

**ORANGE COUNTY EMT  
EMERGENCY MEDICAL TECHNICIAN PARAMEDIC**



**PROGRAM CATALOG**

**JANUARY 1<sup>ST</sup>, 2017 - DECEMBER 31<sup>ST</sup>, 2017**

## 2017 Institutional Statements



### **Mission Statement:**

To provide the highest level of Emergency Medical Training and Education to persons seeking Employment, Career Development, or Personal Development in the Pre-Hospital setting, by exceeding National Standards and staying at the forefront of EMS Education.

### **Vision Statement:**

Through commitment, dedication, and perseverance, we will become a nationally recognized Emergency Medical Training Program that specializes in all EMS certifications at the State and National levels, while always maintaining excellence within our program.



**Training Center**

26429 Rancho Parkway South, Suite 150, Lake Forest, CA 92630  
Phone: (949) 421-3958, Email: [courseinfo@ocemt.edu](mailto:courseinfo@ocemt.edu), Web: [www.ocemt.edu](http://www.ocemt.edu)

**Program Director**

Corey Gremel: Chief Administrative Officer  
Anaheim Fire and Rescue: Captain/Paramedic  
Phone: (714) 717-4927  
Email: [cgremel@ocemt.edu](mailto:cgremel@ocemt.edu)

**Clinical Coordinator**

Andrew Kilian: Chief Operating Officer  
Anaheim Fire and Rescue: Engineer/Paramedic/Hazardous Materials Specialist  
Phone: (949) 291-3887  
Email: [akilian@ocemt.edu](mailto:akilian@ocemt.edu)

**Medical Director**

Wendy Ruggeri: Medical Doctor  
Email: [wruggeri@ocemt.edu](mailto:wruggeri@ocemt.edu)

**Administrative Secretary**

Lynn Barr: Custodian of Records  
Phone: (949) 421-3958  
Email: [lbarr@ocemt.edu](mailto:lbarr@ocemt.edu)

**Lead Instructor**

Bryan Carter: Lead/Master Instructor  
Newport Beach Fire Department: Firefighter/Paramedic  
Email: [bcarter@ocemt.edu](mailto:bcarter@ocemt.edu)

**Assistant Instructor**

Peter Trapani: Assistant Instructor  
Orange County Fire Authority: Firefighter/Paramedic  
Email: [ptrapani@ocemt.edu](mailto:ptrapani@ocemt.edu)

**Assistant Instructor**

Kane Johnson: Assistant Instructor  
Huntington Beach Fire Department: Firefighter/Paramedic  
Email: [kjohnson@ocemt.edu](mailto:kjohnson@ocemt.edu)

## Approval to Operate

### **Nationally Accredited Educational Institution**

Council on Occupational Education (COE)  
7840 Roswell Road, Building, Suite 325  
Atlanta, Georgia 30350  
Phone: (800) 396-3790  
Website: [www.council.org](http://www.council.org)

### **California Approval To Operate**

Bureau for Private Post Secondary Education  
2535 Capital Oaks Drive, Suite 400  
West Sacramento, CA 95798  
Phone: (888) 370-7589  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **State of California Continuing Education Provider**

California Emergency Medical Services  
Continuing Education Provider Number: 30-0111  
10901 Gold Center Drive, Suite 400  
Rancho Cordova, CA 95670  
Phone: (916) 322-4336  
Website: [www.emsa.ca.gov/](http://www.emsa.ca.gov/)

### **County of Orange License to Operate**

Orange County Emergency Medical Services  
405 W. Fifth Street, Suite 301A  
Santa Ana, CA 92701  
Phone: (714) 834-3500  
Website: [www.healthdisasteroc.org/ems/](http://www.healthdisasteroc.org/ems/)

### **County of Los Angeles License to Operate**

Los Angeles County Emergency Medical Services  
10100 Pioneer Blvd, Suite 200  
Santa Fe Springs, CA 90670  
Phone: (562) 347-1500  
Website: [www.dhs.lacounty.gov](http://www.dhs.lacounty.gov)

### **CoAEMSP: Letter Of Review**

The Orange County EMT Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

### **To Contact CoAEMSP:**

8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
(214) 703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

## Clinical and Field Internship Locations

### Clinical Sites

#### University of California Irvine Medical Center

101 The City Drive South  
Orange, CA 92868

#### Children's Hospital of Orange County (CHOC)

1201 West La Veta  
Orange, CA 92868

#### West Anaheim Medical Center (Prime Healthcare)

3033 West Orange Avenue  
Anaheim, CA 92804

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### Field Internship Site

#### Riverside County Fire Department (Cal Fire)

16902 Bundy Ave  
Riverside, CA 92518

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### 2017 Academic Calendar

Date	Class One Schedule of Events
<b>June 1st</b>	Enrollment Open
<b>June 19th</b>	Entrance Exams Scheduled
<b>July 10th</b>	Interview Process Begins
<b>July 11th</b>	Notification of Acceptance (Course Roster)
<b>August</b>	Student Orientation
<b>September 5th</b>	Didactic Start: M-F, 8:00am- 5:00pm
<b>October</b>	Didactic Continued: M-F, 8:00- 5:00pm
<b>November 17th</b>	Didactic Continued: M-F, 8:00- 5:00pm: Last day of Didactic November 17th
<b>November 21-28th</b>	Finals Week (Excluding Holidays)
<b>December 1st</b>	Clinical Internship (10) 12 hour shifts to be scheduled according to Internship Site
<b>January 1<sup>st</sup>, 2018</b>	Field Experience (4) 24 hour shifts to be scheduled according to Internship Site
<b>January 10<sup>th</sup>- March 10th</b>	Capstone Field Internship
<b>March 12<sup>th</sup>, 2018</b>	Course Licensure/Completion (3 days) 8:00- 5:00
<b>March 20<sup>th</sup>, 2018</b>	NREMT Written Examination



### Paramedic Program Fees

Item	Cost
<b>Application Fee</b>	\$50.00
<b>Enrollment Fee</b>	\$2,500.00
<b>Tuition</b>	\$10,000.00

Enrollment Fee is due two weeks after acceptance into the program and is deducted from the total tuition. The balance of the tuition is due at orientation, unless the student has signed up for an approved payment plan.

