ORANGE COUNTY EMT

Emergency Medical Technician – Paramedic

PROGRAM CATALOG

January 1, 2026 – December 31, 2026

26489 Rancho Parkway South • Lake Forest, CA 92630 • www.ocemt.edu

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Staff Directory

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Field Internship Affiliations

Orange County EMT maintains field internship affiliation agreements with the following fire departments and emergency service agencies:

Alhambra Fire Department
301 North First Street
Alhambra, CA 91801

Anaheim Fire and Rescue
201 South Anaheim Blvd
Anaheim, CA 92805

Brea Fire Department
1 Civic Center Circle
Brea, CA 92821

Cal Fire Riverside
210 West San Jacinto Avenue
Perris, CA 92570

Carlsbad Fire Department
2560 Orion Way
Carlsbad, CA 92010

Compton Fire Department
201 S. Acacia Ave
Compton, CA 90220

Corona Fire Department
735 Public Safety Way
Corona, CA 92880

Costa Mesa Fire Department
77 Fair Drive
Costa Mesa, CA 92626

Culver City Fire Department
9770 Culver Blvd
Culver City, CA 90232

Downey Fire Department
11111 Brookshire Ave
Downey, CA 90241

Escondido Fire Department
1163 Center City Parkway
Escondido, CA 92025

Fullerton Fire Department
312 E. Commonwealth
Fullerton, CA 92832

Huntington Beach Fire Department
2000 Main Street
Huntington Beach, CA 92648

Idyllwild Fire Department
54160 Maranatha Dr.
Idyllwild-Pine Cove, CA

Laguna Beach Fire Department
505 Forest Avenue
Laguna Beach, CA 92651

Long Beach Fire Department
3205 Lakewood Blvd
Long Beach, CA 90808

Los Angeles County Fire Department
1320 N. Eastern Ave
Los Angeles, CA 90063

Murrieta Fire Department
41825 Juniper Street
Murrieta, CA 92562

Newport Beach Fire Department
100 Civic Center Drive
Newport Beach, CA 92660

North County Fire Protection District
330 South Main Avenue
Fallbrook, CA 92082

Oceanside Fire Department
300 North Coast Highway
Oceanside, CA 92054

Ontario Fire Department
425 East B Street
Ontario, CA 91764

Orange City Fire Department
176 South Grand Street
Orange, CA 92866

Orange County Fire Authority
1 Fire Authority Drive
Irvine, CA 92602

Rancho Cucamonga Fire Department
10500 Civic Center Drive
Rancho Cucamonga, CA 91730

Redondo Beach Fire Department
401 South Broadway
Redondo Beach, CA 90277

Riverside City Fire Department
3401 University Ave
Riverside, CA 92501

San Bernardino Fire Department
157 West 5th Street, 2nd Floor
San Bernardino, CA 92415

San Diego Fire and Rescue
600 B Street, Suite 1200
San Diego, CA 92101

Santa Monica Fire Department
333 Olympic Dr. 2nd Floor
Santa Monica, CA 90401

Vista Fire Department
200 Civic Center Drive
Vista, CA 92084

Riverside County Fire Department
16902 Bundy Ave
Riverside, CA 92518

San Diego Falck
4885 Greencraig Ln
San Diego, CA 92123

San Diego Fire Protection District
5560 Overland Ave. Suite 400
San Diego, CA 92123

Torrance Fire Department
1701 Crenshaw Blvd
Torrance, CA 90501

Clinical Internship Affiliations

Orange County EMT maintains clinical internship affiliation agreements with the following hospitals and medical centers:

Children's Hospital of Orange County
1201 West La Veta
Orange, CA 92868

Huntington Beach Memorial Hospital
17772 Beach Blvd.
Huntington Beach, CA 92647

Riverside University Hospital
26520 Cactus Avenue
Moreno Valley, CA 92555

Tri-City Medical Center
4002 Vista Way
Oceanside, CA 92056

West Anaheim Medical Center
3033 West Orange Avenue
Anaheim, CA 92804

Garden Grove Hospital
12601 Garden Grove Blvd.
Garden Grove, CA 92843

Orange County Global
1001 North Tustin Ave
Santa Ana, CA 92705

Saddleback Memorial Hospital
24451 Health Center Dr.
Laguna Hills, CA 92653

UCI Medical Center
101 The City Drive South
Orange, CA 92868

Accrediting & Licensing Agencies

OCEMT offers certification courses and does not award college degrees. OCEMT holds institutional accreditation from the Council on Occupational Education (COE) and programmatic accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for its Paramedic Program. COE is recognized by the United States Department of Education, and CAAHEP is recognized by the Council for Higher Education Accreditation (CHEA).

CAAHEP

Orange County EMT (OCEMT Corp) Emergency Medical Services–Paramedic is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of CoAEMSP.

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350
www.caahep.org

Council on Occupational Education (COE)

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: (770) 396-3898 • Toll Free: (800) 917-2081
Website: www.council.org

Licensing Agencies

Approval to operate means OCEMT has been approved by the Bureau for Private Postsecondary Education, signifying compliance with state standards as outlined in the California Private Postsecondary Education Act of 2009.

Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (888) 370-7589
Website: www.bppe.ca.gov

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

County of San Diego Emergency Medical Services
5560 Overland Ave, Suite 400
San Diego, CA 92123
Phone: (619) 285-6429

Course Location

26489 Rancho Parkway South
Lake Forest, CA 92630

Mission & Vision Statement

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.

Course Description

The Paramedic Program prepares students for entry-level employment as Paramedics within the prehospital emergency medical services system through a combination of didactic instruction, skills laboratory training, clinical experience, and field internship. The curriculum covers advanced patient assessment, airway and ventilation management, cardiology, pharmacology, trauma care, medical emergencies, special populations, and ambulance operations in accordance with applicable state and national standards. Successful completion of all program requirements prepares graduates to seek Paramedic certification and/or licensure, subject to state and national credentialing requirements.

