO	Board Members
REVIEWED BY	Beth DeYoung, MPH, RN Supervising Nursing Education Consultant (SNEC)
PREPARED BY	Tara Devila, MSN-Ed, RN, PHN, SMQT, CHEP Nursing Education Consultant (NEC)
SUBJECT	Request to Admit Students
PROGRAM	Cypress College Psychiatric Technician Program (Program) (Program Director: Jaime Ramos, Cypress, Orange County, Community College)

Please note: The NECs make recommendations. The recommendations are forwarded to the Executive Officer Review, the Education and Practice Committee or the full Board for action.

PROGRAM REQUEST:

Admit a full-time class of 24 students to commence on August 21, 2023, with a graduation date of December 5, 2024, which will replace the class graduating on May 19, 2023.

BACKGROUND:

On May 14, 2020, the Executive Officer rescinded the Program’s ongoing pattern of admission of two full-time classes a year due to four consecutive quarters of noncompliance with the California Code of Regulations, Title 16, Section 2585(I) which pertains to licensure pass rates.

On August 20, 2021, the Program was placed on provisional approval by the Board due to eight consecutive quarters of noncompliance with California Code of Regulations, Title 16. Section 2585(I).

On February 5, 2023, the NEC received an email request from the Program Director, with supporting documentation, requesting to admit a class.

STAFF ANALYSIS:

The NEC reviewed and analyzed the results of the last eight quarters (January 2021 to December 2022) of the California Psychiatric Technician Licensure Examination (CAPTLE) and the data showed that the Program has not been compliant with California Code of Regulations, Title 16, Section 2585(I). The NEC reviewed the preceding sixteen quarters and the data showed that the Program has not been compliant for 15 consecutive quarters out of the 16 total quarters reviewed.

The NEC analyzed the handwritten documentation submitted by the Program to track graduates. The documentation listed the status of graduates from Fall 2018 onward. The Program Director stated that the Program reaches out to all graduates to ensure they have scheduled and are ready to take the CAPTLE, however, there was no documented evidence that this intervention was done.

The Program Director stated the following reasons for the low CAPTLE data:

1. Reduction of full-time faculty by 60 percent in Spring of 2018.
2. During the faculty reduction period, part-time faculty were being utilized to teach. The Program Director stated that the part-time faculty were not following the curriculum.
3. During the COVID-19 pandemic, students were cheating while taking tests remotely.
4. Approximately 50 percent of graduates were waiting six months or longer after graduation before taking the CAPTLE.
5. The Program Director submitted data on the history of graduates for the period of Fall 2018 to Fall 2022. A total of 21 of 155 graduates have not taken the CAPTLE exam.
6. For the last two years, the graduates who had taken the CAPTLE exam stated they were not well prepared for some of the topics on the CAPTLE, including pharmacology and leadership.

The Program implemented the following interventions:

1. In 2018, additional part-time faculty were hired to address the 60 percent full-time faculty reduction. The program increased full-time faculty effective Fall 2019.
2. In Fall 2021, designated days for faculty development training were implemented. The focus of the faculty development trainings was aimed at topics for execution of the instructional plan and review of student evaluations of the curriculum. To aid with the knowledge gaps from faculty not following the curriculum and to improve CAPTLE readiness, the Program implemented a comprehensive 240-item practice examination prior to graduation. This practice examination was beta tested in Spring and Fall semesters of 2021, and officially implemented as a requirement for students in Spring 2022.
3. A new approach to academic integrity was developed by the Program. These measures included a revised academic integrity policy, revised exams, and proctored testing on campus to resolve the cheating issue. The new academic integrity policy was implemented in Fall 2021, followed by exam revisions and proctored testing in Spring 2022.
4. As of this time, the Program has not addressed the length of time that the students wait before taking the CAPTLE and the reason for the delay. The most recent class that graduated in December 2022 had a total of 16 graduates but

only seven have taken the CAPTLE as of April 10, 2023. This issue has not been resolved.

