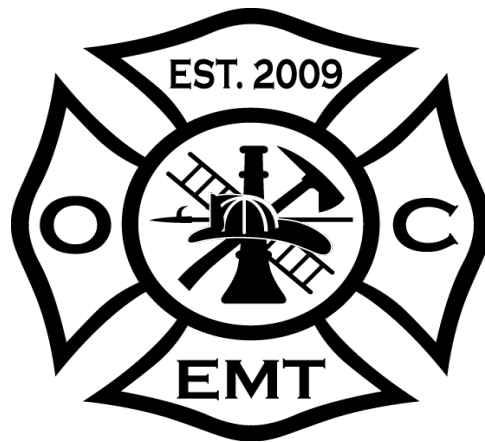


**ORANGE COUNTY EMT  
EMERGENCY MEDICAL TECHNICIAN**



**PROGRAM CATALOG**

**JANUARY 1<sup>ST</sup>, 2022 - DECEMBER 31<sup>ST</sup> 2022**

**Orange County EMT Training Center**  
26489 Rancho Parkway South  
Lake Forest, CA 92630

**Contact Info**

OCEMT Corp.

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.

**Administrative Staff**

**Corey Gremel:**

OCEMT Program Director/Chief Administrative Officer

Anaheim Fire and Rescue: Captain/Paramedic

Email: [cgremel@ocemt.edu](mailto:cgremel@ocemt.edu)

**Andrew Kilian:**

OCEMT Clinical Coordinator/Chief Operating Office

Anaheim Fire and Rescue:

Email: [akilian@ocemt.edu](mailto:akilian@ocemt.edu)

**Wendy Ruggeri:**

OCEMT Medical Director

Californian Hospital: Medical Doctor

Email: [wruggeri@ocemt.edu](mailto:wruggeri@ocemt.edu)

**Bryan Carter:**

OCEMT Paramedic Lead Instructor

Newport Beach Fire Department: Firefighter/Paramedic

Email: [bcarter@ocemt.edu](mailto:bcarter@ocemt.edu)

## **Assistant Staff**

### **Lynn Barr**

OCEMT Administrative Assistant  
Email: [lbarr@ocemt.edu](mailto:lbarr@ocemt.edu)

### **Kristina Lawson**

OCEMT Administrative Secretary  
Email: [klawson@ocemt.edu](mailto:klawson@ocemt.edu)

## **Instructional Staff**

### **Eric Gafner**

OCEMT Lead Skills Instructor  
Orange County Fire Authority: Retired Captain/Paramedic  
Email: [egafner@ocemt.edu](mailto:egafner@ocemt.edu)

### **Paul Guns**

OCEMT Assistant Instructor  
Orange County Fire Authority: Retired Captain/Paramedic  
Email: [pguns@ocemt.edu](mailto:pguns@ocemt.edu)

### **Bob Schneider**

OCEMT Assistant Instructor  
Orange County Fire Authority: Retired Firefighter/Paramedic  
Email: [bschneider@ocemt.edu](mailto:bschneider@ocemt.edu)

### **Marco Cendejas**

OCEMT Lead EMT Instructor  
Lynch Ambulance Company: Paramedic  
Email: [mcendejas@ocemt.edu](mailto:mcendejas@ocemt.edu)

### **Brad Oye**

OCEMT Assistant Instructor  
Anaheim Fire and Rescue: Captain/Paramedic  
Email: [boye@ocemt.edu](mailto:boye@ocemt.edu)

### **Kevin Klytta**

OCEMT Assistant Instructor  
Anaheim Fire and Rescue: Engineer/Paramedic  
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### **Peter Trapani**

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

### **Matias Czerwiak:**

OCEMT Assistant Instructor  
Email: [mczerwiak@ocemt.edu](mailto:mczerwiak@ocemt.edu)

## **Accrediting and Licensing Agencies**

### **CAAHEP**

Orange County EMT (OCEMT Corp) Emergency Medical Services-Paramedic is accredited by the Commission on Accreditation of Allied Health Education Program ([www.caahep.org](http://www.caahep.org)) upon the recommendation of CoAEMSP.