Certificate Program

The Paramedic Course is for a certificate only. A course completion certificate shall be issued that meets the criteria of California EMS, Orange County EMS, National Registry of EMT, and is drawn from the National Highway Traffic Safety Administration. Upon successful completion of our 1,296-hour Paramedic course, students who complete all program requirements, including the minimum cut score on each Unit Exam and the Final Examinations, the clinical and field internships, and the Terminal Competencies, will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

Minimum Course Expectations

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

Required Course Documents

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

Course Progression, Contact Hours & Credits

Students advance through the Program by successfully completing each course in the order listed below. Course objectives and detailed requirements are published in the Program Syllabus.

Course	Component	Course ID	Type	Hours	Credit Hr.
Course One: Airway	Didactic	EMTP-1	Lecture	80	1.5
	Airway Skills Lab	EMTP-1L	Lab	26	0.5
Course Two: Cardiac	Didactic	EMTP-2	Lecture	64	1.5
	Cardiac Skills Lab	EMTP-2L	Lab	26	0.5
Course Three: Trauma	Didactic	EMTP-3	Lecture	40	1.5
	Trauma Skills Lab	EMTP-3L	Lab	26	0.5
Course Four: Medical	Didactic	EMTP-4	Lecture	48	1.5
	Medical Skills Lab	EMTP-4L	Lab	20	0.5
Course Five: OB/Pediatrics	Didactic	EMTP-5	Lecture	56	1.5
	OB/Pediatrics Skills Lab	EMTP-5L	Lab	20	0.5
Course Six: Operations	Didactic	EMTP-6	Lecture	56	1.5
	Operations Skills Lab	EMTP-6L	Lab	18	0.5
Course Seven: Clinical Internship	Section 1: Clinical Skills Lab	EMTP-7L	Lab	16	0.25
	Section 2: Clinical Internship	EMTP-7CI	Clinical	168	2
Course Eight: Field Internship	Section 1: Field Internship Skills Lab	EMTP-8L	Lab	16	0.25
	Section 2: Field Experience	EMTP-8FI	Field	24	6
	Section 3: Field Internship		Field	384	
	Section 4: Capstone Internship		Field	192	
Course Nine: Terminal Competencies	Skills Lab: Summative Cognitive, Psychomotor, and Affective Evaluations	EMTP-9	Lab	16	0.5
Program Total	**17 courses**			**1,296**	**21**

Hours by type: Lecture 344 • Lab 184 • Clinical 168 • Field 600

Program Objectives

- **Roles and Responsibilities:** Define the roles and responsibilities of Paramedics in the health care system.
- **Professionalism:** Demonstrate the level of professionalism expected of paramedics in all interactions and situations.
- **Safety and Wellness:** Perform the duties of a paramedic while ensuring the safety and well-being of yourself and others.
- **Scope of Practice:** Operate within the Scope of Practice and Standard of Care for paramedics, which includes understanding medical, legal, and ethical issues.

- **Patient Assessment and Management:** Apply principles of anatomy, physiology, pathophysiology, life-span development, and therapeutic communication to assess and manage patients effectively.
- **Lifesaving Interventions:** Identify situations that necessitate immediate lifesaving interventions to manage a patient's airway, breathing, and circulation.
- **Treatment Plans:** Assess patients of all ages, including those experiencing medical or traumatic emergencies, and formulate appropriate treatment plans within the Scope of Practice of a Paramedic.
- **EMS Operations:** Apply principles of emergency medical services operations, including ambulance and air medical transportation, managing multiple casualty incidents, gaining access to and extricating patients, responding to hazardous materials incidents, and addressing incidents involving weapons of mass destruction (WMD).

Schedule of Total Charges

Tuition for the course is $14,000.00, which covers the entire period of attendance and is equivalent to the whole program, consisting of Courses 1–9 (all courses listed in the Course Syllabus). The enrollment fee and all required course material fees are included in tuition; the enrollment, uniform, and skills lab fees are deducted from refunds as stated in the Refund Policy.

Paramedic Program Fees

Item	Cost
Application Fee	$50.00
Enrollment Fee (deducted from tuition)	$250.00
Student Tuition Recovery Fund Fee (Non-Refundable)	$0.00
Tuition	**$14,000.00**

Required Course Material (Included in Tuition)

Item	Cost
Course Resources	$634.00
FISDAP: Electronic Skills Database and Testing Fees	$0.00
Clinical Equipment: Stethoscope / Goggles	$100.00
Uniform: 511 Pants/Polo, optional boots and belt (Non-Refundable)	$250.00
Skills Lab Fee (Non-Refundable)	$500.00
EMS Health Clearance Records	$50.00

Optional

Item	Cost
Tutoring	$60.00 / hour
Housing	$2,000.00 – $3,200.00
Assessment Fee for Transfer of Units	N/A
Fees to Transfer Credits	N/A

Post-Course Fees — Required for Certification / Licensure

Item	Cost
NREMT Paramedic Certification Exam	$160.00
State of California Paramedic Licensing Fee	$300.00
Live Scan	$70 – $125
Estimated Total Cost	**$14,580.00 – $14,635.00**

Included with Tuition

- Controlled Notes
- Uniform: button-down shirt, pants, & job shirt
- ICS 100 and 700
- Clinical Internship
- Field Internship
- American Heart Association: Advanced Cardiac Life Support (ACLS)
- Orange County EMS: Course Completion Certificate
- Orange County EMS: Paramedic Accreditation
- Riverside County EMS: Paramedic Accreditation

Financial Assistance

OCEMT does not offer financial aid; however, several payment options are available. Contact the Administration for more information.

Entrance Requirements

- Students must be at least 18 years old and possess a High School Diploma, GED, or equivalent.
- Applicant must possess a current State of California EMT Basic or EMT Intermediate license issued by a State EMS Agency, the California Fire Marshal's Office, or the NREMT.
- The applicant must have a current BLS for Healthcare Provider card issued by the American Heart Association.
- Applicant must have completed an Anatomy/Pathophysiology (individual or combined) course, or have taken a Paramedic Preparation course from an accredited institution that includes it.
- Applicants must have a minimum of 1,000 hours of part-time or full-time experience as an EMT prior to the application deadline. Verification must be in writing from a supervisor or Department Head, on official letterhead. Time may be served as a reserve and/or Volunteer Firefighter, and the Administration reserves the right to accept qualified candidates given sufficient work history in a related field.