5. In Spring 2021, the Program implemented a two-week mentorship and outreach program to bolster engagement with graduates and encourage them to take the exam shortly after graduation. The Program Director stated this intervention has remained unsuccessful with minimal to no response from graduates.
6. In Fall 2020, the Program implemented a PowerPoint presentation of 135 medications likely to be used by psychiatric technicians so the students can strengthen their knowledge in pharmacology. The presentation is available on a mobile device in a flashcard format. In Fall 2022, the Program implemented a 9-hour theory course to strengthen knowledge on leadership topics.

Despite the Program's ongoing efforts, there Program has not demonstrated incremental progress with CAPTLE pass rates.

STAFF RECOMMENDATIONS:

1. Deny the Program's request to admit a full-time class of 24 students to commence on August 21, 2023, with a graduation date of December 5, 2024, which will replace the class graduating on May 19, 2023.
2. Place the Program on the agenda for the August 2023 Board meeting for reconsideration of provisional approval.
3. Require the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Continue to require the Program to submit a comprehensive analysis with a submission date no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Daily Lesson Plans for each Term
 - c. Student Policies including:
 - 1- Admission Criteria
 - 2- Screening and Selection Criteria
 - 3- Attendance Policy
 - 4- Remediation Policy
 - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
 - 6- Credit Granting Policy

- d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
2. Require the Program to submit documentation of the tracking of graduates with a submission date of June 1, 2023. The following elements must be addressed in the tracking documentation:
 - a. List of all graduates per class, including name, cohort number, and graduation date beginning Fall 2018 graduates.
 - b. List the CAPTLE examination dates and results (pass/fail)
 - c. List of all graduates who have not taken the CAPTLE and interventions attempted for each graduate.
3. Admit no additional classes without prior approval by the Board.
4. Require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with Section 2585(l) of the California Code of Regulations, Title 16.
5. Continue to provide a maximum of 12 students for each instructor in clinical experiences. California Code of Regulations, Title 16, Section 2588(c) states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every 12 students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
6. Notify the NEC in the event a current class is displaced from clinical sites.
7. Continue the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technicians Law, commencing at the California Business and Professions Code, Section 4530, and Article 5 of California Code of Regulations, Title 16, Section 2580.
8. Continue the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) pass rates. If

the Program fails to satisfactorily demonstrate incremental progress, the Board may revoke the Program's approval.

RELEVANT PROGRAM ELEMENTS

Enrollment

California Code of Regulations, Title 16, Section 2585(k) states:

“The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to: (1) Sufficient program resources as specified in Section 2585(a). (2) Adequacy of clinical experience as specified in Section 2588. (3) Licensure examination pass rates as specified in Section 2585(l).”

The Program is approved to offer a 48-week full-time class. Board approval is required prior to the admission of each class.

The following table represents current and projected student enrollment based on current and proposed class starts and completion dates. The table indicates a maximum enrollment of 59 students for the period March 2022 through August 2023.

ENROLLMENT DATA TABLE

Class Start Dates	Class Completion Dates	Number of Students Admitted	Number of Students Current	Number of Graduated	Total Enrolled
3/28/22 FT Day *(5/19/23)		20	18		18
8/22/22 FT Day *(12/8/23)		20	16		18+16 = 34
1/23/23 FT Day *(5/16/24)		19	19		34+19 = 53
	5/19/23 (3/28/22 class)			-18	53-18 = 35
8/21/23 FT Day *(12/5/24) Proposed		24			35+24 = 59

*Indicates projected graduation date

Licensing Examination Statistics

California Code of Regulations, Title 16, Section 2585(l) states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of approved vocational nursing schools for the same period.”

The following statistics, furnished by Psychological Services, LLC (PSI) and printed by the Board of Vocational Nursing and Psychiatric Technicians for the period January 2019 through December 2022, specify the pass percentage rates for graduates of the Program on the California Psychiatric Technician Licensure Examination (CAPTLE).

