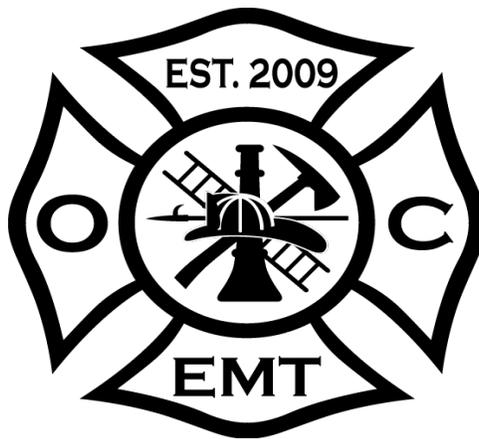


**ORANGE COUNTY EMT  
EMERGENCY MEDICAL TECHNICIAN**



**PROGRAM CATALOG**

**JANUARY 1<sup>ST</sup>, 2020 - DECEMBER 31<sup>ST</sup> 2020**



## 2020 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.”

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### **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**

26489 Rancho Parkway South  
Lake Forest, CA 92630  
Phone: (949) 421-3958,  
Website: [www.ocemt.edu](http://www.ocemt.edu)  
Email: [courseinfo@ocemt.edu](mailto:courseinfo@ocemt.edu)

**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.

**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 Assistant**

Lynn Barr  
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**

Lauren Lee: Assistant Instructor  
Newport Beach Fire Department: EMS Educator  
[llee@ocemt.edu](mailto:llee@ocemt.edu)

**Assistant Instructor**

Marco Cendejas: Assistant Instructor  
Lynch Ambulance Service: Paramedic  
[mcendejas@ocemt.edu](mailto:mcendejas@ocemt.edu)

**Assistant Instructor**

Eric Gafner: Assistant Instructor  
Retired - Orange County Fire Authority: Firefighter/Paramedic  
[egafner@ocemt.edu](mailto:egafner@ocemt.edu)

**Assistant Instructor**

Paul Guns: Assistant Instructor  
Retired - Orange County Fire Authority: Firefighter/Paramedic  
[pguns@ocemt.edu](mailto:pguns@ocemt.edu)

**Assistant Instructor**

Bob Schneider  
Retired - Orange County Fire Authority: Firefighter/Paramedic  
[bschneider@ocemt.edu](mailto:bschneider@ocemt.edu)

**Assistant Instructor**

Richard Gilmartin  
Cal Fire Riverside County Fire Department: Firefighter/Paramedic  
[rgilmartin@ocemt.edu](mailto:rgilmartin@ocemt.edu)

**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)

**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)

**Bureau For Private Post-Secondary Education**

Approval means the institution has been approved to operate and that approval means compliance with state standards as set forth in the *California Private Postsecondary Act of 2009*.

**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 Internship 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

### **Orange County Global**

1001 N Tustin Ave  
Santa Ana, CA 92705

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## Field Internship Sites

### **Anaheim Fire Department**

201 S Anaheim Blvd  
Anaheim, CA 92805

### **Compton Fire Department**

205 S Willowbrook Ave  
Compton, CA 90220

### **Huntington Beach Fire Department**

2000 Main Street  
Huntington Beach, CA 92648

### **Newport Beach Fire Department**

100 Civic Center Drive  
Newport Beach, CA 92660

### **Orange City Fire Department**

176 South Grand St.  
Orange, CA 92866

### **Orange County Fire Authority**

1 Fire Authority Drive  
Irvine, CA 92602

### **Riverside City Fire Department**

3401 University Ave  
Riverside, CA 92501

### **Riverside County Fire Department**

16902 Bundy Ave  
Riverside, CA 92518

### **Bureau For Private Post-Secondary Education**

Approval means the institution has been approved to operate and that approval means compliance with state standards as set forth in the California Private Postsecondary Act of 2009.

***“Orange County EMT’s Emergency Medical Technician-1 Program has been approved to operate by the California Bureau for Private Postsecondary. This is a privately owned and operated training program.” “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school’s performance fact sheet, which must be provided to you prior signing an enrollment agreement.”***

### **Schedule of Total Charges**

The course fee is \$1,400 dollars, which covers the entire period of attendance and is equivalent to the entire educational program.

### **Course Description**

This comprehensive EMT Course is in compliance with Title 22 of the California Health and Safety Code and meets the current National Standards for Curriculum approved through the U.S. Department of Transportation. The Course is 212 hours in duration and consists of the following sections: Didactic, Skills Labs, Clinical Observation, and Ambulance Ride-Along. Upon completion of the Program, a Course Completion Certificate is issued allowing students to apply for the National Registry Exam and then Licensure.