- Applicants must have all vaccinations listed prior to starting their clinical internship and provide proof of their completed HBV series & titer at the time of application.
- Applicants must complete a background check prior to entering the program. This does not include the DOJ Live Scan.
- Applicants must provide a letter of recommendation from their current supervisor at their place of employment, as well as one from an additional reference.
- Applicants must submit a completed application with all supporting documents prior to proceeding to the selection process.

Selection Process

- Complete the online Application
- Schedule an Entrance Exam
- Take the Entrance Interview

Eligibility

The Administration will evaluate each candidate and reserves the right to select the most qualified students based on their experience, education, and performance throughout the process. This applies to all candidates, including those with expertise outside of EMS, such as US Naval Corpsmen, DOD, and US Army Combat Medics.

Highly Desirable Qualifications

- Completion of a Paramedic Preparatory Course from an accredited institution
- Completion of an Anatomy/Pathophysiology Course
- Completion of an EKG Course
- Completion of Advanced Cardiac Life Support (ACLS)
- Completion of Pediatric Advanced Life Support (PALS)

Technical Standards

The following technical standards identify the essential functions of the Paramedic student. These standards are required for admission, progression, and successful completion of the program. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA) and applicable law, provided such accommodations do not compromise patient safety or the achievement of program outcomes.

1. Physical Demands

The Paramedic student must possess sufficient physical ability to:

- Lift, move, and transfer patients and equipment, often in excess of 100 pounds, with assistance
- Perform repetitive physical tasks, including bending, kneeling, crouching, climbing, and prolonged standing
- Perform cardiopulmonary resuscitation and other physically demanding emergency procedures for extended periods
- Function in unpredictable environments, including confined spaces, uneven terrain, adverse weather, and emergency incidents

2. Sensory and Perceptual Abilities

The Paramedic student must be able to:

- Visually assess patients, including observation of skin color, chest movement, bleeding, and patient condition
- Read and interpret medication labels, medical equipment displays, cardiac monitors, and written documentation
- Hear verbal communication, radio transmissions, monitor alarms, and auscultated body sounds
- Detect changes in patient condition through visual, auditory, and tactile cues

3. Cognitive Abilities

The Paramedic student must demonstrate the ability to:

- Collect, analyze, and synthesize patient data to form field impressions and treatment plans
- Apply critical thinking and clinical judgment in time-sensitive and stressful situations
- Perform accurate medication calculations and interpret diagnostic information, including ECG rhythms
- Prioritize patient care and manage multiple tasks simultaneously

4. Communication Abilities

The Paramedic student must be able to:

- Communicate effectively in English, both verbally and in writing
- Obtain patient histories and provide clear instructions to patients and bystanders
- Communicate patient information accurately to medical control and receiving healthcare facilities
- Complete thorough, accurate, and timely written and electronic patient care documentation

5. Behavioral and Emotional Stability

The Paramedic student must demonstrate:

- Emotional stability and professional behavior in high-stress, emotionally charged, and traumatic situations
- The ability to function effectively as part of a team and accept direction and feedback
- Professional integrity, ethical behavior, and respect for diverse populations
- The ability to maintain composure and sound judgment during emergency situations

6. Environmental and Safety Requirements

The Paramedic student must be able to:

- Function safely in environments with exposure to blood, bodily fluids, communicable diseases, noise, temperature extremes, and hazardous materials
- Utilize personal protective equipment (PPE) as required
- Work varied schedules, including nights, weekends, holidays, and extended shifts, as required by clinical and field internship assignments

Occupational Risks of Being a Paramedic

Paramedics work in dynamic, high-risk environments and may be exposed to a variety of occupational hazards inherent to emergency medical services. These risks include, but are not limited to, the following:

- **Physical Injury:** Lifting and moving patients, performing extrications, and working in confined or unstable environments may result in musculoskeletal injuries, including back, shoulder, and joint injuries.
- **Exposure to Infectious Diseases:** Paramedics may be exposed to bloodborne and airborne pathogens (including but not limited to hepatitis, tuberculosis, and other communicable diseases) despite adherence to standard precautions and use of personal protective equipment (PPE).
- **Violence and Assault:** Emergency scenes may involve combative, intoxicated, emotionally disturbed, or violent individuals, placing paramedics at risk of verbal threats or physical assault.
- **Environmental Hazards:** Work may occur in extreme weather conditions, hazardous materials incidents, traffic scenes, fires, or structurally unsafe locations, increasing the risk of injury or illness.
- **Psychological and Emotional Stress:** Repeated exposure to traumatic events, critical incidents, high-stress decision-making, and irregular work hours may contribute to fatigue, burnout, anxiety, depression, or post-traumatic stress.
- **Transportation-Related Risks:** Operating or riding in emergency vehicles under emergency conditions increases the risk of motor vehicle collisions and related injuries.
- **Noise and Ergonomic Hazards:** Prolonged exposure to sirens, equipment alarms, and awkward working postures may result in hearing issues or cumulative ergonomic strain.

Students enrolled in the Paramedic Program should understand that these occupational risks cannot be eliminated entirely and must be managed through proper training, adherence to safety policies, use of PPE, and compliance with employer and regulatory safety standards.

Course & Technical Resource Requirements

National Curriculum

The curriculum for the Paramedic Course meets the objectives outlined 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, 9th Edition, Volumes 1 & 2 is intended to serve as a foundational guide and reference to paramedicine. Developed to stay ahead of current trends and practices in paramedicine, all volumes are based on the National EMS Education Standards and the accompanying Paramedic Instructional Guideline.