CALIFORNIA PSYCHIATRICTECHNICIAN LICENSURE EXAMINATION DATA

Quarterly Statistics					Annual Statistics		
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate CCR §2585(l)	Variance from State Average Annual Pass Rate
Jan-Mar 2019	21	15	71%	82%	70%	77%	-7
Apr-Jun 2019	7	3	43%	73%	66%	80%	-14
Jul-Sep 2019	17	11	65%	80%	63%	80%	-17
Oct-Dec 2019	1	0	0%	79%	63%	80%	-17
Jan-Mar 2020	8	3	38%	86%	52%	80%	-28
Apr-Jun 2020	8	4	50%	76%	53%	80%	-27
Jul-Sep 2020	19	13	68%	79%	56%	79%	-23
Oct-Dec 2020	2	2	100%	74%	59%	78%	-19
Jan-Mar 2021	16	9	56%	79%	62%	77%	-15
Apr-Jun 2021	6	2	33%	73%	60%	76%	-16
Jul-Sep 2021	7	6	86%	84%	61%	77%	-16
Oct-Dec 2021	4	1	25%	71%	55%	76%	-21
Jan-Mar 2022	1	0	0%	77%	50%	76%	-26
Apr-Jun 2022	7	5	71%	66%	63%	75%	-12
Jul-Sep 2022	11	5	45%	67%	48%	71%	-23
Oct-Dec 2022	3	1	33%	74%	50%	72%	-22

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

Based on the most current data available (October – December 2022), the Program’s average annual pass rate is 50 percent. The California average annual pass rate for graduates from approved psychiatric technician programs who took the licensure

examination for the first time during the same period is 72 percent. The average annual pass rate for the Program is 22 percentage points below the state average annual pass rate.

Faculty and Facilities

California Code of Regulations, Title 16, Section 2588(d) states:

“For supervision of clinical experience, there shall be a maximum of 15 students for each instructor.”

The current number of approved faculty totals 11, including the Program Director. The Program Director has 60 percent administrative duties and 40 percent teaching responsibilities. Of the total faculty, 11 are designated to teach clinical. Based upon a maximum proposed enrollment of 59 students and the Program’s requirement of an instructor to student ratio of one to 12, five instructors are required for clinical supervision. The utilization of faculty at clinical facilities is such that clinical instruction is covered adequately.

California Code of Regulations, Title 16, Section 2588(b) states:

“Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2587. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught.”

Submitted documentation indicates the Program has sufficient clinical facilities to afford the number, type and variety of patients that will provide clinical experience consistent with Board-approved competency-based objectives and theory being taught for current and proposed student enrollment.

ATTACHMENTS:

Attachment A: Program History

Attachment A

CYPRESS COLLEGE PSYCHIATRIC TECHNICIAN PROGRAM

Program History

- In June 1968, the Board approved Fairview State Hospital's request to begin a psychiatric technician program.
- In June 1969, the Board approved initial accreditation of the Fairview State Hospital Psychiatric Technician Program.
- In March 1971, the Program was moved to Cypress College under the administration of the Division of Health Sciences.
- In January 1977, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.
- In November 1983, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.
- In February 1992, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program, subsequent to a survey visit.
- In May 1992, the Board ratified the Nursing Education Consultant authorization to establish class size at a maximum of 30 students. Additionally, the Board approved the Program's admission of two classes per year.
- In September 1996, the Board ratified action by the Executive Officer authorizing the Program's admission of 15 additional students commencing August 19, 1996, only. This action allowed the accommodation of students from Hacienda La Puente Psychiatric Technician Program, which closed due to the unexpected resignation of two instructors.
- In November 1996, a new Program Director was approved.
- In November 1998, the Board approved the Program's request to admit a class of 45 students commencing January 20, 1999, contingent upon approval of adequate faculty and facilities. The Program was directed to submit a revised admission policy and instructional plan. Additionally, the Board requested

presentation of a follow-up report at its November 1999 meeting relative to the Program's attrition and examination statistics.