#### Course Materials

Students must purchase prior to Class and are not included with tuition

Textbook	\$300.00
Textbooks, optional	\$170.00
FISDAP: Electronic Skills Database and Testing Fees	\$125.00
Clinical equipment: <i>Stethoscope/Goggles</i>	\$50 - \$200
Uniform: 511 Pants/Polo, optional boots and belt	\$120 - \$300

#### Post Course Fees: Required for Certification/Licensure

National Registry Practical Exam	\$225.00
National Registry written exam application fee	\$225.00
State of California Paramedic Licensing Fee	\$110.00
Live Scan	\$70 - \$125
<b>Total Estimated Cost:</b>	<b>\$12,000.00</b>

#### Payment Plans

Payment Plans require the Enrollment Fee of \$2,500.00 to be paid in full two weeks after acceptance into the Program. Students will then have (3) installments of \$2,525.00 due on the first day of each month following the start date of the course, for 3 consecutive months. There is a \$50.00 enrollment fee for all payment plans.

## Course Description

This comprehensive Paramedic Program meets the standards of Title 22, from the California Code of Regulations, derived from the current National Standard Curriculum and formulated by the U.S. Department of Transportation. The Program is full-time, lasting 6 months in duration, and consists of the following components: Didactic, Skills Labs, Clinical Internship, Field Experience, and the Capstone Field Internship. Upon completion of the Program, a Course Completion Certificate is issued, allowing students to apply for the National Registry Exam and then Licensure.

## Certificate Program

The Paramedic Course offered by OCEMT is for certificate only. A course completion certificate shall be issued that meets the criteria of California EMS, Orange County EMS, National Registry of EMT, and is drawn from the National Highway Traffic Safety Administration. Upon successful completion of our 1,296-hour Paramedic course, students who achieve a minimum of 80% on all exams, and successfully complete their hospital clinical and field internships will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

## Minimum Course Expectations

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

## Contact Hours for Program Completion

1,296 total hours from the following sections:

1. Didactic Lecture: 312 hours
2. Skills Labs: 168 hours
3. Hospital Clinical: 240 hours (24) 10-Hour Shifts
4. Field Experience: 96 hours (4) 24-Hour Shifts
5. Capstone Field internship: 480 hours (20) 24-Hour Shifts

## Program Matrix

Course Sequence	Course Number	Course Title	Credit Hr.	Lecture Hr.	Lab Hr.	Clinical Hours	Field Exp. Hr.	Field Hr.
1	EMTP-1	Intro to Paramedicine	0.5	24				
1	EMTP-1L	Intro to Paramedicine Lab	0.25		8			
2	EMTP-2	Paramedicine Fundamentals	1	40				
2	EMTP-2L	Paramedicine Fundamental Lab	0.25		8			
3	EMTP-3	Patient Assessment	0.5	24				
3	EMTP-3L	Patient Assessment Lab	0.5		24			
4	EMTP-4	Medicine	2	80				
4	EMTP-4L	Medicine Lab	1		40			
5	EMTP-5	Trauma	2	80				
5	EMTP-5L	Trauma Lab	1		40			
6	EMTP-6	Special Patients	0.5	24				
6	EMTP-6L	Special Patients Lab	0.25		8			
7	EMTP-7	Operations	0.25	16				

7	EMTP-7L	Operations Lab	0.25		8			
8	EMTP-8	Introduction to Clinical Internship	0.25	8				
8	EMTP-8L	Clinical Internship Lab	0.25		8			
8	EMTP-8CI	Clinical Internship	3.25			240		
9	EMTP-9	Intro to Field/Capstone Internship	0.25	8				
9	EMTP-9L	Field/Capstone Internship Lab	0.25		8			
9	EMTP-FE	Field Experience	2				96	
10	EMTP-10CI	Capstone Field Internship	4					480
11	EMTP-11	Licensure	0.25	8				
11	EMTP-11L	Licensure Lab	0.25		16			
<b>Total</b>	23		21	312	168	240	96	480
<b>Program Total: 1296</b>								

### Program Objectives

1. Describe the roles and responsibilities of paramedics in the health care system
2. Demonstrate the level of professionalism expected of paramedics
3. Perform the duties of a paramedic while ensuring the safety and wellness to yourself and others
4. Operate within the Scope of Practice and Standard of Care of a paramedic including medical, legal and ethical issues
5. Apply principles of anatomy, physiology, pathophysiology, life-span development, and therapeutic communications to the assessment and management of patients
6. Identify the need to perform immediate lifesaving interventions to manage a patient's airway, breathing, and circulation
7. Assess and formulate treatment plans within the Paramedic Scope of Practice for patients of all ages, to include Medical and Traumatic Emergencies
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous materials incidents, and responding to WMD incidents.

### Course Progression

Students will progress through the Program by completing lecture, lab and clinical internships. The objectives for each course are explained in the syllabus for each course. Students are required to read the syllabus for each of the classes in which they are enrolled. Students advance in the Hospital and Field Clinical program by meeting skill and assessment objectives along with affective behavior objectives outlined in the course syllabus. A minimum number of hours are required in various clinical settings, as well as minimum skill competencies.

### Program Completion Requirements

1. The Paramedic Program is comprised of 22 individual courses that must be completed in sequence to complete the Program.
2. Students must pass each course with a minimum score of 80% on the course exam, complete all post lesson tests, and pass the Skills Lab, to move on to the next course.