Course Resources

- AAOS, Nancy Caroline's Emergency Care in the Streets, 9th Edition — Volumes 1 & 2
- Jones and Bartlett Learning, Navigate Premier
- FISDAP: Skills Tracker, Scheduler, and Testing

Technical Resource Requirements

Students must have access to the following resources to enroll in the Program:

- A computer, iPad, or other compatible learning device

- JBL Navigate Premier
- FISDAP Skills Tracker and Scheduling
- Proctor Free
- Internet access at home to complete assignments
- The ability to print course documents and study materials
- The ability to keep track of time

Program Completion Requirements

The Paramedic Program consists of nine courses (17 course components) that must be completed in sequence. Requirements are listed below, beginning with Didactic Courses 1–6.

Course Reading

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

Pharmacology

Students are expected to be familiar with the assigned pharmacology sheets prior to the start of class.

JBL Chapter Quizzes

Chapter quizzes are completed in the JBL Navigate software and are graded as separate courses, JBL Chapter Quiz Courses 1–7, paralleling the didactic and Skills Lab courses. Quizzes open on the first day of each course and close on the day of that course's Unit Exam. Each quiz must be completed with a score of 80% or higher, and multiple attempts are allowed. Completion reports are run during the Unit Exam; any incomplete quiz results in a failing grade for that JBL Chapter Quiz Course, and no make-ups are offered. Quiz completion is not a prerequisite for the Unit Exam. A student who fails three (3) JBL Chapter Quiz Courses is dropped from the Program.

JBL Comprehensive Exams

- Students will take one (1) Comprehensive Practice Exam through JBL prior to their Unit Exam.
- Students must complete the exam with an 80% or above.
- Multiple attempts are allowed to achieve the minimum score.
- An incomplete JBL Comprehensive Exam after the due date is governed by the Assignment Deadlines and Exam Eligibility policy below.

FISDAP Practice Quizzes

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

Unit and Pharmacology Exams

Students must achieve the minimum cut score on each Unit Exam and a minimum score of 75% on each Pharmacology Exam, which is taken with the corresponding Unit Exam. A student who does not achieve the minimum score on the first attempt receives a counseling form, is placed on Academic Probation, and is allowed one retest on that exam. A student who passes the retest moves on to the next course. A student who does not pass the retest is dropped from the Program.

Failed Unit, Pharmacology, and EKG Midterm exams are retaken at the OCEMT Testing Center, not the main campus. The Part-Time Class retests on the first Monday after the failed exam and the Full-Time Class on the first Wednesday, at times set by Testing Center availability. Scores are released within 24 hours; students may not request scores before notification.

Unit Exams and Pharmacology Exams are counted separately. A student may fail a Unit Exam on the first attempt no more than two times, and may fail a Pharmacology Exam on the first attempt no more than two times, during the didactic portion of the Program. A student who fails a first attempt for the third time in either category is dropped from the Program, and no retest is offered.

There are no retests on the Final Examinations. A student who does not achieve the minimum cut score on any section of the Final Examinations is dropped from the Program.

Students must agree to use Proctor Free for online monitoring of Unit Exams and Finals.

EKG Exams

- Students must complete the EKG Midterm with a 75% or above, taken with the Trauma Unit Exam.
- Students will be allowed one re-test on the EKG Midterm, which must be passed with a score of 75% or above.
- Students who do not achieve a 75% on the retest will be dropped from the Program.
- The EKG Midterm is subject to the Assignment Deadlines and Exam Eligibility policy below.

Assignment Deadlines and Exam Eligibility

The following required assignments must be completed by their posted due date: the JBL Comprehensive Exam and the Skills Lab Report in FISDAP. A Skills Lab Report is complete when every NREMT Practice, Formative, and Summative Skill performed in that Skills Lab has been entered into FISDAP. A student with any required assignment incomplete after the due date is ineligible for every exam scheduled for that course, including the Unit Exam, the Pharmacology Exam, and the EKG Midterm. Each of those exams is forfeited, recorded as a Fail, and counts as a failed first attempt in its own category.

The student receives a counseling form and is placed on Academic Probation. After the student signs the form, the outstanding assignments are reopened with a new due date. If the student completes all assignments by the new due date, they may take the forfeited exams as their retests. If the assignments are not completed by the new due date, the retests are forfeited, recorded as Fails, and the student is dropped from the Program.

A student who already has two failed first attempts on Unit Exams, or two on Pharmacology Exams, and then has any required assignment incomplete after the due date is dropped from the Program. The forfeit counts as the student's third failed first attempt, and no counseling form, new due date, or retest is offered.

Final Exams

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

- Courses 1–6 must be successfully completed to take the Final Exams.
- Cognitive Exam: 75%
- Pharmacology: 75%
- EKG: 75%

Skills Labs

- Students must complete each section of the Skills Portfolio to continue to the next Skills Course.
- Students must complete the Trauma Skills Lab Summative Scenario to continue to the Medical Skills Lab Course.
- Students must complete each Skills Lab before taking the corresponding Unit Exam. All missed skills must be made up prior to the Final Exam.
- Students must successfully complete their Summative Skill Scenarios.
- Students who fail their first attempt will be placed on academic probation.
- Students will be allowed one opportunity to reaccomplish any failed scenario.
- Students who fail the retest will be dropped from the Program.

Skills Testing

- Trauma Summative testing will take place after the Trauma Unit Exam.
- Summative Skills retesting will take place no sooner than one full week after the initial attempt.

Clinical Internships

- Students successfully completing the Skills Lab Courses will progress to Clinical Internships.
- Students must attend all assigned shifts.
- Students must achieve a “Meets Expectations” on their Final Evaluation to complete the course.

Field Internships

- Clinical Internships must be successfully completed to progress to the Field Internship.
- Field Experience: Shift 0
- Field Internship: Shifts 1–16
- Capstone Internship: Shifts 17–24

Terminal Competencies

- The Capstone Internship must be successfully completed to progress to the Summative Evaluations, where all Terminal Competencies will be verified.
- Written Examination: must achieve a 75% or above.
- Must successfully complete a Medical and Trauma scenario with a “Meets Expectations.”
- Must achieve a “Meets Expectations” on the Summative Affective Domain Evaluation.