- In November 1999, the Board accepted an informational report relative to the Program's attrition and examination statistics. The Board directed continuous monitoring of the Program's examination pass rate and a full analysis by the Program Director if no improvement is evidenced.
- In April 2001, the Board approved continued accreditation for the Cypress College Psychiatric Technician Program for the four-year period from April 27, 2001, to April 27, 2005.
- On February 8, 2002, the Board approved the Program's request to admit 15 full-time advanced placement students to the January 22, 2002, class, commencing April 1, 2002, only, thereby increasing the Program's class size.
- On February 7, 2003, the Board approved the Program's request to admit 15 full-time advanced placement students to the January 21, 2003, class, commencing March 17, 2003, only, thereby increasing the Program's class size.
- On January 12, 2005, the Board approved continued full accreditation for the Cypress College Psychiatric Technician Program for the four-year period from February 4, 2005, through February 3, 2009, and issued a certificate accordingly.
- On January 14, 2009, the Executive Officer approved continued full accreditation for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2009, through February 3, 2013; and required that the Program present a follow-up report at the September 11, 2009, Board meeting relative to the performance of Cypress College Psychiatric Technician Program graduates on the California Psychiatric Technician Licensure Examination.
- On January 22, 2013, the Executive Officer approved continued full accreditation for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2013, through February 3, 2017, and issued a certificate accordingly.
- On June 5, 2017, the Executive Officer approved continued full accreditation for Cypress College Psychiatric Technicians' Program:
 1. Continue approval for the Cypress College Psychiatric Technician Program for a four-year period from February 4, 2017, through February 3, 2021, and issue a certificate accordingly.
 2. Continue the Program's approval to admit a class of 30 students two times each year (January and August), with the following stipulations:

- a. No additional classes are added to the Program's current pattern of admission without prior Board approval. The Program's current pattern of admission includes one class of 30 students two times each year (January and August).
 - b. The Program Director documents that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. The Program's average annual pass rates remain no more than ten (10) percentage points below the state average annual pass rate.
- On May 14, 2020, the Executive Officer approved:
 1. Rescind Cypress College, Psychiatric Technician Programs ongoing pattern of admission of two full-time classes per year, (January and August) of 30 students; to replace graduating classes only.
 2. The Program is required to submit a written plan for improving the Program's California Psychiatric Technician Licensure Examination (CAPTLE) pass rate for first time candidates.
 3. The Program is required to obtain Board approval prior to admission of any additional classes.
 4. The Program is required, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the Board, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with the California Code of Regulations, Title 16, Section 2585(l).

On November 10, 2020, the Executive Officer approved:

1. Approve the Program's request to admit a full-time class of 24 students commencing on January 25, 2021, graduating on May 26, 2022, to replace the class that graduates on December 12, 2020.
2. Require the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.

2. No additional classes are added without prior BVNPT approval.
3. Documents adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
4. Maintain an average annual pass rate that is compliant with the California Code of Regulations, Title 16, Section 2585(I).
5. Continue to require the Program to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.

On January 26, 2021, the Executive Officer approved:

1. Grant continued full approval for the Cypress College Psychiatric Technician Program for a four-year period beginning February 3, 2021 and issue a certificate accordingly.
2. Require the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Continue to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average pass rate that is compliant with the California Code of Regulations, Title 16, Section 2585(I).
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580

On June 1, 2021, the Executive Officer approved:

1. Admit a full-time class of 24 students commencing on August 23, 2021, graduating on December 9, 2022, to replace the class that graduates on May 20, 2021.

2. Require the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Continue to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average pass rate that is compliant with the California Code of Regulations, Title 16, Section 2585(l).
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.

On August 20, 2021, the Board:

1. Placed Cypress College Psychiatric Technician Program on provisional approval.
2. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS:

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Require the Program Director to submit follow-up reports in 10 months, but no later than June 1, 2022, and in 22 months but no later than June 1, 2023. The report must include a comprehensive analysis of the Program, specific actions taken with revisions to improve pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Admission and Screening Criteria
 - b. Terminal Objectives
 - c. Evaluate the Current Curriculum for Possible Update Curriculum to include:
 - 1- Program objectives

- 2- Instructional Plan
 - 3- Theory and Clinical Objectives for Each Course
 - 4- Lesson Plans for Each Course
 - 5- Evaluation of Correlation of Theory and Clinical
 - 6- Textbooks
 - d. Student Policies to include
 - 1- Attendance Policy
 - 2- Remediation Policy
 - 3- Evaluation of Student Achievement
 - 4- Credit Granting
 - e. Evaluation of available clinical facilities approvals to determine adequacy in number and variety to accommodate current and projected students.
4. Comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.
5. Failure to take any of these corrective actions may cause the full Board to revoke the Program's approval.