### **Required Course Documents**

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

### **Certificate Program**

The EMT Course offered by OCCEM 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 the 212 hour EMT course, students who achieve a minimum score of 70% on the Final Exam, successfully pass all NREMT skills, and complete their Ambulance Ride-Along will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

### **Admissions Requirements**

Students may enroll in the course prior to meeting the requirements below, but must have verification of meeting them prior to the first day of class

1. Proof of G.E.D or above
  - a) High School Diploma
  - b) Transcripts verifying graduation
  - c) ATB
  
2. American Heart Association: BLS for Healthcare Provider Certificate
  - a) Course provided by OCCEM after orientation will meet this requirement

**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.*

**Learning Methods**

The course contains 212 hours of didactic curriculum, skills labs, and clinical/field observations. The didactic course is broken into the following learning methods

- a) Lecture based material (Didactic)
- b) JBL Navigate Premier Online Resource (Didactic)
- c) Interactive group based psychomotor skills (Skills Lab)
- d) Fisdap: EMT Assessment Tools
- e) Individually based psychomotor skills (Skills Lab)

**1. E-Book Quizzes**

These are completed at the end of each lesson and are found in the JBL Navigate software. Quizzes are not graded but must be completed to take the Unit Exams

**2. Unit Exams**

Exams are graded as a percentage and are required to take the final exam.

**3. Skills Labs**

Students must pass all NREMT Skills to complete the course

**4. Final Exams**

Final Exams will be graded as a percentage towards the student's overall score. Students must receive the minimum cut score listed for the cognitive exam or will not complete the course

**Program Completion Procedure**

Students must complete the following requirements to pass the course

- 1. Complete JBL chapter quizzes
- 2. Complete (6) Practice JBL Comprehensive Exams
- 3. Complete all FISDAP Practice Exams
- 4. Pass the Final Exam with a 70% or above
- 5. Pass All NREMT Psychomotor Skills
- 6. Complete the Ambulance Ride-Along

### **Course Points**

1. Final Exam - 200 Question multiple choice
2. Exams (6) - 75 Question multiple choice
3. JBL Chapter Quizzes: Pass/Fail
4. Clinical Observation: Pass/Fail.
5. Ambulance Ride Along: Pass/Fail
6. NREMT Skills Exam - Pass/Fail

### **Course Grading Scale**

Grading Scale is for student transcripts only and do not reflect a passing score. Students must complete the Final Exam with a 70% or higher and pass NREMT skills to complete the course.

A = 247- 275 Points = 90%-100%

B = 220- 246 Points = 80%-89%

C = 192-245 Points = 70%-79%

D = 165-244 Points = 60%-69%

F = 137-243 Points = 0%-59%

***It should be noted that any student pursuing National Registry Exam, must score 70% or above on the final exam and pass all "pass/fail" requirements.***

### **The EMT 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 well-being.
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 professional competence 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 professional actions and judgment, both in 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, the nurses, the 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.

## Libraries and Other Learning Resources

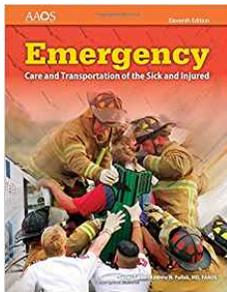
For the purpose of instructional education for Emergency Medical Technician-1, Orange County EMT has listed all needed equipment and/or learning resources necessary to be successful for completion of our program. The following resources are mandatory for each student to have prior to the first day of didactic instruction. These items must be purchased by the student prior to start of class:

### Required Course Material

Students are required to purchase the following resources prior to class using the link on the registration page of our website: ALL COURSE MATERIALS REQUIRE A COURSE ID: DO NOT PURCHASE THROUGH AN OUTSIDE SOURCE

1. Emergency Care and Transportation of the Sick and Injured 11<sup>th</sup> Edition
2. JBL Navigate Premier
3. FISDAP EMT Assessment Package

## Course Book



## Library Resources

Resources found in the Library include the following:

1. Emergency Care and Transportation of the Sick and Injured, 11<sup>th</sup> Edition
2. ACLS Books
3. PALS Books
4. EKG Books
5. PHTLS Books
6. BLS Manual
7. Anatomy and Pathophysiology

## Websites and Other Resources

1. 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
2. National Standard Curriculum Course Outline: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)
3. National Registry EMT: [www.nremt.org/](http://www.nremt.org/)
4. Perfect Firefighter Candidate: [www.firecareers.com](http://www.firecareers.com)
5. California EMS Agency: [www.emsa.ca.gov/](http://www.emsa.ca.gov/)
6. Orange County EMS Agency: [www.ochealthinfo.com](http://www.ochealthinfo.com)

The EMT-1 training material is drawn directly from The National Standard Curriculum *New Education Standards*. Brady Publications is an excellent resource to reflect this curriculum specifically. Each and every student has the ability to be successful in this course if he/she follows lesson plans and puts forth the effort to learn the material

## School Policies

### ***“Notice concerning transferability of credits and credentials earned at our institution.”***

The transferability of credits you earn at Orange County EMT, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Course Completion Certificate you earn thru 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 course work 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 OCEMT's EMT-1 Training 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.

#### **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 and does not have dormitory facilities. The average monthly rent for an apartment in the area is \$2,000.00 and \$3,200.00 for a residential home.