3. Upon completion of courses 1-7, students will take a cumulative final exam consisting of three sections. Students must achieve an 80% on each of the following sections to move forward to their Clinical Internship:
  - a) Multiple-Choice Exam
  - b) Written Treatment Plans
  - c) EKG Competency
4. Students must complete the Clinical Internship with a “Pass” or Meets Expectations on their final evaluation which is completed by their Clinical Preceptor, Program Clinical Coordinator, Program Director, and Program Medical Director. Students who complete this course will continue in the Program and proceed to the Field Experience section.
5. Students who complete the Field Experience Course will proceed to the Capstone Field Internship
6. Students must complete the Capstone Field Internship with a “Pass” or Meets Expectations on their final evaluation which is completed by their Field Preceptors, Program Clinical Coordinator, Program Director, and Program Medical Director. Students must also complete all of the objectives listed in the Capstone Field Internship Syllabus to complete course. Students that are successful will continue in the program to the last course in the Program, titled “Licensure.”
7. Upon completion of Course 11, students are eligible to take the NREMT Exam and apply for licensure. Students completing this course will graduate the Program and will achieve a Course Completion Certificate.

### **Entrance Requirements**

1. Applicant must be a minimum of 18 years old and possess a High School Diploma, GED, and/or equivalent.
2. Applicant must possess a current State of California EMT Basic, or EMT Intermediate license issued by a State EMS Agency, or by the California Fire Marshal’s Office, or by the NREMT.
3. Applicant must have a current BLS for Healthcare Provider card issued through the American Heart Association.
4. Applicant must have completed an Anatomy/Pathophysiology (Individual or Combined) or have taken a Paramedic Preparation course from an accredited institution that includes it .
5. Applicant must have a minimum of 1200 hours of part-time or full-time experience as an EMT prior to the application deadline. Verification must be in writing from a supervisor or Department Head, on official letterhead.
6. Applicant must complete a Pre-Entrance Medical exam within six months of starting the course. This form must be completed and signed by a physician.
7. Applicants must have all vaccinations listed prior to starting their clinical internship and provide proof of their completed HBV series & titer at the time of application.
8. Applicants must complete a background history prior to entering the program. This does not

include the DOJ Live Scan.

9. Applicants must provide a letter of recommendation from their current supervisor at their place of employment and one from an additional reference.
10. Applicants must submit the completed application with all supporting documents prior to moving on to the selection process.

### **Highly Desirable Qualifications**

1. Paramedic Preparatory Course from an Accredited Institution
2. EKG Course from an Accredited Institution (College, University, Post-Secondary)
3. American Heart Association: Advanced Cardiac Life Support (ACLS)
4. American Heart Association: Pediatric Advanced Life Support (PALS)

### **Selection Process**

1. All completed applications will move on to the selection process
2. Candidates will submit a mandatory \$50.00 selection process fee
3. Candidates must complete the entrance exam with a minimum score of 80%
4. Candidates will then move on to an oral interview conducted by the Administration. The interview will consist of:
  - a) Five interview questions to include: work experience, preparation, and EMT knowledge
  - b) Manipulative Skills Evaluation: Patient and Trauma Assessment and Random EMT Skills
5. Closing Statement
6. Students will be placed on an eligibility list based on their performance during the Selection Process
7. The Administration will evaluate each candidate and reserves the right to select the most qualified students based upon their experience and education. This applies to all candidates and those who have experience outside of EMS, to include US Naval corpsman, DOD, and US Army Combat Medics.

### **Learning Methods**

The course contains 312 hours of lecture material combined with 168 hours of Skills Labs, which are broken down into the following four methods of instruction:

- a) Lecture based material (Didactic)
- b) Brady My Lab Paramedic: Online Resource (Didactic)
- c) Interactive group based psychomotor skills (Skills Lab)
- d) Individually based psychomotor skills (Skills Lab)

**1. Post-Tests**

These are completed at the end of each lesson and are found in the Brady Lab software. The post lesson tests can be taken multiple times and the highest score prior to the due date will be recorded. These tests are graded as a percentage.

**2. Course Exams**

Exams are graded as a percentage and are also Pass/Fail. Students must achieve an 80% or above and will receive a percentage grade as well as a Pass, which allows them to move on to the next course. Students who score less than 80% will receive a percentage score, but will fail the course and not move forward.

**3. Skills Labs**

Students must complete the following Skills Labs assigned with the corresponding Didactic Courses found in the Course Catalog. Skills Labs are Pass/Fail and students must successfully complete each lab to move forward to the next section. Skills Labs are used to train students in practical skills and ALS interventions, as defined by the NREMT and local protocol. Students must pass all Skills Labs to move on to their Clinical Internship.

**4. Final Exams**

The final exams will be graded as a percentage and are also Pass/Fail towards the student's overall Program Score. Students must receive an 80% (Pass) on all (3) sections of the final exam to move forward in the program. Students who do not achieve an 80% (Fail) will not continue in the Program but will receive a percentage score.

**Program Completion Procedure**

Student must pass each course by meeting the following requirements:

1. Complete all Post-Lesson tests (multiple attempts allowed)
2. Highly recommended to complete all quizzes with a score of 80% or better
3. Complete ALL Skills Labs with a "Meets Expectations" (Pass/Fail)
4. Complete ALL Course Exams with a minimum score of 80%
5. Complete the Cumulative Final Exam with a minimum score of 80%
6. Complete the Final EKG Exam with a minimum score of 80%
7. Complete the Final Written Exam Treatment Plans with a minimum score of 80%
8. Complete the Clinical Internship with a "Meets Expectations" at final evaluation (Pass/Fail)
9. Complete the Field Experience Internship
10. Complete the Capstone Field Internship with a "Meets Expectations" at the final evaluation
11. Receive a meets expectations on Affective Domain Evaluations
12. Complete Course 11, Licensure

**Schedule of Total Charges**

Tuition for the course is \$10,000, which covers the entire period of attendance and is equivalent to the entire program, consisting of Courses 1-23. (All Courses listed in the Course Syllabus)

**Included with Tuition**

1. Controlled Notes
2. Uniform: Polo, Pants, T-Shirt, Hat
3. Stethoscope
4. ICS 100 and 700
5. Clinical Internship
6. Field Internship
7. American Heart Association: Advanced Cardiac Life Support
8. American Heart Association: Pediatric Life Support
9. Orange County EMS: Course Completion Certificate
10. Orange County EMS: Paramedic Accreditation
11. Riverside County EMS: Paramedic Accreditation
12. NREMT Psychomotor Exam