On February 9, 2022, the Board:

- 1. Approved the Program's request to admit a full-time class of 24 students to commence on March 28, 2022, with a graduation date of July 14, 2023
- 2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

- 1. Continue to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2022, and a subsequent report no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Theory & Clinical Objectives for each Term
 - 3- Lesson Plans for each Term
 - c. Student Policies including:
 - 1- Admission Policy
 - 2- Screening and Selection Policy
 - 3- Attendance & Remediation Policy
 - 4- Evaluation of Student Achievement

- 5- Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of Faculty
 - f. Methodologies for:
 - 1- Faculty Meetings
 - 2- Clinical Evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
2. Admit no additional classes without prior approval by the Board.
 3. Require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with Section 2585(l) of the California Code of Regulations, Title 16.
 4. Continue to provide a maximum of twelve students for each instructor in clinical experiences. The California Code of Regulations, Title 16, Section 2588 states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 5. Notify the NEC in the event a current class is displaced from clinical sites.
 6. Continue the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.
 7. Continue the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) pass rates or other violations. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.

On May 20, 2022, the Board:

4. Approved the Program's request to admit a full-time class of 24 students to commence on August 22, 2022, with a graduation date of December 7, 2023, to replace the class graduating on May 19, 2022.
5. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS

1. Continue to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2022, and a subsequent report no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 1. Instructional Plan
 2. Theory & Clinical Objectives for each Term
 3. Lesson Plans for each Term
 - c. Student Policies including:
 1. Admission Policy
 2. Screening and Selection Policy
 3. Attendance & Remediation Policy
 4. Evaluation of Student Achievement
 5. Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected students.
 - e. Evaluations of Faculty
 - f. Methodologies for:
 - 1- Faculty Meetings
 - 2- Clinical Evaluations
 - g. Documentation of required clinical resources for all terms for all current cohorts.
2. Admit no additional classes without prior approval by the Board.
6. Require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.

- c. Ensure that the Program maintains an average annual pass rate that is compliant with Section 2585(l) of the California Code of Regulations, Title 16.
7. Continue to provide no less than one instructor for every twelve students in clinical experiences. The California Code of Regulations, Title 16, Section 2588 states: "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
8. Notify the NEC in the event a current class is displaced from clinical sites.
9. Continue the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technician Law, commencing at Business and Professions Code Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.
10. Continue the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) pass rates or other violations. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval.

On November 8, 2022, the Board:

1. Approved the Program's request to admit a full-time class of 24 students to commence on January 23, 2023, with a graduation date of May 16, 2024.
2. Required the Program to comply with all program requirements listed below.

PROGRAM REQUIREMENTS

1. Continue to require the Program to submit a comprehensive analysis report with a submission date no later than June 1, 2023. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Daily Lesson Plans for each Term
 - c. Student Policies including:
 - 1- Admission Criteria
 - 2- Screening and Selection Criteria
 - 3- Attendance Policy

- 4- Remediation Policy
 - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice
 - 6- Credit Granting Policy
 - d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts
2. Admit no additional classes without prior approval by the Board.
 3. Require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with Section 2585(l) of the California Code of Regulations, Title 16.
 4. Continue to provide a maximum of twelve students for each instructor in clinical experiences. The California Code of Regulations, Title 16, Section 2588(c) states, "For supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for every twelve students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
 5. Notify the NEC in the event a current class is displaced from clinical sites.
 6. Continue the Program's requirement to comply with all approval standards in Article 4 of the Psychiatric Technicians Law, commencing at the California Business and Professions Code, Section 4530, and Article 5 of the California Code of Regulations, Title 16, Section 2580.
 7. Continue the Program's requirement to demonstrate incremental progress in California Psychiatric Technician Licensure Examination (CAPTLE) pass rates. If the Program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the Program's approval