#### **VISA**

Orange County EMT does not admit students from other countries. It is not the responsibility of OCEMT to check 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 212 Hour Emergency Medical Technician-1 Program is an intense and challenging course that will have specifics taught that are Orange County CA specific. 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 between the student and their financial institution.

#### **Loans**

Any student obtaining 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

**Bankruptcy**

OCEMT Corp. is financially solvent and has not filed for bankruptcy, is not operating as a debtor in possession, filed a petition within the preceding five years, or has had a petitions in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

**Distance Education**

Orange County EMT does not provide distance education.

**Articulation Agreement**

*OCEMT does not have an articulation agreement with other institutions for its EMT Course*

**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 found cheating, under the influence of any intoxicant, displaying violent or threatening behavior, will be dropped from the course. Any student dropped from the course for the reasons above will be refunded according to the refund policy. 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.

**Student Probation Policy**

Any student who receives an 70% on the average of the first three block exams will be placed on academic probation throughout the duration of the course. Probation consists of a signed document signed by both OCEMT and the student, which states the student has achieved a sub-standard exam score and may be in danger of not passing the final with an 70% without a corrective action.

**Leave of Absence Policy**

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

**Student Withdraw 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.

**Attendance**

Attendance will be taken at the end of every class

- a) Students are allowed (1) unexcused absence
- b) The second absence must be approved by an Instructor
- c) Students will be dropped from the course after the 2<sup>nd</sup> unexcused absence
- d) Students will be dropped from the class after the 3<sup>rd</sup> absence of any kind

**Tardiness**

- a) Students are allowed to be late to class (1) time without penalty
- b) The 2<sup>nd</sup> tardiness will result in the student being marked absent
- c) The 3<sup>rd</sup> tardiness will result in the student being dropped from the class

**Chapter Quizzes**

- a) Students will take Chapter Quizzes through JBL
- b) Students must complete all Chapter Quizzes to take the Unit Exams

- c) The Quiz report will be found on the Instructors desk the day of the exam
- d) Students who have not completed the quizzes cannot take the Unit Exam
- e) There will be a \$25.00 Proctor Fee for make-up exams

### **Unit Exams**

- a) Students must complete JBL Practice Comprehensive Exams prior to Unit Exams
- b) Students must complete Fisdap Practice Exams prior to Unit Exams
- c) Students who have not completed the Practice Exams will be sent home on Exam days
- d) Doors close for all exams at the start time of class
- e) All exams are timed: Refer to EMT Catalog
- f) Phones cannot be used for Exams: Students may borrow computers
- g) There will be a \$25.00 Proctor Fee for make-up exams
- h) There are no make-ups for Final Exams

### **Practice Final Exam**

- a) There will be (1) Optional Practice Final Exam
- b) The practice exam score cannot be used in lieu of the Final Exam Score: No exceptions

### **Skills Testing**

- a) Students will be allowed (1) re-test on any failed skill
- b) Midterm Skills Test: All skills failed on the first attempt will be documented and scheduled for a re-test the last day of class
- c) Students who fail any skill (2) times will fail the course

### **Resources**

- a) Students are responsible for downloading all Course documents
- b) All Course documents are found on the OCEMT website or JBL Online Platform
- c) Students will print All NREMT skills sheets and bring to class
- d) Students will print all Peer Evaluation forms and bring to class

### **Uniform Policy**

- a) Instructors will enforce the uniform policy
- b) Students will wear uniforms daily
- c) Instructors will document violations on the attendance sheet & Instructor notes
- d) Students with (2) violations will lose their ambulance ride along.
- e) Students with (3) violations will lose their clinical observation causing them to fail the class

### **Ambulance Ride- Along and Clinical Observations**

- a) Can be scheduled upon submission of student packets
- b) Students submitting packets after the **18<sup>th</sup> Day of Class** will lose their Ambulance Ride-Along and will only be scheduled a Clinical Observation
- c) Students who do not complete their packet by the **22<sup>nd</sup> Day of Class** will lose their Clinical Observation and will be dropped from the Course.
- d) All Clinical Observations and Ambulance Ride-Alongs must be completed before taking the Final Exam
- e) Shifts will not be scheduled after the Final Exam

### **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.

### **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 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 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 credit card or by check to the address listed at the time of enrollment

### **Refunds**

1. Refunds, when due, must be made without requiring a request from the student
2. Refunds, when due, shall be made within 45 days:
  - A) of the last day of attendance if written notification of withdrawal has been provided to Orange County EMT by the student
  - B) from the date Orange County EMT terminates the student or determines withdrawal by the student.
3. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$250.

### **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.

### **Mandatory Cancellation, Withdraw, and Refund Policies**

An institution that does not participate in the federal student financial aid programs shall do all of the following

1. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
2. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
3. The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education.
4. The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.
5. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### **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.

**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 \$250 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.

**Refund Policy**

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.