**Required Vaccinations:** TB skin test (PPD), MMR, Varicella, Hepatitis B, Tetanus (TDaP) and Seasonal Influenza

1. TB skin test (PPD)
  - a) Must be current within the last 6 months and kept current while enrolled.
  - b) Positive PPD, or history of TB requires a written chest x-ray clearance from MD within last 12 months.
2. MMR – (Measles, Mumps, Rubella)
  - a) Must show proof of two MMR immunizations
  - b) Positive titers for all three (MMR)
  - c) If both TB Skin Test and MMR are needed, MMR must be administered with the second TB skin test
3. Varicella Series (VZV)
  - a) Positive titer or immunization
4. Hepatitis B Series & Titer (Quantitative)
  - a) No waivers or declinations will be accepted
  - b) Must have proof of all three shots in the series and HBV titer results
5. TDaP – (Tetanus, Diphtheria, Pertussis)
  - a) A tetanus booster within the last year, or
  - b) If you have not received a tetanus booster within the last two years, you **MUST** get a TDaP (tetanus, diphtheria, & pertussis) vaccination.
6. Seasonal Influenza
  - a) Must be current each year or sign a flu declination form
  - b) You must have this prior to clinical rotations.

**Course Language:**

*All students enrolling must speak English proficiently enough to have graduated from high school or to have achieved a GED. There will be no English services provided to those students who are not fluent in English; this course is instructed in ENGLISH ONLY.*

**Libraries and Other Learning Resources**

For the purpose of instructional education for Emergency Medical Technician Paramedic, the following resources will be included with the tuition of the course to assist students equipment and/or learning resources necessary to be successful for completion of our program.

### **Library Resources/Media Center**

- a) Textbook: Brady Paramedic, 4<sup>th</sup> Edition, Volumes 1-7
- b) Study Guide: Brady Paramedic, Student Resource Workbook to coincide with Volumes 1-7
- c) American Heart Association BLS for Healthcare Provider Student Manual (CPR)
- d) American Heart Association ACLS Student Manual
- e) American Heart Association PALS Student Manual
- f) EKG Student Books
- g) Anatomy and Pathophysiology reference material

### **Websites and Other Resources**

These websites may be used at the student's leisure to offer further insight and possibly as resource for employment opportunities that lay ahead once course has been completed

- a) National Standard Curriculum Course Outline: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)
- b) National Registry EMT: [www.nremt.org/](http://www.nremt.org/)
- c) Perfect Firefighter Candidate: [www.firecareers.com](http://www.firecareers.com)
- d) California EMS Agency: [www.emsa.ca.gov](http://www.emsa.ca.gov)
- e) Pearson My Lab: [www.pearsonmylabandmastering.com/northamerica/](http://www.pearsonmylabandmastering.com/northamerica/)
- f) Orange County EMS Agency: [www.ochealthinfo.com](http://www.ochealthinfo.com)

## **School Policies**

### **Articulation Agreement**

Orange County EMT has an Articulation Agreement with Columbia Southern University. Students who complete the Paramedic Program through OCEMT and enroll in Columbia Southern University will receive 21 lower level semester hours in CSU's degree programs. *Note: Hours may also be divided as follows: 6 hours may be placed in the Natural Sciences and the remaining 15 hours in electives.* Please refer to the university for admissions and transfer policies.

### **Columbia Southern University**

21982 University Drive  
Orangewood, Alabama 36561  
Admissions: (800) 977- 8449  
Website: [www.columbiasouthern.edu](http://www.columbiasouthern.edu)

### **Policy on Transfer of Hours/Units**

The transferability of credits you earn at Orange County EMT is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Course Completion Certificate you earn through OCEMT is also at the complete discretion of the institution to which you may seek to transfer. If the Course Completion Certificate(s) that you earn at this institution is/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 the 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 Orange County EMT's Paramedic Program to determine if your Course Completion Certificate will transfer.

### **Title IV**

It should be noted that Orange County EMT does not participate in Federal or State Financial Aid Programs.

### **Credit by Exam**

OCEMT does not offer credit by exam

### **Advanced Placement Services**

At this time we do not offer Job Placement Services to candidates that have passed this program successfully. Orange County EMT has established well-respected professional relationships with many employers throughout Orange County. It is our desire to eventually become a recruiting platform for employment within these organizations.

### **Housing**

Orange County EMT does not offer housing, nor do we recommend any housing/dormitory facilities. It shall be up to the prospective student to find their own housing while attending the Paramedic program.

### **Visa**

Orange County EMT does not admit students from other countries. It is not the responsibility of OCEMT to check the immigration status of our prospective students. A Department of Justice Background check will be performed for the EMT wishing to become licensed in Orange County in the near future. All instruction and audio/visual aids will be delivered in the English Language.

### **Experiential Credit**

Orange County EMT does not award credit earned from another training institution and/or college or university. The Paramedic Program is an intense, challenging course that includes protocols that are specific to Orange County. Any previous education in Health Science or Emergency Medicine will be beneficial to the student; however, will not count as credit earned for this course.

### **Financial Aid**

Orange County EMT does not provide financial aid programs in any way. All costs that are associated with enrollment into our program shall be handled between the student and their financial institution.

### **Distance Education**

Orange County EMT does not provide distance education.

### **American Disability Act**

*OCEMT will follow the policies of the ADA as defined through "The NREMTs Americans with Disabilities Accommodations Policy for Educators and Students."*

- a) For More information: [www.nremt.org](http://www.nremt.org) under general policies, ADA policy

- b) Request the ADA brochure through the Program Administrator

### **Dismissal Policy**

Failure to abide by all local and federal laws will be grounds for immediate dismissal from the program. Furthermore, all rules of conduct found under "Program Code of Conduct" shall be followed with strict adherence. Any student dropped for violation of any policy shall be dropped from class without a refund. Any student found cheating will be immediately removed from class and dropped without a refund. Any student found under the influence of any intoxicant will be immediately removed from class and dropped without a refund. Violence or threatening behavior will not be tolerated in any way. This will lead to dismissal and notification to local Law Enforcement. Failure to meet objectives stated in course achievement criteria will result in dismissal from this program. Also, any unlawful, unethical, or act seen as dishonest outside the guidelines set forth by the State of California EMS Authority or Orange County EMS may result in program expulsion. If such an occurrence does take place, there will be no refund of any kind for the student that has been separated from Orange County EMT's training program.