Licensure

- Students successfully completing their Summative Examinations will receive a Course Completion Certificate and are eligible to apply for NREMT certification.
- Students must pass the NREMT Paramedic certification examination to receive NREMT certification.
- Students who receive NREMT certification may then apply for a California Paramedic License through the EMS Authority, and for local accreditation through the county EMS agency once employed by an EMS provider.

Graduation Requirements

In addition to the course requirements above, students must submit any outstanding Entrance Requirement documentation, all Clinical, Field, and Capstone major and Affective evaluations, documentation of ten (10) educational drills, and all required FISDAP entries, including three peer evaluations for every NREMT skill and every Student Minimum Competency. Details are published in the Program Syllabus: Graduation Requirements.

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
Orange Beach, Alabama 36561
Admissions: (800) 977-8449
Website: www.columbiasouthern.edu

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
- Proctor Free

Skills Labs

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

Facility & Learning Resources

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

Facility

The institution has two primary classrooms. One classroom is assigned to the EMT Program and the other is assigned to the Paramedic Program. The Paramedic Classroom also has five breakout

rooms for skills training. Each classroom has the following technical infrastructure to support media services:

- (3) 70-inch smart televisions
- Laptop Computer
- Cox Communications Commercial WIFI and Router services
- 2.0 and 5.0 mesh system WIFI services
- Cable Services
- Electrical outlets
- Chromebook Computers
- iPad
- Attendance Time Clock
- Hydration Station
- (2) Eight-foot Dry-Erase Boards

Student Services

The following services are offered to students:

- Academic Counseling
- Academic Tutoring
- Skills Tutoring
- Employment Counseling
- Program Orientation
- Records
- Student Grievance
- Faculty Grievance
- Financial Assistance
- Articulation

Library Resources / Media Center

The following resources are found at the school library:

- Study Guide: Emergency Care in the Streets, 9th Edition, Workbook
- American Heart Association BLS for Healthcare Provider Student Manual (CPR)
- American Heart Association ACLS Student Manual
- American Heart Association PALS Student Manual
- EKG Student Books
- Anatomy and Pathophysiology reference material
- Pharmacology References

Websites & Other Resources

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

- National Registry EMT: www.nremt.org
- California EMS Agency: www.emsa.ca.gov
- Jones & Bartlett Learning: www.jblearning.com
- Orange County EMS Agency: www.healthdisasteroc.org/ems/

Bureau for Private Postsecondary Education

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

"Orange County EMT's Emergency Medical Technician–Paramedic Program has been approved to operate by the California Bureau for Private Postsecondary Education. 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 to signing an enrollment agreement."

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/."

Course Policies

Cell Phone Policy

- Cell phones must be in silent mode and left in backpacks, unless on breaks.
- Family members, employers, and friends can contact the school at any time for urgent matters by calling the listed number. It is the student's responsibility to notify all parties of the number.
- Students are required to leave their phones in their car or the Administrative Lock Box during all Exams.
- Students who are non-compliant the first time will be reminded of the policy and must comply.
- Students who do not comply after the first warning will be sent home without exception.
- Students who are sent home will have to make up hours according to the absence policy.

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 through OCEMT is also at the complete discretion of the institution to which you may seek to transfer. If the Course Completion Certificate(s) that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at 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's Paramedic Program to determine if your Course Completion Certificate will transfer.

Course Language

All students enrolling must speak English proficiently, having graduated from High School or 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.

Job Placement Services

Currently, we do not offer Job Placement Services to candidates who have successfully completed this program. Orange County EMT has established well-respected professional relationships with many employers throughout Orange County. It is our goal to become a recruiting platform for employment within these organizations in the future.

Housing

Orange County EMT has no responsibility to find or assist students in finding housing, and does not offer 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 international students. It is not OCEMT's responsibility to verify our prospective students' immigration status. A Department of Justice background check (Live Scan) is required for Paramedic licensure in California. All instruction and audiovisual aids will be delivered in English.

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 specific to Orange County. Any previous education in Health Science or Emergency Medicine will be beneficial to the student; however, it will not count as credit earned for this course.

Financial Aid

Orange County EMT does not provide any financial aid programs. All costs associated with enrollment in 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 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 monies 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, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Distance Education

Orange County EMT does not provide distance education.

Americans with Disabilities Act

OCEMT will follow the policies of the ADA as defined through "The NREMT's Americans with Disabilities Accommodations Policy for Educators and Students." For more information, visit www.nremt.org under General Policies, ADA Policy, or request the ADA brochure through OCEMT Administration.

Accommodations for Students with Learning Disabilities

OCEMT is committed to providing qualified students with learning disabilities an equal opportunity to complete the Paramedic Program, and does not discriminate on the basis of disability in admission, access, or treatment. Accommodations remove barriers to learning and assessment; they do not lower the standard of performance required to complete the Program or to enter practice as an EMS provider. This section summarizes OCEMT Policy & Procedure OCEMT-SA-01, effective September 14, 2026.

Requesting Accommodations

- A student seeking accommodations must notify OCEMT Administration in writing prior to the first day of class, using the OCEMT Accommodation Request Form. Requests are submitted to the Program Director at cgremel@ocemt.edu or delivered to the Administrative Assistant at the campus office, who logs the request and forwards it to the Program Director the same business day.
- The request must identify the disability, describe how it affects learning or test performance, and state the specific accommodations requested.
- A request received after the first day of class will be reviewed, but accommodations take effect only after approval. Approved accommodations are not applied retroactively, and examinations, quizzes, or skills evaluations already completed are not rescored, repeated, or set aside.
- A student who received accommodations in a prior OCEMT course must submit a new request for each subsequent program or cohort.