**The following guidelines apply to all refunds**

1. Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund
  - a) Registration Fee: \$250.00
  - b) Uniform Fee: \$100.00

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Total Deductions: \$350.00
2. Refunds are determined by the day the Course Withdraw Form is received or after the students (3<sup>rd</sup>) consecutive absence if no Course Withdraw Form is received.
3. There are no refunds provided to students after Class Day Sixteen

**Refunds After Course Commences**

Exit Point	Percent of Completion	Percent Refunded	Amount Refunded
Class Day One	4%	97.4%	\$1022.70
Class Day Two	8%	94.8%	\$995.40
Class Day Three	12%	92.2%	\$968.10
Class Day Four	16%	89.6%	\$940.80
Class Day Five	20%	87%	\$913.50
Class Day Six	24%	84.4%	\$886.20
Class Day Seven	28%	81.8%	\$858.90
Class Day Eight	32%	79.2%	\$831.60
Class Day Nine	36%	76.6%	\$804.30
Class Day Ten	40%	74%	\$777.00
Class Day Eleven	44%	71.4%	\$749.70
Class Day Twelve	48%	68.8%	\$722.40
Class Day Thirteen	52%	66.2%	\$695.10
Class Day Fourteen	56%	63.6%	\$667.80
Class Day Fifteen	60%	61%	\$640.50
Class Day Sixteen	64%	58.4%	\$613.12
Class Day Seventeen	No Refunds	0%	\$0.00

### **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  
*Unresolved, send a written complaint to the BPPE*

“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 Postsecondary Education.”

### **Questions**

“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 Postsecondary Education.”

### **Bureau of Private Post secondary 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)**

### **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 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 State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a

California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

- A) You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”
- B) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

**Bureau for Private Post secondary 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**

“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.
3. 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:
4. You are not a California resident, or are not enrolled in a residency program, or  
Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“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.

## Course Objectives

### Clinical Objectives

Present a neat, well-groomed appearance.

1. Dress according to the uniform policy
2. Demonstrate dependability by reporting for duty on time and stay the full allotted scheduled time.
3. Notify the EMT instructor when ill or unable to attend scheduled clinical assignment.
4. Demonstrate cooperation and willingness to learn.

### Ambulance Ride-Along

1. Identify the location and purpose of the standard equipment found on a BLS Ambulance Unit.
2. Complete the BLS Ambulance Unit Checklist
3. Lift gurney in and out of the BLS Ambulance Unit with instruction and help from the ambulance personnel

### Objectives Related to Performance

1. Perform a primary survey and treat patients.
2. Perform a secondary survey, record findings and give care.
3. Assist with patient care on the scene, at the discretion of ambulance personnel.
4. Monitor patient's vital signs and status during transportation.
5. Take and record a minimum of two (10) patient assessments and histories, using the form provided.

### Objectives Related to Observation

1. The student observes and is prepared to discuss the following:
2. Reassurance of family members at the scene.
3. Extrication of trapped persons.
4. Patient care during transportation, including monitoring of intravenous therapy.
5. Communication between the ambulance and hospital, including written and verbal reports.

### Objectives Related to End of Assignment

1. Have Student Performance Documentation form completed by ambulance personnel.
2. Complete Student Performance & Observation Log on Training Plan.
3. Inform the ambulance personnel when leaving.

### Clinical Objectives: Emergency Department

4. Present a neat, well-groomed appearance.
5. Dress according to the clinical guidelines, nametag visible.
6. Demonstrate dependability by reporting for duty on time and stay the full allotted schedule.
7. Notify the EMT instructor when ill or unable to attend scheduled clinical assignment.
8. Demonstrate cooperation and willingness to learn.

### Objectives Related to Performance

1. Measure and record temperatures, pulses, respirations and blood pressures.
2. Measure and record apical pulses.
3. Take and record a minimum of two (10) patient assessments.
4. Move, lift and transport patients to other units with supervision.
5. Identify the location and purpose of oxygen and suction equipment.
6. Identify the location of supplies, linen, medical equipment, etc.
7. Complete the Emergency Room Checklist.

### Objectives Related to Observation

1. The student observes and is prepared to discuss the following:
2. The patient evaluation, including the physical exam and history recording.

3. The care given in emergency situations, including airway management, breathing assistance, oxygen therapy, control of bleeding, combating shock, care of the emotionally disturbed, pediatric patients and patients with medical problems.
4. Care of wounds and aseptic techniques.
5. Application of slings, elastic bandages, basic bandages and pressure bandages.
6. Methods of suctioning, including oral, oral pharyngeal, endotracheal and tracheal.
7. Monitoring of Intravenous Therapy

**Objectives Related to End of Assignment**

1. Have Student Performance Documentation form completed by emergency room personnel.
2. Complete Student Performance & Observation Log on Training Plan.
3. Inform emergency room personnel when leaving.