### **Student Probation Policy**

Any student who receives an exam score less than 80% will be placed on academic probation for the duration of the course. Academic Probation consists of a document signed by both OCEMT and the student, which states that the student has achieved an exam score below the minimum standard and is at risk of failing the course.

### **Student Attendance Policy**

Students shall attend all course hours unless arrangements have previously been made through the administration. In these cases, a maximum of 3 class sessions will be excused before a student is dropped from the course at the discretion of OCEMT.

### **Leave of Absence Policy**

Any student who is absent for more than 3 class sessions without consent from OCEMT will be dropped from the class, or will be placed on a Leave of Absence. If placed on a Leave of Absence, the student will have the option to enroll in the next course.

### **Student Withdrawal Procedure**

Any student dropping the course must do so in writing by completing a Course Withdrawal form. The form can be accessed on our website under "Student Access" or by requesting one through the Administrative Secretary.

### **Non-Discrimination Enrollment Procedure**

OCEMT will not discriminate against enrolling a student from any gender, race, ethnicity, age, or disability. ALL students must meet the entrance requirements and are evaluated equally through the selection process.

### **Non-Discrimination Policy for Faculty**

OCEMT will not discriminate against any faculty, employee, or prospective employee based on gender, race, ethnicity, age, or disability. Faculty will be hired in accordance to the requirements listed in Title 22, Division 9, Chapter 4 of the California Code of Regulations.

### **Student Substitution for Staff**

At no time will a student be substituted for staff during the Clinical Internship, Field Experience Internship, or Capstone Field Internship.

### **Complaint Procedure**

A student or any member of the public may file a complaint about this institution with Bureau of Private Post secondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau's Internet Web site.

### **Uniform and Grooming Policy**

1. All students must maintain personal hygiene through all portions of the course
2. No earrings or piercings of any kind may be visible on male students
3. No facial hair other than a moustache is acceptable - cannot extend below the bottom lip
4. Tattoos must be covered by long sleeves, pants or collared shirts.
5. OCEMT Uniform must be worn at ALL times unless otherwise advised by the administration
  - a) Embroidered Polo
  - b) Pants
  - c) Black Belt
  - d) Black Steel-Toed Boots or Shoes

### **Code of Ethics:**

1. The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.
2. The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
3. The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work, unless required by law to divulge such information.
4. The Emergency Medical Technician shall maintain professionalism and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
5. An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.
6. The Emergency Medical Technician assumes responsibility for individual and professional actions and judgment in both dependent and independent emergency functions and knows and upholds the laws which affect the practice of the Emergency Medical Technician.
7. An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.
8. The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.



9. The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified any service that requires the professional competence of an Emergency Medical Technician
10. The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, nurses, physicians, and other members of the Emergency Medical Services health care team.
11. The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

### **Licensing Requirements**

Before a graduate can obtain entry-level employment as a licensed paramedic, the graduate must complete the National Registry Certification Exam and the National Registry Practical Skills with a passing score. The NREMT Exam is offered at eight (8) Pearson Vue Educational Centers located throughout the State of California. The National Registry Practical Skills exam is offered at various colleges throughout California and can be found on the NREMT Website. After successfully completing the exams, graduates can obtain a State Paramedic license through the CA State EMSA office. Once received, candidates can apply for jobs as an Emergency Medical Technician Paramedic.

### **Affective Domain**

Affective Domain measures the student's attitudes, behaviors, and professional attributes, as well as classroom and field conduct. Students will be evaluated in these domains upon completion of each Didactic Course and with each Major Evaluation during the Clinical Internship, Field Experience, and Capstone Field Internship. Students must consistently demonstrate these attributes in order to successfully complete the Paramedic Program.

### **Scoring Criteria**

The affective domain is measured through 11 attributes that are worth up to 2 points each for every domain that the student displays. Students who receive an evaluation with a total score of 18 or above are considered to meet the standards of the profession and will complete the course without penalty. Students who receive a score less than 18 will have a 20% penalty deducted from their total course points, calculated from the total points of the course.

### **Affective Domain Procedure**

1. Students who receive a total of 18 points or above will complete the course without deductions
2. Students who receive a total of 17 points or less will have a 20% point penalty deducted from their total points, calculated from the course total points
  - a) *Students who are penalized will receive a counseling session to formulate an improvement plan*
  - b) *The second evaluation with substandard scoring will result in a counseling session to revise the improvement plan and to advise the student they are in danger of being dropped from the program*

c) *The third substandard evaluation will result in expulsion from the program*

- Students who are grossly negligent in one of the domains can be dropped from the program after the first evaluation

### Grading Criteria

Scoring	Competency	Description
0	Does Not Meet Expectations	Unsuccessful: Failed Attribute
1	Below Expectations	Marginal: Inconsistent with Attribute
2	Meets Expectations	Successful: Consistent with Attribute

### Domains Evaluated (National Guidelines of EMS Instructors)

#### 1. Integrity

Examples of professional behavior include, but are not limited to: consistent honesty, being able to be trusted with the property of others, can be trusted with confidential information, complete and accurate documentation of patient care and learning activities.

#### 2. Empathy

Examples of professional behavior include, but are not limited to: Showing compassion for others, responding appropriately to the emotional response of patients and family members, demonstrating respect for others demonstrating a calm, compassionate, and helpful demeanor toward those in need, and being supportive and reassuring to others.

#### 3. Self-Motivation

Examples of professional behavior include, but are not limited to: Taking initiative to complete assignments, taking initiative to improve and/or correct behavior, taking on and following through on tasks without constant supervision, showing enthusiasm for learning and improvement, consistently striving for excellence in all aspects of patient care and professional activities, accepting constructive feedback in a positive manner, and taking advantage of learning opportunities

#### 4. Appearance and Personal Hygiene

Examples of professional behavior include, but are not limited to: clothing and uniform are appropriate, neat, clean and well maintained; good personal hygiene and grooming.