### **Commission on Accreditation of Allied Health Education Programs**

25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

### **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**

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*.

### **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)

## Field Affiliates

<b>Anaheim Fire and Rescue</b>	<b>Orange County Fire Authority</b>
201 South Anaheim Blvd	1 Fire Authority Drive
Anaheim, CA 92805	Irvine, CA 92602
<b>Burbank Fire Department</b>	<b>Huntington Beach Fire Department</b>
311 East Orange Grove Ave	2000 Main Street
Burbank, CA 91502	HB, CA 92648
<b>Cathedral City Fire Department</b>	<b>Newport Beach Fire Department</b>
68700 Avenida Lalo Guerrero	100 Civic Center Drive
Cathedral City, CA 92234	NB, CA 92660
<b>Corona Fire Department</b>	<b>Orange City Fire Department</b>
735 Public Safety Way	176 South Grand Street
Corona, CA 92880	Orange, CA 92866
<b>Compton Fire Department</b>	<b>Downey Fire Department</b>
205 South Willowbrook Ave	11111 Brookshire Ave
Compton, CA 90220	Downey, CA 90241
<b>Murrieta Fire Department</b>	<b>Torrance Fire Department</b>
41825 Juniper Street	3401 University Ave
Murrieta, CA 92562	Riverside, CA 92501
<b>Riverside City Fire Department</b>	<b>Riverside County Fire Department</b>
3401 University Ave	16902 Bundy Ave
Riverside, CA 92501	Riverside, CA 92518
<b>Pasadena Fire Department</b>	<b>Glendale Fire Department</b>
215 N Marengo Ave #195	421 Oak Street
Pasadena, CA 91191	Glendale, CA 91204
<b>Monrovia Fire Department</b>	<b>Arcadia Fire Department</b>
415 S Ivy Avenue	240 West Huntington Drive
Monrovia, CA 91016	Arcadia, CA 91006
<b>Oceanside Fire Department</b>	<b>Escondido Fire Department</b>
300 North Coast Highway	1163 Centre City Parkway
Oceanside, CA 92054	Escondido, CA 92025
<b>California City Fire Department</b>	<b>Mercy Transportation Inc</b>
20890 Hacienda Blvd	27350 Valley Center Rd
California City, CA 93505	Valley Center, CA 92082
<b>American Medical Response</b>	<b>Falck Corporation</b>
240 E. Hwy 246, Suite 300	1517 W Braden Ct
Buellton, CA 93427	Orange, CA 92868

## Clinical Affiliates

<b>University of California Irvine Medical Center</b>	<b>Orange County Global</b>
101 The City Drive South	1001 North Tustin Ave
Orange, CA 92868	Santa Ana, CA 92705
<b>Childrens Hospital of Orange County (CHOC)</b>	<b>West Anaheim Medical Center</b>
1201 West La Veta	3033 West Orange Avenue
Orange, CA 92868	Anaheim, CA 92804

### Course Description

The Emergency Medical Technician Basic Course is developed from Title 22 of the California Health and Safety Code, Division 9 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

### Certificate Program

The Emergency Medical Technician 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 212 hour Emergency Medical Technician Course, students who achieve the minimum cut score on each unit exam, successfully complete their hospital and field observations 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 EMT’s 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.”

### 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*

### 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.”

### Course Progression and Contact Hours for Program Completion

Students will progress through the Program by completing each course in sequential order. The objectives and completion requirements are outlined in the syllabus for each Course listed below

### Total Course Hours: 212

#### Didactic Courses: 188 Hours

1. Airway Course and Skills Lab
2. Cardiac Course and Skills Lab
3. Medical Course and Skills Lab
4. Trauma Course and Skills Lab
5. Obstetric and Pediatric Course and Skills Lab
6. Operations Course and Skills Lab
7. Final Examinations/NREMT Skills Testing

8. Clinical Observation: 12 Hours (At discretion of OCEMS)
9. Ambulance Observation: 12 Hours (At discretion of OCEMS)

**Program Objectives**

1. Describe the roles and responsibilities of EMT's in the health care system
2. Demonstrate the level of professionalism expected of EMT's
3. Perform the duties of an EMT while ensuring the safety and wellness to yourself and others
4. Operate within the Scope of Practice and Standard of Care of an EMT 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 EMT 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.