Documentation

Requests must be supported by current documentation from an appropriately credentialed professional, such as a licensed psychologist, neuropsychologist, physician, or educational diagnostician. Documentation should include the diagnosis and the credentials of the evaluating professional; the date of the evaluation and the assessment instruments used; a description of how the condition substantially limits one or more major life activities, including learning, reading, concentrating, or testing; and the specific accommodations recommended, with the rationale for each. An IEP or Section 504 Plan from a secondary school is useful supporting evidence but by itself may not be sufficient. OCEMT may request additional or updated documentation before making a determination.

Review and Determination

- The Program Director reviews each request with the Clinical Coordinator and the Lead Instructor for the student's cohort. The Medical Director is consulted where the request involves a medical question or a patient-care implication.
- OCEMT engages the student in an interactive discussion to identify accommodations that are reasonable, effective, and appropriate to the documented disability, and the Program Director issues a written determination to the student.
- Once a determination is issued, the Program Director, Clinical Coordinator, Lead Instructor, Medical Director (where the accommodation has a medical or patient-care dimension), and Administrative Assistant are notified in writing of the approved accommodation and what is required to implement it. The diagnosis and supporting documentation are not distributed, and no other OCEMT personnel are notified. A substitute or adjunct instructor covering an accommodated examination is briefed by the Lead Instructor on the accommodation only.
- A student who disagrees with a determination may submit a written request for reconsideration to the Program Director within ten (10) calendar days, including any additional documentation.

Accommodations Available in the Didactic and Skills Lab Setting

OCEMT models its accommodations on those recognized by the NREMT for its certification examinations, so that a student accommodated during the Program is prepared for the accommodations process at the national level. Depending on the documentation submitted, OCEMT may approve one or more of the following:

- **Extended testing time:** on written and computer-based examinations, set as a multiple of the standard testing time (commonly time and one-half) based on the documented need.
- **Verbal (read-aloud) examinations:** examination items are read aloud to the student and responses are recorded by a proctor. Content, question wording, and answer choices are not altered.
- **Reorganized pharmacology examinations:** drug names, doses, concentrations, and calculations are presented in a modified layout (for example, one item per page, increased spacing, or vertical rather than tabular presentation) where a documented processing or visual-tracking impairment is the barrier. The drugs, doses, and calculations tested remain unchanged.
- **Oral interview in lieu of a written examination:** the student demonstrates mastery of the same objectives verbally to an instructor using a structured question set and scoring rubric, when documentation establishes that the written format itself is the barrier.

Other accommodations, such as a reduced-distraction testing room, large-print materials, or authorized breaks, may be approved case by case. OCEMT will not approve an accommodation that fundamentally alters what an examination measures, changes the content or passing standard of an assessment, or gives the student an advantage over other students.

Technical Standards, Clinical and Field Internship

- Every student, with or without accommodations, must meet the Technical Standards and performance proficiencies of the Program as a condition of completion and of eligibility for certification and licensure.
- Accommodations approved for the didactic and skills lab setting do not automatically extend to the clinical or field internship. Patient care is performed in real time, on real patients, under a preceptor, and cannot be paused, reformatted, or repeated; accommodations that alter timing, format, or the method of demonstrating competence are generally not available in this setting.

- Host hospitals and fire agencies set their own requirements for students on site, and OCEMT cannot compel a host agency to provide a particular accommodation.
- A student who believes an accommodation is needed in the clinical or field phase must raise it in writing with the Program Director before that phase begins, so it can be evaluated against patient-safety requirements, the essential functions of the role, and host agency policy. Approval is not guaranteed.
- Inability to meet the Technical Standards and performance proficiencies in the clinical or field internship, with or without accommodation, is grounds for remediation or dismissal under the Program's standard progression policy.

NREMT Examination Accommodations

Accommodations granted by OCEMT apply only to OCEMT coursework and do not carry over to the National Registry cognitive examination. Educational programs cannot grant NREMT accommodations. A student who will need accommodations on the NREMT examination must apply directly to NREMT:

- Create an NREMT account and start an application for the appropriate certification level. Do not pay the examination fee until the accommodations decision has been received.
- Complete and sign the NREMT Accommodations Questionnaire and assemble supporting documentation from a credentialed professional, including the diagnosis, specific symptoms, and recommended accommodations.
- Submit the questionnaire and documentation to accommodations@nremt.org a minimum of thirty (30) days before the desired test date; review may take longer if documentation is incomplete.
- Do not schedule the examination until the NREMT decision letter is received. Accommodations cannot be granted at the test center, and a student who schedules first will have to reschedule.

Students are encouraged to begin the NREMT process during the Program rather than after completion. On request, OCEMT will provide a copy of the student's approved OCEMT determination to submit as supporting material; it is not binding on NREMT.

Confidentiality

Disability documentation is maintained separately from the academic record and is released only to OCEMT personnel with a legitimate need to know in order to implement an approved accommodation. Instructors are informed of the accommodation to be provided, not the underlying diagnosis. Documentation is not released outside OCEMT without the student's written authorization, except as required by law.

Student Responsibilities

The student is responsible for notifying Administration in writing before the first day of class, providing current documentation, participating in the review discussion, and notifying the instructor in advance of each examination for which an accommodation applies. Lead Instructors implement approved accommodations as written and report any implementation problem to the Program Director rather than modifying the accommodation independently.

This procedure is consistent with the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973, and is reviewed annually. Questions may be directed to the Program Director at (714) 717-4927 or cgremel@ocemt.edu.

Student Probation Policy

Any student who fails an exam on the first attempt, including an exam forfeited under the Assignment Deadlines and Exam Eligibility policy, is placed on academic probation for the duration of the course. Academic Probation consists of a counseling form, signed by both OCEMT and the student, stating that the student has not met the minimum standard and is at risk of failing the course.

Student Attendance Policy

Students are required to attend all scheduled course hours, unless prior arrangements have been made with the Administration. The approved hours for the Paramedic Course in which you are enrolled are 1,296 hours. All students will be assigned a code to check in and out of the school on the electronic attendance/hour tracker. Any student who forgets to check in or out must notify the Administration on the day the error occurred; otherwise, they will be considered absent. The Course Hours are tracked by the Administration and Regulating Authorities to ensure the minimum hours for each student are met. Due to inconsistencies in attendance — including tardiness, early departures, absences, and any other occurrences — students will need to make up the missed hours.