#### 5. Self-Confidence

Examples of professional behavior include, but are not limited to: demonstrating the ability to trust personal judgment, demonstrating an awareness of strengths and limitations, and exercising good personal judgment.

#### 6. Communications

Examples of professional behavior include, but are not limited to: speaking clearly, writing legibly, listening actively, and adjusting communication strategies to various situations

#### 7. Time Management

Examples of professional behavior include, but are not limited to: consistent punctuality, completing tasks and assignments on time, being to class on time, not leaving class early, and no excessive absences.

### **8. Teamwork and Diplomacy**

Examples of professional behavior include, but are not limited to: placing the success of the team above self interest, not undermining the team, helping and supporting other team members, showing respect for all team members, remaining flexible and open to change, and communicating with others to resolve problems.

### **9. Respect**

Examples of professional behavior include, but are not limited to: being polite to others, not using derogatory or demeaning terms, and behaving in a manner that brings credit to the profession.

### **10. Patient Advocacy**

Examples of professional behavior include, but are not limited to: not allowing personal bias or feelings to interfere with patient care, placing the needs of patients above self-interest, and protecting and respecting patient confidentiality and dignity.

### **11. Careful Delivery of Service**

Examples of professional behavior include, but are not limited to: mastering and refreshing skills, performing complete equipment checks, demonstrating careful and safe ambulance operations, following policies, procedures, and protocols, and following orders.

### **Evaluations per Course**

1. One evaluation for EMTP-1 and EMTP-1L
2. One evaluation for EMTP-2 and EMTP-2L
3. One evaluation for EMTP-3 and EMTP-3L
4. One evaluation for EMTP-4 and EMTP-4L
5. One evaluation for EMTP-5 and EMTP-5L
6. One evaluation for EMTP-6 and EMTP-6L
7. One evaluation for EMTP-7 and EMTP-7L
8. Three Evaluations for EMTP-8CI: Shifts 8, 16, and 24
9. One evaluation for EMTP-FI: Shift 4
10. Three evaluations for EMTP-CI: Shifts 8, 16, and 24

### **Refund Policy**

Orange County EMT has established a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event a course is cancelled, a student does not enter the course in which they enrolled, or a student does not complete the period of enrollment for which they have been charged.

### **Procedure**

1. Notify administration of your intention to drop course through email, writing, phone, or in person
2. Administration will confirm your request to drop has been received.
3. The date of confirmation will start the refund period.
4. Refund amounts will be issued per the criteria listed below
5. Refunds will be issued through PayPal or by check to the address listed at the time of enrollment
6. Refunds, when due, must be made without requiring a request from the student
7. Refunds, when due, shall be made within 45 days of the last day of attendance if (a) written

notification of withdrawal has been provided to OCEMT by the student, or (b) from the date OCEMT terminates the student from the course, or (c) OCEMT determines withdrawal by the student.

8. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.

**Refunds for Classes Canceled by Orange County EMT**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

**Refunds for Students Who Withdrawal on or Before the First Day of Class:**

If tuition and fees are collected in advance of the start date of class and the student does not begin class or withdraws on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

**Refunds for Students Enrolled Prior to Visiting the Institution:**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

**Orange County EMT Refund Policy for Withdrawal After Course Commences:**

- a) During the first 10% of the period of the didactic financial obligation, the institution shall refund 90% of the tuition.
- b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
- c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.
- d) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

**Refund Chart**

Based off of 60 days of Didactic Lecture and tuition of \$10,000.00

Amount of refund issued:

- a) 90% issued for Class Days 1-6 = \$9,000.00
- b) 50% issued for Class Days 7-15= \$5,000.00
- c) 25% issued for Class Days 16-30= \$2,500.00
- d) 0% issued for Class Days 31-60= \$0

**Student Health and Safety**

See the Health and Safety Plan found in the student access section of the program website at [www.ocemt.edu](http://www.ocemt.edu), or request a copy from the Administrative Secretary

### **Student Grievance Procedure**

If you feel that your rights have been violated follow the procedure below:

- a) Informal Process - Notify instructor and or Administrative Faculty  
*If Unresolved, File a formal complaint*
- b) Formal Process - Send a written complaint to the Chief Administrative Officer  
*If Unresolved, Formal Process continues*
- c) Investigation: OCEMT will investigate the grievance & will respond within 2 weeks of filing  
*If Unresolved, file an appeal within 5 days of decision*
- d) Send a written appeal to OCEMT Board of Trustees through the Program Director: A decision will be given to the student within 30 days of receiving the written complaint  
*If unresolved, send a written complaint to the BPPE*
- e) Appeal to the Bureau of Private Post secondary Education  
*Final Disposition*

Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau of Private Post secondary Education.

### **Required Student Records**

1. Orange County EMT shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program within this institution.
2. Orange County EMT shall maintain, for each student granted a degree or certificate by this institution, permanent records of all of the following:
  - a) The EMT-1 course completion certificate granted and the date on which that degree or certificate was granted.
  - b) The courses and units on which the certificate or degree was based.
  - c) The grades earned by the student in each of those courses.
3. Orange County EMT shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:
  - a) The educational programs offered by this institution and the curriculum for each.
  - b) The names and addresses of the members of this institution's faculty and records of the educational qualifications of each member of the faculty.
  - c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16

### **Student Tuition Recovery Fund Disclosure**

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who

hold students visas, are not considered a California resident. To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education:**

2535 Capitol Oaks Drive Suite 400

Sacramento, CA 95833

Toll Free (888) 370-7589

Fax (916) 263-1896

[www.bppe.ca.gov](http://www.bppe.ca.gov)

## Student Tuition Recovery Fund - STRF

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. A student's total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
  - a) You are not a California resident, or are not enrolled in a residency program, or
  - b) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse a loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30 days before the school closed, or if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability, after diligent efforts, to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## Program Content