**Schedule of Total Charges**

Tuition for the EMT Courses are listed below, which covers the entire period of attendance and is equivalent to the entire program consisting of Courses 1-6. (All Courses listed in the Course Syllabus)

1. Traditional Course: \$1,400.00
2. Elite Course: \$1,700.00
3. Hybrid Course: \$800.00

Enrollment Fee	\$250.00
Traditional Course Tuition Minus Enrollment Fee	\$1,150.00
Hybrid Course Tuition Minus Enrollment Fee	\$750.00
Elite Course Tuition Minus Enrollment Fee	\$1,450.00
AAOS Nancy Caroline's Emergency Care in the Streets 8 <sup>th</sup> Edition 1 &2	\$200.00
Jones and Bartlett Learning Navigate Premier Digital Supplement	\$0
Fisdap EMT Assessment Package	\$0
Live Scan Background	\$75- \$100
NREMT Cognitive Exam	\$300.00
NREMT Psychomotor Exam	\$0.00
State EMS License	\$110.00
County Application	\$75-100
Estimated Cost for Course and Licensure	\$2,000.00

**Financial Assistance**

OCCEMT does not offer financial aid, however several payment options are available. Contact the administration for more information.

## **Entrance Requirements**

1. Student must be a minimum of 18 years old and possess a High School Diploma, GED, and or equivalent.
2. Student must possess a current BLS for Healthcare Provider Card through the American Heart Association prior to the start of class.
3. Students who do not have a valid BLS for Healthcare Provider Card through the AHA will be offered the Course following EMT orientation and prior to the first day of class.
4. Applicants must have all vaccinations listed prior to starting their clinical and ambulance observations.
5. Applicants must complete a background history prior to entering their clinical and ambulance observations. This does not include the DOJ Live Scan.
6. Students must complete a DOJ Live Scan prior to licensure

## **Program Completion Requirements**

The EMT Program is comprised of 8 individual courses that must be completed in sequence to achieve a course completion certificate.

### **1. Didactic Courses: 1-6**

Course One: Airway  
Course Two: Cardiac  
Course Three: Medical  
Course Four: Trauma  
Course Five: OB/Peds  
Course Six: Operations

### **2. Course Seven: Final Exams**

- a) Courses 1-6 must be successfully completed to take the Final Exam
- b) Students must complete the Final Exam with a 70% or above on the first attempt
- c) Students must complete the OCEMS Ambulance attendance Course prior to completion

### **3. Course Eight: Skills Labs/Observations**

- a) The Final Exam must be successfully completed to progress to NREMT Testing
- b) All NREMT skills must be successfully completed to pass NREMT Testing
- c) Clinical and Ambulance Observations must be completed with a Meets Expectations to receive a Course Completion Certificate.

## **Learning Methods**

The following learning methods have been utilized to best suit all student learning abilities

### **Didactic Courses**

- Traditional Learning
- Classroom Setting
- Instructor Based Lecture
- Interactive Conversation

### **Online Resources**

- Jones and Bartlett Learning: Quizzes, Practice Exams, Study Resources
- FISDAP: Online Practice Quizzes, Online Unit Exams

### **NREMT Skills Labs**

- Instructor lead
- Peer Training
- Individual training
- High fidelity simulation training



## **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 student equipment and/or learning resources necessary to be successful for completion of our program.

### **Course Points**

1. Final Exam: 200 points
2. Six Unit Exams: 75 points each
3. JBL Chapter Quizzes: Pass/Fail
4. Clinical Observation: Pass/Fail.
5. Ambulance Ride Along: Pass/Fail
6. NREMT Skills Exam: Pass/Fail
7. Affective Domain: Pass/Fail

### **Course Progression and Completion Requirements**

#### **1. Course Reading**

Students are expected to read the assigned chapters prior to the start of class

#### **2. E-Book Quizzes**

These are required for Distant Education Courses and are optional for Traditional and Elite Courses. Quizzes are not graded but must be completed with an 80% or above to take the Unit Exams. Multiple attempts are allowed on each quiz to achieve the minimum score.