Full-Time Program Absence Make-Up Policy

- Students will be allowed one unexcused absence.
- Students with a second unexcused absence must make up the hours missed.
- Students with three unexcused absences will be dropped from the Course.
- A minimum of one hour will be assessed for any student who is late to class or leaves early.
- Absences and assessed hours must be made up by attending the Part-Time Program, EMT classes, or Saturday School.
- All absences, hours, and missed skills must be made up prior to the Final Exam.

Part-Time Program Absence Make-Up Policy

- Students will be allowed one unexcused absence.
- Students with a second unexcused absence must make up the hours missed.
- Students with a third unexcused absence will be dropped from the Course.
- A minimum of one hour will be assessed for any student who is late to class or leaves early.
- Absences and assessed hours must be made up by attending the Full-Time Course, EMT Classes, or Saturday School.
- All absences, hours, and missed skills must be made up prior to the Final Exam.

Leave of Absence Policy

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

Student Withdrawal Procedure

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

Student’s 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. Notice of cancellation must be made in writing to the Program Director.

Program Code of Conduct

Students are expected to conduct themselves in accordance with the professional expectations for paramedics at all times. Students are reminded that they are representatives of the Orange County Emergency Medical Training Paramedic Program whenever and wherever they are involved with course-related activities. Professional conduct is essential to a successful course experience and EMS career.

Academic Integrity

Effective learning, teaching, and research depend on the ability of members of the academic community to trust one another and the integrity of work submitted for academic credit. In all academic work, the ideas and contributions of others must be appropriately acknowledged, and work presented as original must be original. All verified acts of dishonesty will result in immediate dismissal from the Program, in addition to any legal action the Administration chooses to pursue.

Dishonesty includes

- Plagiarism — taking another's ideas, words, or work product and presenting them as one's own.
- Fabrication or falsification of data or records in lab, clinical, or field internship phases, research papers, reports, bibliographies, PCRs, or other documents.
- Altering information on any exam or class assignment being submitted.
- Altering, omitting, or inventing lab, clinical, or field data; copying another student's data or providing data for another to submit.
- Preceptor signatures signed by anyone other than the assigned preceptor; copying or altering signatures or paperwork.
- Duplicating logbook data, signature pages, evaluations, or worksheets.
- Requesting an academic benefit based on false information or deception.
- Lying, plagiarism, and stealing, or any other act deemed unethical by the Administration.

Any student found altering, forging, duplicating, or copying clinical data, signatures, or paperwork will be immediately removed from the Program.

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, or displaying violent or threatening behavior will be dropped from the course. Any student dropped from the course for the reasons mentioned above will be refunded in accordance with our refund policy. Failure to meet objectives stated in the course achievement criteria will result in dismissal from this program. Additionally, any unlawful, unethical, or dishonest act that violates the guidelines set forth by the State of California EMS Authority or Orange County EMS may result in expulsion from the program.

Summative Skills Re-Testing Policy

Any student who fails a skill during their Summative Skills Testing will be allowed one retest. The retest will consist of any skill the student initially failed, but will be applied in a different scenario. The outcome of the student's retest is absolute, with no exceptions. All retests will be evaluated by two instructors and recorded for validation purposes.

Successful Summative Skill Re-Test Policy

- The student will successfully complete each required skill.
- The Administration will inform students if they have successfully completed all required skills.
- The student will leave the campus.
- Students will be notified by the Administrative Secretary via email when to sign up for Clinical Shifts.
- This will be after the student's vaccination record and/or declination forms are verified through EMS Health Clearance.
- The school will contact successful students the following day with Clinical Instructions.

Unsuccessful Re-Test Policy

- The student will be notified if they are unsuccessful on a re-test.
- The student will not continue in testing after a skill is failed.
- The student will sign a counseling form acknowledging the skill they failed.
- The student will be dismissed from the Program and will leave the campus.
- The student will be contacted by staff within a reasonable timeframe to discuss any questions and explore opportunities for future classes.

COVID Vaccination Policy

OCEMT does not require the COVID-19 vaccination for enrollment into its Paramedic Program; however, most Clinical Sites do. For this reason, non-vaccinated students may have significant delays in being placed for Clinical Internships, or an inability to be placed at all. Students who do not complete a Clinical Internship cannot complete the Program.

Required Vaccinations

Students are required to purchase EMS Health Clearance to store vaccination records and have access to them throughout the Program. Vaccinations and declinations can vary from site to site; however, the most common are listed below:

TB Skin Test: PPD

- Must be current within the last 6 months and kept current while enrolled.
- Positive PPD, or history of TB, requires a written chest x-ray clearance from an MD within the last 12 months.

MMR: Measles, Mumps, Rubella

- Must show proof of two MMR immunizations.
- Positive titers for all three (MMR).
- If both the TB Skin Test and MMR are needed, MMR must be administered with the second TB skin test.

Varicella Series: VZV

- Positive titer or immunization.

Hepatitis B Series & Titer (Quantitative)

- No waivers or declinations will be accepted.
- Must have proof of all three shots in the series and HBV titer results.

Tdap: Tetanus, Diphtheria, Pertussis

- A tetanus booster within the last ten years is required.
- If you have not received a tetanus booster within the last ten years, you MUST get a Tdap (tetanus, diphtheria, & pertussis) vaccination.

Seasonal Influenza

- Must be current each year or sign a flu declination form.
- You must have this prior to clinical rotations.

COVID

- COVID-19 vaccinations are not required to enroll in the course.
- Proof of a Negative COVID-19 test may be needed throughout the course if the student has been sick, or if requested by Clinical and Internship sites.

Non-Discrimination Enrollment Procedure

OCEMT will not discriminate against enrolling a student of 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 with 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 that may arise during the Didactic, Clinical, and Field Internship sections of the course, including any exposures that require medical attention during the Program. OCEMT Corp. is not liable for any expenses resulting from an injury or its treatment; all related expenses are the responsibility of the student.