**Instructor Qualifications**

**Corey Gremel:** Program Director

Fire Captain/ Paramedic - Anaheim Fire Department  
 Bachelor of Science Degree - San Diego State University  
 Associates of Science Degree - Santa Ana College  
 Long Beach State University - Vocational Education Teaching Credential  
 Coastline Regional Occupational Program - First Responder Instructor  
 Advanced Cardiac Life Support  
 Pediatric Advanced Life Support  
 BLS For Healthcare Provider

**Andrew Kilian:** Clinical Coordinator

Fire Engineer/Paramedic - Anaheim Fire Department  
 Coastline Regional Occupational Program - Vocational Education Teaching Credential  
 California State Fire Marshal - Instructor 1A  
 Advanced Cardiac Life Support  
 Pediatric Advanced Life Support  
 BLS For Healthcare Provider

*Instructors maintain licensure as California State Paramedics through 48 hours of Continuing Education every 2 years. Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject or other courses related to teaching*

## Course Content

### Chapter 1: Emergency Medical Services (EMS)

1. EMS systems
2. History of EMS
3. Roles/Responsibilities/professionalism of EMS personnel
4. Quality improvement
5. Patient Safety

### Chapter 2: Workforce Safety and Wellness

1. Standard Safety precautions
2. Personal protective equipment
3. Stress Management
4. Prevention of response-related injuries
5. Prevention of work-related injuries
6. Lifting and Moving patients
7. Disease transmission
8. Wellness principles

### Chapter 3: Medical/Legal and Ethics

1. Consent/refusal of care
2. Confidentiality
3. Advanced directives
4. Tort and criminal actions
5. Evidence preservation
6. Statutory responsibilities
7. Mandatory reporting
8. Ethical principles/moral obligations
9. End-of-life issues

### Chapter 4: Communications and Documentation

1. Therapeutic Communication
2. EMS System Communication
3. Documentation

### Chapter 5: Medical Terminology

1. Explain the purpose of medical terminology
2. Identify the four components that comprise a medical term
3. Describe the following directional terms: anterior, posterior, right, left, superior, inferior, proximal, distal, medial, lateral, superficial and deep
4. Describe the prone, supine, Fowler, and semi-Fowler positions of the body
5. Breakdown the meaning of a medical term based on the components of the term
6. Identify error-prone medical abbreviations, acronyms, and symbols
7. Interpret selected medical abbreviations, acronyms, and symbols

### Chapter 6: The Human Body

1. Preparatory
2. Anatomy and Physiology
3. Pathophysiology

### **Chapter 7: Life Span Development**

1. Know the terms used to designate the following stages of life: infants, toddlers, and preschoolers, school-age children, adolescents, early adults, middle adults, and older adults
2. Describe the major physical and psychosocial characteristics of an infant's life
3. Describe the major physical and psychosocial characteristics of a toddler's life
4. Describe the major physical and psychosocial characteristics of a school-age child's life
5. Describe the major physical and psychosocial characteristics of an adolescent's life
6. Describe the major physical and psychosocial characteristics of an early adult's life
7. Describe the major physical and psychosocial characteristics of a middle adult's life
8. Describe the major physical and psychosocial characteristics of an older adult's life

### **Chapter 8: Lifting and Moving Patients**

1. Explain the need and use of the most common patient-moving equipment, the stretcher and backboard
2. Explain the technical skills and general considerations required of EMTs during patient packaging and patient handling
3. Define the term body mechanics
4. Discuss how following proper patient lifting and moving techniques can help prevent work-related injuries
5. Identify how to avoid common mistakes when lifting and carrying a patient
6. Explain guidelines and safety considerations for the use of medical restraints

### **Chapter 9: Patient Assessment**

1. Scene Size-up
2. Primary Assessment
3. History Taking
4. Secondary Assessment
5. Monitoring Devices
6. Reassessment

### **Chapter 10: Patient Management**

1. Airway Management
2. Respiration
3. Artificial Ventilation
4. Pathophysiology

### **Chapter 11: Principles of Pharmacology**

1. Pharmacology
2. Principles of Pharmacology
3. Medication Administration
4. Emergency Medication

### **Chapter 12: Shock**

1. Describe the pathophysiology of shock
2. Identify the causes of shock
3. Differentiate among the various types of shock
4. Describe the signs and symptoms of shock including compensated and decompensated
5. Discuss key components of patient assessment for shock
6. Describe the steps to follow in the emergency care of the patient with various types of shock

### **Chapter 13: BLS Resuscitation**

1. Explain the elements of basic life support, how it differs from advanced life support and why BLS must be applied rapidly

2. Explain the goals of cardiopulmonary resuscitation and when it should be performed on a patient
3. Discuss the importance of frequent CPR training for EMT's as well and public education programs that teach compression only CPR

#### **Chapter 14: Medical Overview**

1. Differentiate between medical emergencies and trauma emergencies
2. Name the various categories of common medical emergencies
3. Describe the evaluation of the nature of illness
4. Discuss the assessment of a patient with a medical emergency
5. Explain the importance of transport time and destination selection for a medical patient
6. Define infectious disease and communicable disease

#### **Chapter 15: Respiratory Emergencies**

1. List the structures and functions of the upper and lower airways, lungs, and accessory structures of the respiratory system
2. Explain the physiology of respiration
3. Describe different respiratory conditions that cause dyspnea
4. List the characteristics of infectious disease