#### **3. JBL Comprehensive Exams**

Distance Education Courses require students to complete one comprehensive exam for each Unit.

- a) Students must complete the exam with an 80% or above
- b) Multiple attempts are allowed to achieve the minimum score

#### **4. Fisdap Practice Quizzes**

Students must take the Fisdap Practice Quiz for the corresponding course prior to taking the Unit Exam.

#### **5. Case Studies**

Distance Education Courses require students to complete all assigned case studies

#### **6. Unit Exams**

Students must successfully complete each Unit Exam with the minimum cut score. Students who do not achieve the minimum cut score will be allowed to retest on (2) exams given the following conditions:

- a) Students who fail any exam will be placed on Academic Probation
- b) Students who fail their retest will be dropped from the Program
- c) Students who fail a total of 3 exams will be dropped from the Program
- d) Final Exams must be passed on the first attempt without exception

#### **7. Exam Cut Scores**

- a) Airway: 73%
- b) Cardiology: 72%
- c) Medical: 71%
- d) Trauma: 68%
- e) OB/Peds: 72%
- f) Operations: 71%

## 8. Final Exams

Final Exams will be graded as a percentage towards the student's overall score. Students must achieve the minimum cut scores listed below to progress in the course.

- a) Cognitive Exam: 70%
- b) NREMT Skills: Pass/Fail

## 9. NREMT Psychomotor Skills

- a) Complete all NREMT Skills
- b) Complete the OCEMS Ambulance Attendance Course
- c) Skills Verification may be delayed or waived at the discretion of the County, State, and NREMT for unforeseen circumstances

## 10. Observation Shifts

- a) Ambulance Observation
- b) Clinical Observation
- c) Ambulance and Clinical Observations may be delayed or waived at the discretion of the County, State, and NREMT for unforeseen circumstances

## 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.

Points	Percentage	Grade
247-275	90%- 100%	A
220-246	80%- 89%	B
192-245	70%-79%	C
165-244	60%- 69%	D
137-243	0%- 59%	F

## 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. E-Book: Emergency Care and Transportation of the Sick and Injured 11<sup>th</sup> Edition
2. Hardcopy of Textbook is Optional, not required
3. JBL Navigate Preferred
4. FISDAP EMT Assessment Package

## Websites and Other Resources

The following websites are commonly used to access more information regarding Paramedic Training

- a) National Registry EMT: [www.nremt.org/](http://www.nremt.org/)
- b) California EMS Agency: [www.emsa.ca.gov](http://www.emsa.ca.gov)
- c) Pearson My Lab: [www.pearsonmylabandmastering.com/northamerica/](http://www.pearsonmylabandmastering.com/northamerica/)
- d) 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

### **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.”***

### **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.”

### **Program Policies and Procedures**

#### **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 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 Orange County EMT’s Paramedic Program to determine if your Course Completion Certificate will transfer.

#### **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.*

#### **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 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 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 between the student and their financial institution. OCEMT does offer installment plans for approved students.

**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 offers a Hybrid EMT Course. This is a combination of Distance Education and in class learning. All Hybrid Courses require students to have access to a computer, printer, and the internet. Students enrolled in the Hybrid Courses are required to use Proctor Free for all scheduled exams.

**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

**Student Probation Policy**

Any student who receives an exam score less than the minimum cut score will be placed on academic probation for the duration of the course. Academic Probation consists of a signed document signed by both OCEMT and the student, which states 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 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.

**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.

**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.

**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.

**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 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 button down shirt
  - 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, 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.

### **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. 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 Unit and during the Ambulance and Clinical Observations. Only students not meeting expectations will be notified and placed on academic probation. Students who continue to not meet expectations after counseling, will be dropped from the course.