### National Curriculum

The content of this paramedic course meets the objectives contained in the U. S. Department of Transportation (DOT) National Emergency Medical Services Education Standards, DOT HS 811 077A *Paramedic Care: Principles & Practice, Fourth Edition* and is intended to serve as a foundational guide and reference to paramedicine. Developed to stay ahead of current trends and practices in paramedicine, all seven volumes are based on the National EMS Education Standards and the accompanying Paramedic Instructional Guidelines

### Textbook:

*Bledsoe, B., Porter, R., Cherry, R. (2013). Paramedic Care Principles and Practice Volumes 1-7, 4<sup>th</sup> Edition. Upper Saddle River, NJ: Brady Books.*

### Online Resource:

My Brady Lab: [www.Pearsonmylabandmastering.com](http://www.Pearsonmylabandmastering.com)

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### Course One: INTRODUCTION TO PARAMEDICINE

1. **Course Number: EMTP-1**  
Hours: 24
  2. **Skills Lab: EMTP-1L**  
Hours: 8
- 

### Course Two: PARAMEDICINE FUNDAMENTALS

1. **Course Number: EMTP-2**  
Hours: 40
  2. **Skills Lab: EMTP-2L**  
Hours: 8
- 

### Course Three: PATIENT ASSESSMENT

1. **Course Number: EMTP-3**  
Hours: 24
  2. **Skills Lab: EMTP-3L**  
Hours: 24
- 

### Course Four: MEDICINE

1. **Course Number: EMTP-4**  
Hours: 80
2. **Skills Lab: EMTP-4L**

Hours: 40

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**Course Five: TRAUMA**

1. **Course Number: EMTP-5**  
Hours: 80
  2. **Skills Lab: EMTP-5L**  
Hours: 40
- 

**Course Six: SPECIAL PATIENTS**

1. **Course Number: EMTP-6**  
Hours: 24
  2. **Skills Lab: EMTP-6L**  
Hours: 8
- 

**Course Seven: OPERATIONS**

1. **Course Number: EMTP-7**  
Hours: 16
  2. **Skills Lab: EMTP-7L**  
Hours: 8
- 

**Course Eight: CLINICAL INTERNSHIP**

1. **Clinical Internship Preparation**  
Course Number: EMTP-8  
Hours: 8
  2. **Skills Lab: EMTP-8L**  
Hours: 8
  3. **Clinical Internship: EMTP-8C**  
Hours: 240
- 

**Course Nine: FIELD EXPERIENCE**

1. **Introduction to Field and Capstone Internship**  
Course Number: EMTP-9F  
Hours: 8
  2. **Skills Lab: EMTP-9L**  
Hours: 8
  3. **Field Experience: EMTP- 9FE**  
Hours: 96
- 

**Course Ten: CAPSTONE FIELD INTERNSHIP**

1. **Course Number: EMTP-10CI**  
Hours: 480
- 

**Course Eleven: LICENSURE**



**1. Course Number: EMTP-11**

Hours: 8

**2. Skills Lab: EMTP-11L**

Hours: 16



## Orange County EMT Paramedic Program Enrollment Agreement 2017

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I, \_\_\_\_\_, am enrolling in the Emergency Medical Technician Paramedic Course offered by Orange County EMT. I understand that the course requirements adhere to the standards of Title 22, Division 9 of the State Legislature, the sole policies and procedures of Orange County EMT, the standards of the National Registry of Emergency Medical Technicians, State of California Emergency Medical Services, and Orange County Emergency Medical Services. By signing below, the student acknowledges that the course is 1296 hours, comprised of 3 sections, including Didactic, Clinical Internship, and Field Internship. A passing score of 80% must be achieved on ALL exams to allow the student to proceed to the next section. All course sections must be completed to achieve a Course Completion Certificate and failure to pass ANY portion of the course will disqualify the student from moving forward to the next section.

This Enrollment Agreement is valid for a period from the first day of class on \_\_\_\_\_ through the last day of class on \_\_\_\_\_.

*This Enrollment Agreement is legally binding when signed by the student and accepted by ORANGE COUNTY EMT.*

**Fees-**

COURSE FEE- \$10,000.00

DEPOSIT/REGISTRATION FEE- \$2,000.00 ENROLLMENT FEE REQUIRED TO ENROLL IN THE COURSE AND WILL BE DEDUCTED FROM THE TOTAL TUITION. IF PAYMENT IS NOT MADE IN FULL THE STUDENT WILL HAVE 14 DAYS FROM THE COURSE START DATE TO PAY THE BALANCE OR WILL BE PLACED ON A PAYMENT PLAN.

**Schedule of Charges-**

THE COURSE FEE OF \$10,000 COVERS THE PERIOD OF ATTENDANCE AND IS EQUIVALENT TO THE ENTIRE EDUCATIONAL PROGRAM. THERE IS A \$2,000.00 DOLLAR ENROLLMENT FEE, WHICH IS DUE AT SIGNING AND IS DEDUCTED FROM THE TOTAL TUITION OF THE CLASS.

**Student Tuition Recovery Fund: Non-Refundable (\$0.00 dollars per \$1,000 institutional charge)**

Student's textbooks are provided with tuition; however, students are responsible for any fees charged by the National Registry, State of California EMS, County EMS for licensure, and DOJ Live Scan Background Check.

**Loans**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **Refund Policy**

Orange County EMT has established a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event that a course is cancelled, a student does not enter the course in which they enrolled, or does not complete the period of enrollment for which the student has been charged.

#### **Procedure:**

1. Notify Administration of your intention to drop course through email, writing, phone, or in person
2. Administration will confirm that your request to drop has been received.
3. The date of confirmation will start the refund period.
4. Refund amounts will be issued per the criteria listed below
5. Refunds will be issued through PayPal or by check to the address listed at the time of enrollment
6. Refunds, when due, must be made without requiring a request from the student
7. Refunds, when due, shall be made within 45 days of the last day of attendance if (a) written notification of withdrawal has been provided to OCEMT by the student, or (b) from the date OCEMT terminates the student from the course, or (c) OCEMT determines withdrawal by the student.
8. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.