#### **Chapter 16: Cardiovascular Emergencies**

5. Discuss the basic anatomy and physiology of the cardiovascular system
6. Explain the assessment for patients with cardiovascular problems
2. Define cardiac arrest
3. Describe the emergency medical care for the patient with cardiac arrest

#### **Chapter 17: Neurologic Emergencies**

1. Describe the anatomy and physiology of the functions of the brain and spinal cord
2. List the general signs and symptoms of stroke and how those symptoms manifest
3. Describe how the different stages of a seizure are characterized
4. Define altered mental status

#### **Chapter 18: Gastrointestinal and Urologic Emergencies**

1. Describe the anatomy and physiology of the gastrointestinal, genital and urinary systems
2. Describe pathologic conditions of the gastrointestinal, genital and urinary systems
3. Identify the signs and symptoms, and common causes, of an acute abdomen

#### **Chapter 19: Endocrine and Hematologic Emergencies**

1. Describe the anatomy and physiology of the endocrine system and its main function in the body
2. Define the terms diabetes, mellitus, hyperglycemia, and hypoglycemia
3. Discuss the composition and function of blood
4. Describe two types of blood clotting disorders, and the risk factors, characteristics and management of each

#### **Chapter 20: Immunologic Emergencies**

1. Define the terms allergic reaction and anaphylactic
2. List the five categories of stimuli that could cause an allergic reaction or an extreme allergic reaction

#### **Chapter 21: Toxicology**

1. Define toxicology, poison, toxin, and overdose
2. Identify the common signs and symptoms of poisoning or toxic exposure
3. Describe how poisons and toxins can enter the body
4. Describe the assessment and treatment of a patient with a suspected poisoning or toxic exposure

### **Chapter 22: Psychiatric Emergencies**

1. Discuss the myths and realities concerning psychiatric emergencies
2. Discuss general factors that can cause altercation in a patient's behavior
3. Define a behavioral crisis
4. Explain special consideration for assessing and managing a behavioral crisis or psychiatric emergency

### **Chapter 23: Gynecologic Emergencies**

1. Describe the anatomy and physiology of the female reproductive system, include the developmental changes that occur during puberty and menopause
2. List three common examples of gynecologic emergencies; include the causes, risk factors, assessment findings, and patient management considerations

### **Chapter 24: Trauma Overview**

1. Define the terms mechanism of injury MOI, blunt trauma, and penetrating trauma
2. Explain the major components of trauma patient assessment; include considerations related to whether the method of injury was significant or nonsignificant
3. Explain a general overview of multisystem trauma patient management

### **Chapter 25: Bleeding**

1. Describe the general structure of the circulatory system and function of its parts, including the heart, arteries, veins, and capillaries
2. Explain the significance of bleeding caused by blunt force trauma, including the importance of perfusion
3. Discuss hypovolemic shock as a result of bleeding, including the signs of shock
4. Identify the signs and symptoms of internal bleeding

### **Chapter 26: Soft Tissue Injuries**

1. Describe the anatomy of the skin; include the layers of the skin
2. Know the major functions of the skin
3. Name the three types of soft-tissue injuries
4. Explain patient assessment of closed and open injuries

### **Chapter 27: Face and neck Injuries**

1. Describe the anatomy and physiology of the head, face and neck
2. Describe the factors that may cause the obstruction of the upper airway following a facial injury
3. Discuss the different types of facial injuries and patient care considerations related to each one
4. Explain emergency medical care of a patient with soft tissue wounds of the face and neck

### **Chapter 28: Head and Spine Injuries**

1. Describe the anatomy and physiology of the nervous system
2. Explain the function of the somatic and autonomic nervous systems
3. Define traumatic brain injury

### **Chapter 29: Chest Injuries**

1. Explain the mechanics of ventilation in relation to chest injuries
2. Describe the difference between an open and closed chest injury

### **Chapter 30: Abdominal and Genitourinary Injuries**

1. Describe the anatomy and physiology of the abdomen; include an explanation of abdominal all quadrants and boundaries and the difference between hollow and solid organs.
2. Describe some special considerations related to the care of pediatric patients and geriatric patients who have experienced abdominal trauma.

### **Chapter 31: Orthopedic Injuries**

1. Describe the anatomy and physiology of the musculoskeletal system
2. Name the four mechanisms of injury
3. Describe the different types of musculoskeletal injuries, including fractures, dislocations, amputations, sprains, and strains

### **Chapter 32: Environmental Emergencies**

1. Identify the four factors that affect how a person deals with exposure to a cold or hot environment
2. Describe the four general stages of hypothermia
3. Describe local cold injuries and their underlying causes
4. Describe the three emergencies that are caused by heat exposure, including their risk factors, signs, and symptoms

### **Chapter 33: Obstetrics and neonatal Care**

1. Identify the anatomy and physiology of the female reproductive system.
2. Explain the normal changes that occur in the body during pregnancy
3. Discuss the need to consider two patients – the woman and the unborn fetus – when treating a pregnant trauma patient