## Affective Domain

The affective domain is measured through 11 attributes that every student must display. Students must meet expectations in all domains and may be dropped from the course for a rating that does not meet expectations. Students will be counseled if a below expectations attribute is identified, however students who are grossly negligent in one of the domains can be dropped from the program after the first offense.

## Affective Domain 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

## Affective Domain Evaluation

### 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; 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; taking advantage of learning opportunities

### 4. Appearance and Personal Hygiene

Examples of professional behavior include, but are not limited to: Clothing and uniform is 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; exercises good personal judgment.

### 6. Communications

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

### 7. Time Management

Examples of professional behavior include, but are not limited to: Consistent punctuality; completing tasks, assignments on time, being to class on time, not leaving class early, 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; 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; 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 to or feelings to interfere with patient care; placing the needs of patients above self interest; 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; following orders.

## **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.)

**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 does not receive the minimum passing score on a Unit Exam will be placed on Academic Probation. Academic Probation includes an action plan identifying the students weakness and a corrective action that needs to take place for the student to be successful on future exams. This document is signed by both the student and Administration and will be kept in the students file.

**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

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

**Tardiness**

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

**Chapter Quizzes**

1. Students will take Chapter Quizzes through JBL
2. Students must complete all Chapter Quizzes with an 80% or above to take the Unit Exams
3. The Quiz report will be found on the Instructors desk the day of the exam
4. Students who have not completed the quizzes cannot take the Unit Exam
5. There will be a \$25.00 Proctor Fee for make-up exams

**Unit Exams**

1. Students must complete JBL Practice Comprehensive Exams prior to Unit Exams
2. Students must complete Fisdap Practice Exams prior to Unit Exams
3. Complete the Unit Exams with the following cut scores: Failure to meet the minimum score will result in the student being placed on Academic Probation
4. Students who have not completed the Practice Exams will be sent home on Exam days
5. Doors close for all exams at the start time of class
6. Phones cannot be used for Exams: Students may borrow computers
7. There will be a \$25.00 Proctor Fee for make-up exams
8. There are no make-ups for Final Exams

**Skills Testing**

1. Students will be allowed (1) re-test on any failed skill
2. Students who fail any skill (2) times will fail the course

**Resources**

1. Students are responsible for downloading all Course documents
2. All Course documents are found on the OCEMT website or JBL Online Platform
3. Students will print All NREMT skills sheets and bring to class
4. Students will print all Peer Evaluation forms and bring to class

**Uniform Policy**

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

**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 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.

### **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:

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

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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 \$350 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. No refunds are issued for the course in which the student exits the Program
2. Pro-Rated refunds are issued for courses not attended by the student that follow the course in which the student exits the Program.

*Example: A student exiting the Program during Course One, will have a pro-rated refund for*

*Courses Two, Three, and Four*

3. Refunds will not be provided to students who exit the Program after Course Four

**Refunds After Course Commences:**

**Traditional Course Tuition: \$1,400.00**

1. Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

- a) Enrollment Fee: \$250.00
- b) Uniform Fee: \$100.00
- c) Skills Lab Fee: \$100.00

-----  
**Total Deductions: \$450.00**

2. Refunds will not be provided to students who exit the Program after Course Four

**Traditional Course Refund Chart**

<b>Exit Point</b>	<b>Course/Lab Name</b>	<b>Percent Refunded</b>	<b>Amount Refunded</b>
Course One	Airway	90%	\$855.00
Course Two	Cardiac	80%	\$760.00
Course Three	Medical	70%	\$655.00
Course Four	Trauma	60%	\$570.00
Course Five	OB/Pediatrics	No refunds issued	0
Course Six	Operations	No refunds issued	0
Final Examinations	Final Examinations	No refunds issued	0

**Elite Course Tuition: \$1,700.00**

1. Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

- a) Enrollment Fee: \$250.00
- b) Resource Fee: \$300.00
- c) Uniform Fee: \$100.00
- d) Skills Lab Fee: \$100.00