#### **Refunds for Classes Canceled by Orange County EMT:**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

#### **Refunds for Students Who Withdraw On or Before the First Day of Class:**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

#### **Refunds for Students Enrolled Prior to Visiting the Institution:**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

#### **Orange County EMT Refund Policy for Withdrawal After Course Commences:**

1. During the first 10% of the period of the didactic financial obligation, the institution shall refund at least 90% of the tuition.
2. After the first 10% of the period of financial obligation and until the end of the first 25% of the

period of obligation, the institution shall refund at least 50% of the tuition.

3. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.
4. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

### **Refund Chart**

Based off of 60 days of Didactic Lecture and tuition of \$10,000.00

- a) 90% issued for Class Days 1-6 = \$9,000.00
- b) 50% issued for Class Days 7-15= \$5,000.00
- c) 25% issued for Class Days 16-30= \$2,500.00
- d) 0% issued for Class Days 31-60= \$0

### **Financial Aid**

OCEMT does not offer financial aid:

- a) Payment plans are available for students who do not pay in full
- b) Students are liable for all payments regardless of their outcome in the course
- c) Payments not made will be pursued through collections or a court of law

### **Complaint Procedure**

"A student or any member of the public may file a complaint about this institution with Bureau of Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau's Internet Web at [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### **To file a complaint with OCEMT follow grievance procedures below:**

If you feel that your rights have been violated follow the procedure below:

#### **a) Informal Process - Notify instructor and or Administrative Faculty**

*If Unresolved, File a formal complaint*

#### **b) Formal Process - Send a written complaint to the Chief Administrative Officer**

*If Unresolved, Formal Process continues*

#### **c) Investigation: OCEMT will investigate the grievance & will respond within 2 weeks of filing**

*If Unresolved, file an appeal within 5 days of decision*

#### **d) Send a written appeal to OCEMT Board of Trustees through the Program Director: A decision will be given to the student within 30 days of receiving the written complaint**

*Unresolved, send a written complaint to the BPPE*

#### **e) Appeal to the Bureau of Private Post secondary Education**

*Final Disposition*

Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau of Private Post secondary Education.

**Bureau of Private Postsecondary Education**

**2535 Capital Oaks Drive, Suite 400**

**West Sacramento, CA 95798-0818**

**Toll Free (888) 370-7589**

**Fax (916) 263-1896**

**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

**Student Tuition Recovery Fund- STRF**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
  - a) You are not a California resident, or are not enrolled in a residency program, or
  - b) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Student Disclosures**

### **Student Right to Cancel**

Students have a right to cancel and obtain a refund of charges paid through the first day of attendance or 7th day after enrollment, whichever is greater, minus the \$2,000 dollar enrollment fee. If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

### **Enrollment Agreement Cancellation Procedure:**

A student requesting cancellation of their Enrollment Agreement must do so verbally and in writing to the Program Director, within one week of signing the contract. The student will then sign a "Cancellation of Enrollment" form which will be stored with the students original Agreement.

### **Loans Guaranteed By the Government**

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid

### **BPPE Statement:**

Orange County EMT's Emergency Medical Paramedic Program has been approved to operate by the California Bureau for Private Post Secondary Education. This is a privately owned and operated training program. As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the schools performance fact sheet, which must be provided to you prior to signing an enrollment agreement." Any questions a student may have regarding this enrollment agreement 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**

**2535 Capital Oaks Drive, Suite 400, CA 95833**

West Sacramento, CA 95798-0818

Toll Free (888) 370-7589

Fax (916) 263-1896

[www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Complaints**

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet [www.bppe.ca.gov](http://www.bppe.ca.gov)

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### **Technical Standards**

Orange County EMT's Paramedic Program is a comprehensive, intense program that places specific requirements and demands on the students enrolled in the program. The mission of the program is to provide students with the tools and structure needed to develop basic and advanced skills to provide medical care to individuals in a variety of settings. All policies and procedures found in the course catalog and syllabus must be met, along with the expectations listed below. If a student is unable to meet the technical standards of the program with or without reasonable accommodation, the student will not be enrolled in the course, nor will they be able to complete it. Meeting the program's technical standards does not guarantee a student's eligibility for the NREMT or state certification exam.

Students enrolled in the Paramedic Program must demonstrate:

1. Students must demonstrate the following values at all times:
  - a) Integrity
  - b) Trust
  - c) Professionalism
2. The mental ability to think clearly and act decisively during emergency situations.
3. The ability to use proper body mechanics, motor control, sensory function, and have the coordination to perform physical examinations using accepted techniques. Students must have the hand and eye coordination needed to safely perform technical skills on patients.
4. Students must have the ability to communicate effectively to all patients regardless of age, gender, or ethnicity, including colleagues and individuals from different cultural and social backgrounds. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
5. Students must have the ability to document patient reports accurately, using proper English, and have the ability to calculate medication dosages using the appropriate mathematical equations.
6. Students must have the ability to accept positive criticism and have a willingness to learn from their mistakes. Students must work as a team member and be committed to serving the community to the best of their ability.
7. Students must have the ability to be flexible and operate in dynamic environments, while always being a patient advocate, regardless of circumstances.
8. Students must have the physical strength to lift and carry patients in varying circumstances; that includes up and down stairs.
9. Students will work in potentially dangerous environments and must have the forethought to utilize proper Personal Protective Equipment and have the ability to expect the unexpected.
10. Students must display a command presence when working as a team leader, have the ability to maintain scene control, and have the knowledge and ability to order proper resources when needed.

Orange County EMT students are required to meet the technical standards of the program or be able to meet them with certain accommodations. If a student can meet the technical standards with accommodation, Orange County EMT will determine if the accommodation is appropriate. This is

achieved by evaluating whether or not the request is reasonable, accounting for patient safety, the educational process of the student and institution, and whether or not it will be permitted during the clinical and filed internship.

**Received Documents Prior to Signing Statement**

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

I understand that I am enrolling in Orange County EMT Paramedic Class 1, therefore Program Performance is not available for review.

**Initial:** \_\_\_\_\_

**Binding Contract**

I understand that this is a legally binding contract. My signature below certifies that I have read, understand and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

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**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_