### **Chapter 34: Pediatric Emergencies**

1. Explain some of the challenges inherent in providing emergency care to pediatric patients and why effective communication with both the patient and his or her family members is critical to a successful outcome
2. Discuss the physical and cognitive developmental stages of an infant, including health risks, signs that may indicate illness, and patient assessment

### **Chapter 35: Geriatric Emergencies**

1. Define the term geriatrics
2. Recognize some of the special aspects of the lives of older people
3. Describe the common complaints and the leading causes of death in older people
4. Discuss the effect of aging on behavioral emergencies

### **Chapter 36: Patients with Special Challenges**

1. Give examples of patients with special challenges EMT's may encounter during a medical emergency.
2. Explain the special patient care considerations required when providing emergency medical care to patients with intellectual disabilities,

### **Chapter 37: Transport Operations**

1. List the nine phases of an ambulance call; include examples of key tasks EMTs perform during each phase
2. List the minimum dispatch information required by EMTs
3. Discuss the specific considerations required to ensure scene safety; include personal safety, patient safety, and traffic control

### **Chapter 38: Vehicle Extrication and Special Rescue**

1. Explain the responsibilities of an EMT in patient rescue and vehicle extrication
2. Discuss how to ensure safety at the scene of a rescue incident, including scene size-up and the selection for the proper personal protective equipment and additional necessary gear
3. Discuss the terms extrication and entrapment

**Chapter 39: Incident Management**

1. Describe the purpose of the National Incident Management System and its major components and its organizational structure
2. Explain the role of the EMS response within the ICS

**Chapter 40: Terrorism Response and Disaster Management**

1. Define international terrorism and domestic terrorism include examples of incidents that have been caused by each one
2. Name four differently types of goals that commonly motivate terrorist groups to carry out terrorist attacks.
3. List three categories of biologic agents, their routes of exposure, effects on the patient, and patient care

**Chapter 41: The Team Approach to Healthcare**

1. Define a continuum of care
2. List the five essential elements of a group
3. Explain the advantages of a team over a group; include the advantages of regularly training and practicing together
4. List the five essential elements of a team

# 2020 Orange County EMT Enrollment Agreement

Course Location: 26489 Rancho Parkway South, Lake Forest, CA 92630

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I, \_\_\_\_\_, am enrolling in the Emergency Medical Technician Basic program provided by Orange County EMT. I understand the course requirements set forth by Orange County EMT and the procedures to obtain an EMT 1 license through the State of California and Orange County EMS. I understand that this course is 212 hours, and that I must achieve an 70% on the Final Exam along with successfully completing all skills required by the state with a passing score in order to achieve course completion. I understand that only after receiving a course completion I am eligible to take the National Registry Exam, which I must successfully pass in order to apply for a County EMT 1 License. This Enrollment Agreement is valid for a period from the first day of class\_\_\_\_\_ through the last day of class\_\_\_\_\_. *I acknowledge that this Enrollment Agreement is legally binding when signed by the student and accepted by ORANGE COUNTY EMT.*

## **Fees**

COURSE FEE- \$1,400

DEPOSIT/REGISTRATION FEE- THERE IS A \$500 ENROLLMENT REQUIRED TO ENROLL IN THE COURSE WHICH INCLUDES A \$250 DOLLAR NON-REFUNDABLE REGISTRATION FEE. THE \$500 DOLLAR ENROLLMENT FEE IS SUBTRACTED FROM THE TUITION WITH THE BALANCE TO BE PAID IN FULL ON OR BEFORE THE FIRST DAY OF CLASS UNLESS ENROLLED IN A FINANCIAL CONTRACT

## **Schedule of Charges**

THE COURSE FEE OF \$1,400 COVERS THE PERIOD OF ATTENDANCE AND IS EQUIVALENT TO THE ENTIRE EDUCATIONAL PROGRAM. THERE IS A \$500 DOLLAR ENROLLMENT FEE WHICH IS DUE AT SIGNING AND IS DEDUCTED FROM THE TOTAL FEE OF THE CLASS.

## **STUDENT TUITION RECOVERY FUND: Non-Refundable (\$0.00 dollars per \$1,000 institutional charge)**

Students are responsible for any fee's charged by the National Registry, State of California EMS, County EMS for licensure, and DOJ Live Scan Background.

## **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 Statement**

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 does not complete the period of enrollment for which the student has been charged.

## EMT Program Fees

Item	Cost
<b>Tuition</b>	<b>\$1,400</b>
<hr/>	
<b>Required Course Material</b>	
Textbook	\$100.76
FISDAP Assessment Package	\$94
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<b>Optional</b>	
Securetrac Background (Required for optional clinical observation)	\$39
BLS for Healthcare Provider Course	\$50
Tutoring	\$60/hr
Housing	\$2,000- \$3,200/month
Assessment fee for transfer of units	N/A
Fees to Transfer Credits	N/A
<hr/>	
<b>Post Course Fees: Required for Certification/Licensure</b>	
National Registry Practical Exam	\$80
National Registry written exam application fee	\$80
State of California EMT Licensing Fee	\$75
Live Scan	\$70- \$125
Estimated Cost	\$2,000
<hr/>	
<b>Procedure</b>	
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 by credit card on file 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:	
A) of the last day of attendance if written notification of withdrawal has been provided to Orange County EMT by the student	
B) from the date Orange County EMT terminates the student or determines withdrawal by the student.	
C) Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$250.	