-----  
**Total Deductions: \$750.00**

2. Refunds will not be provided to students who exit the Program after Course Four

**Elite Course Refund Chart**

<b>Exit Point</b>	<b>Course/Lab Name</b>	<b>Percent Refunded</b>	<b>Amount Refunded</b>
Course One	Airway	90%	\$855.00
Course Two	Cardiac	80%	\$760.00
Course Three	Medical	70%	\$665.00
Course Four	Trauma	60%	\$570.00
Course Five	OB/Pediatrics	No refunds issued	0
Course Six	Operations	No refunds issued	0
Final Examinations	Final Examinations	No refunds issued	0

**Hybrid Course Tuition: \$800.00**

1. Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

- a) Enrollment Fee: \$250.00
- b) Skills Lab Fee: \$100.00

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**Total Deductions: \$350.00**

3. Refunds will not be provided to students who exit the Program after Course Four

**Hybrid Course Refund Chart**

<b>Exit Point</b>	<b>Course/Lab Name</b>	<b>Percent Refunded</b>	<b>Amount Refunded</b>
Course One	Airway	90%	\$405.00
Course Two	Cardiac	80%	\$360.00
Course Three	Medical	70%	\$315.00
Course Four	Trauma	60%	\$270.00
Course Five	OB/Pediatrics	No refunds issued	0
Course Six	Operations	No refunds issued	0
Final Examinations	Final Examinations	No refunds issued	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

*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.”

**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-B 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 Disclosures**

“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 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**

“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.

### **Required Vaccinations**

Vaccinations are required for both Clinical and Ambulance observation shifts

#### **1. TB skin test (PPD)**

- a) Must be current within the last 6- 9 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

#### **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. TDP – (Tetanus, Diphtheria, Pertussis)**

- a) A tetanus booster within the last year, or
- b) If you have not received a tetanus booster within the last ten 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 rotation

#### **7. Covid Vaccination**

- a) Not require for admittance into Program
- b) May be required by some agencies for Ambulance and Clinical Observations
- c) Negative Covid Test may be required for for Ambulance and Clinical Observation



## 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 *AAOS Nancy Caroline's Emergency Care in the Streets 11<sup>th</sup> Edition*, 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:

AAOS, Nancy Caroline's Emergency Care in the Streets, 11<sup>h</sup> edition

### Online Resources

1. JBL Learning: Navigate Premier Access
2. Fisdap: Paramedic Assessment Package

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**Course One:** Airway  
Course ID: EMT- 1A  
Hours: 26

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**Course Two:** Cardiac  
Course ID: EMT- 2C  
Hours: 26

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**Course Three:** Medical  
Course ID: EMT- 3M  
Hours: 26

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**Course Four:** Trauma  
Course ID: EMT- 4T  
Hours: 26

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**Course Five:** OB/Pediatrics  
Course ID: EMT- 5O  
Hours: 26

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**Course Six:** Operations  
**Course ID:** EMT- 6O  
Hours: 26

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**Course Seven:** Finals/Skills Testing  
**Course ID:** EMT- 7F  
Hours: 26

## 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**

1. Discuss the basic anatomy and physiology of the cardiovascular system
2. 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

## **Clinical and Ambulance Observation Objectives**

### **Clinical Objectives**

Present a neat, well-groomed appearance.

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

## **2022 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-**

**DEPOSIT/REGISTRATION FEE- THERE IS A \$ ENROLLMENT REQUIRED TO ENROLL IN THE COURSE WHICH INCLUDES A \$250 DOLLAR NON-REFUNDABLE REGISTRATION FEE. THE \$ 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 \$1,400.00, \$1,700.00, or \$800.00, COVERS THE PERIOD OF ATTENDANCE AND IS EQUIVALENT TO THE ENTIRE EDUCATIONAL PROGRAM. THERE IS A \$250.00 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.