Complaint Procedure

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

Attorney Fees

Students who are enrolled in the Course and have signed an Enrollment Agreement are responsible for the Program's legal fees if any legal action is taken against the Program and a Court, Attorney, or Legal Magistrate rules in favor of the Program.

Grooming Policy

- Students must maintain a professional appearance at all times.
- Students must be well-kept at all times.
- Hair must be combed and neat in appearance.
- Hair must not extend beyond the neckline; longer hair must be kept in a bun.
- Males must be clean-shaven at all times; beards are not permitted.
- Mustaches must be trimmed; handlebar-style mustaches are not permitted.
- Deodorant must be worn, and body odor is not acceptable.
- Oral hygiene must be maintained.
- Nails must be trimmed and clean.

Uniform Policy

- Private students will wear their OCEMT-issued uniform.
- Private students must wear their blue OCEMT Intern undershirt during Internships.
- Sponsored Students will wear their Department-issued Class B uniform.
- Black shoes or boots may be worn until the start of Field Internships.
- Black steel-toed boots must be worn during the Field Internship.
- OCEMT or Department hats may be worn.
- Inappropriate or offensive tattoos must be covered at all times.
- Tattoos may or may not have to be covered during internships at the discretion of the Clinical or Field Internship Sites' policies.
- Students may wear Navy Blue PT shorts and their OCEMT undershirt with tennis shoes, for workouts and to bed.
- Students who do not follow the Uniform Policy may be dropped from the course.

Code of Ethics

- The Emergency Medical Technician-PM provides services based on human need, with respect for human dignity, and without regard to considerations of nationality, race, creed, color, or status.
- The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public's well-being.
- 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.
- The Emergency Medical Technician shall maintain professionalism and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

- An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.
- An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.
- Emergency Medical Technicians, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.
- 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.
- The Emergency Medical Technician will work harmoniously with and maintain confidence in Emergency Medical Technician associates, nurses, physicians, and other members of the Emergency Medical Services healthcare team.
- The Emergency Medical Technician refuses to participate in unethical procedures and assumes the responsibility to expose the 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 pass the National Registry Paramedic certification examination. The examination is delivered at Pearson VUE testing centers, including OCEMT's on-site Pearson VUE Testing Center. After passing the examination, graduates apply for a California Paramedic License through the California EMS Authority. Once licensed, graduates may seek employment as a Paramedic and obtain local accreditation through the county EMS agency where they are employed.

Refund Policy

OCEMT 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

- Notify Administration of your intention to drop the Course through email, writing, phone, or in person.
- Administration will confirm that your request to drop has been received.
- The date of confirmation will start the Refund period.
- Refund amounts will be issued per the criteria listed below.
- Refunds will be issued to the card on file or by check to the address listed at the time of enrollment.
- Refunds, when due, must be made without requiring a request from the student.
- 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, (b) from the date OCEMT terminates the student from the course, or (c) OCEMT determines withdrawal by the student.
- Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed $250, plus the uniform and skills lab fees.

Refunds for Classes Cancelled by OCEMT

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

Mandatory Cancellation, Withdrawal, and Refund Policies

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

- The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effected by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- 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.
- 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.
- 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.

Refund Period

The refund period begins on the first day of Course One and Skills Lab One and ends on the last day of Course Four and Skills Lab Four.

Refund Policy Guidelines

The refund policy for students who have completed 60 percent or less of the Didactic Attendance Period shall be a pro-rata refund. The refund policy applies to both the Didactic and Skills Lab Courses that run concurrently. The following guidelines apply to all refunds:

- No refunds are issued for the course in which the student exits the Program.
- 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.

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

- Enrollment Fee: $250.00
- Uniform Fee: $250.00
- Skills Lab Fee: $500.00
- Total Deductions: $1,000.00

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

Refunds After Course Commences

Exit Point	Course / Lab Name	Percent Refunded	Amount Refunded
Course One	Airway	90%	$11,700.00
Course Two	Cardiac	80%	$10,400.00
Course Three	Trauma	70%	$9,100.00
Course Four	Medical	60%	$7,800.00
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, or request a copy from the Administrative Secretary.

Student Grievance Procedure

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

Informal Process

- Notify the instructor and/or Administrative Faculty.
- If unresolved, file a formal complaint.

Formal Process

- Send a written complaint to the Program Director.
- If unresolved, the formal process continues.

Investigation

- OCEMT will investigate the grievance and will respond within two weeks of the filing.
- If unresolved, file an appeal within 5 days of the decision.

Appeal

- Send a written appeal to the OCEMT Board of Trustees through the Program Director.
- A decision will be made available to the student within 30 days of submission.
- If unresolved, send a written complaint to the BPPE or COE.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (800) 917-2081
Website: council.org
“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 for Private Postsecondary Education at

1747 N. Market Blvd, Ste 225, Sacramento, CA 95834; www.bppe.ca.gov; (888) 370-7589; or by fax (916) 263-1897."

Required Student Records

Orange County EMT shall maintain records of the name, address, email address, and telephone number of each student enrolled in an educational program within the institution. Orange County EMT shall maintain, for each student granted a degree or certificate by this institution, permanent records of all of the following:

- The EMT-P course completion certificate granted, along with the date on which that certificate was granted.
- The courses and units on which the certificate was based.
- The grades earned by the student in each of those courses.

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:

- The educational programs offered by this institution and the curriculum for each.
- The names and addresses of the members of this institution's faculty and records of the educational qualifications of each member of the faculty.
- 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.

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."

In addition to the statement above, 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, 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834; www.bppe.ca.gov; (888) 370-7589 or (916) 574-8900.

To be eligible for STRF, you must be a California resident or 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:

- 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.

- 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.
- 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.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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.
- 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.
- 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: Sections 94923, 94924, and 94925, Education Code.

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Toll Free (888) 370-7589 or (916) 574-8900
www.bppe.ca.gov
"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education 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."