### 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 \$250 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.

### Refund Policy

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.

### The following guidelines apply to all refunds

4. Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund
  - c) Registration Fee: \$250.00
  - d) Uniform Fee: \$100.00-----  
Total Deductions: \$350.00
5. Refunds are determined by the day the Course Withdraw Form is received or after the students (3<sup>rd</sup>) consecutive absence if no Course Withdraw Form is received.
6. There are no refunds provided to students after Class Day Sixteen

### Refunds After Course Commences

Exit Point	Percent of Completion	Percent Refunded	Amount Refunded
Class Day One	4%	97.4%	\$1022.70
Class Day Two	8%	94.8%	\$995.40
Class Day Three	12%	92.2%	\$968.10
Class Day Four	16%	89.6%	\$940.80
Class Day Five	20%	87%	\$913.50
Class Day Six	24%	84.4%	\$886.20
Class Day Seven	28%	81.8%	\$858.90
Class Day Eight	32%	79.2%	\$831.60
Class Day Nine	36%	76.6%	\$804.30
Class Day Ten	40%	74%	\$777.00
Class Day Eleven	44%	71.4%	\$749.70
Class Day Twelve	48%	68.8%	\$722.40
Class Day Thirteen	52%	66.2%	\$695.10
Class Day Fourteen	56%	63.6%	\$667.80
Class Day Fifteen	60%	61%	\$640.50
Class Day Sixteen	64%	58.4%	\$613.12
Class Day Seventeen	No Refunds	0%	\$0.00

### Financial Aid

OCEMT does not offer financial aid, but will set up payment contracts for those who need assist

### 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 "www.bppe.ca.gov"

## **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

*Unresolved, send a written complaint to the BPPE*

"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 Postsecondary Education."

## **Questions**

"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 Postsecondary Education."

## **Bureau of Private Postsecondary Education**

**2535 Capitol Oaks Dr. 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**

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(a) In addition to the statement required under subdivision (b) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

### **Student Tuition Recovery Fund**

“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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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

### STUDENTS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### Enrollment Agreement Cancellation Procedure

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

### Transferability of Units

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Orange County EMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Orange County EMT is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Orange County EMT to determine if your (credits or degree, diploma, or certificate) will transfer."

### 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."

**Student Initial** \_\_\_\_\_

### Medical Insurance

Students are responsible for their own Medical Insurance to cover any health-related issues during the Didactic, Clinical, and Field Internship sections of the course, including any exposures that require medical attention during the Program.

**Student Initial** \_\_\_\_\_

### 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.

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.

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. Approval means the institution has been approved to operate and that approval means compliance with state standards as set forth in the California Private Postsecondary Act of 2009. 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 school's 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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### Questions

"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  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax: (916) 263-1896  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### Complaint

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

### Received Documents Prior to Signing Statement

Prior to signing this Enrollment Agreement you must be given a catalog, brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

**Student Initial** \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** **\$1,400.00**

### Binding Contract-

"I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institutions cancellation and refund policies have been clearly explained to me."

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

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

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

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

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

**Orange County EMT**

26489 Rancho Parkway South, Lake Forest CA, 92630

(949) 421-3958 www.ocemt.edu

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**SCHOOL PERFORMANCE FACTSHEET CALENDAR YEARS 2016 & 2017**

**Emergency Medical Technician – 212 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	371	287	287	77%
2018	305	232	232	76%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

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**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	371	276	226	171	76%
2018	305	232	232	192	83%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. You may obtain from OCEMT, a list of the employment positions determined to be in the field for which a student received education and training. Any and all completion, licensure, and placement information can be assessed upon request thru administrative secretary OCEMT.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	0	171	171
2018	0	192	192

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	171	0	171
2018	192	0	192

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**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2017	0	171
2018	0	192

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2017	0	171
2018	0	192

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**OR**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	276	226	165	61	73%
2018	232	220	196	24	89%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2017	165	141					141
2018	232	192					192

A list of sources used to substantiate salary disclosures is available from the school. You may obtain from OCEMT, a list of the employment positions determined to be in the field for which a student received education and training. Any and all completion, licensure, and placement information can be assessed upon request thru administrative secretary OCEMT.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: **\$1400.00** Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education	The percentage of enrolled students in 2017 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2017 graduates who took out federal student loans at this institution.	The percentage of graduates in 2017 who took out federal student loans to pay for this program.
0	0	0	0

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

Students at OCEMT are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

OCEMT is eligible, but chooses not to participate in federal student aid programs. Therefore students who attend this institution do not have federal student loans.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## Orange County EMT

26489 Rancho Parkway South, Lake Forest CA, 92630

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### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

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- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

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**STUDENTS RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.