**Course Fee's**

Enrollment Fee	\$250.00
Traditional Course Tuition Minus Enrollment Fee	\$1,150.00
Hybrid Course Tuition Minus Enrollment Fee	\$750.00
Elite Course Tuition Minus Enrollment Fee	\$1,550.00
AAOS Nancy Caroline's Emergency Care in the Streets 8 <sup>th</sup> Edition 1 &2	\$100.00
Jones and Bartlett Learning Navigate Premier Digital Supplement	\$0
Fisdap EMT Assessment Package	\$94.00
Live Scan Background: Licensure	\$75- \$100
Secure Track Background: Clinical Requirement	\$30.00
BLS Healthcare Course	\$50.00
Tutoring	\$60.00 hr
Housing	\$2500 mo
Assessment Fee for transfer of units	N/A
Fee to transfer Units	N/A
NREMT Cognitive Exam	\$80.00
NREMT Psychomotor Exam	\$0.
NREMT Application Fee	\$80.00
State EMS License	\$70.00
County Application	\$75-100
<b>Estimated Total Cost for Certificate and Licensure</b>	<b>\$2,000.00</b>

## Withdrawal Procedure

### 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 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 \$350

### 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

Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

### The following guidelines apply to all refunds

1. No refunds are issued for the course in which the student exits the Program
2. Pro-Rated refunds are issued for courses not attended by the student that follow the course in which the student exits the Program.

*Example: A student exiting the Program during Course One, will have a pro-rated refund for Courses Two, Three, and Four*

3. Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

### Traditional Course Tuition: \$1,400.00

Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

1. Enrollment Fee: \$250.00
2. Uniform Fee: \$100.00
3. Skills Lab Fee: \$100.00
4. **Total Deductions: \$450.00**
5. Refunds will not be provided to students who exit the Program after Course Four

### Traditional Course Refund Chart

Exit Point	Course/Lab Name	Percent Refunded	Amount Refunded
Course One	Airway	90%	\$810.00
Course Two	Cardiac	80%	\$670.00
Course Three	Medical	70%	\$530.00
Course Four	Trauma	60%	\$390.00
Course Five	OB/Pediatrics	No refunds issued	0
Course Six	Operations	No refunds issued	0
Final Examinations	Final Examinations	No refunds issued	0

### Elite Course Tuition: \$1,700.00

Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

1. Enrollment Fee: \$250.00
2. Resource Fee: \$300.00

3. Uniform Fee: \$100.00
4. Skills Lab Fee: \$100.00
5. **Total Deductions:** \$750.00
6. Refunds will not be provided to students who exit the Program after Course Four

### Elite Course Refund Chart

Exit Point	Course/Lab Name	Percent Refunded	Amount Refunded
Course One	Airway	90%	\$855.00
Course Two	Cardiac	80%	\$760.00
Course Three	Medical	70%	\$665.00
Course Four	Trauma	60%	\$570.00
Course Five	OB/Pediatrics	No refunds issued	0
Course Six	Operations	No refunds issued	0
Final Examinations	Final Examinations	No refunds issued	0

### Hybrid Course Tuition: \$800.00

Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund

1. Enrollment Fee: \$250.00
2. Skills Lab Fee: \$100.00
3. **Total Deductions:** \$350.00
4. Refunds will not be provided to students who exit the Program after Course Four

### Hybrid Course Refund Chart

Exit Point	Course/Lab Name	Percent Refunded	Amount Refunded
Course One	Airway	90%	\$370.00
Course Two	Cardiac	80%	\$290.00
Course Three	Medical	70%	\$210.00
Course Four	Trauma	60%	\$130.00
Course Five	OB/Pediatrics	No refunds issued	0
Course Six	Operations	No refunds issued	0
Final Examinations	Final Examinations	No refunds issued	0

### 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](http://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)

### **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:**

**Traditional Course: \$1,400.00**  
**Elite Course: \$1,700.00**  
**Hybrid Course: \$800.00**

### **Orientation**



The purpose of the student orientation is to familiarize students with program policies and expectations. By signing below, you acknowledge that you went through an EMT Orientation and the topics listed were discussed.

1. EMT Course Overview
2. Course policies and procedures
3. Enrollment Agreement and Course Catalog
4. Financial Contracts

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

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