ORANGE COUNTY EMT

Emergency Medical Technician

PROGRAM CATALOG

January 1, 2027 – December 31, 2027

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

Arcadia Fire Department
240 West Huntington Drive
Arcadia, CA 91006

Burbank Fire Department
311 E. Orange Grove Ave.
Burbank, CA 91502

Brea Fire Department
1 Civic Center Circle
Brea, CA 92821

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

Cal Fire San Luis Obispo
1150 Laurel Ln., Ste 175
San Luis Obispo, CA 93401

Carlsbad Fire Department
2560 Orion Way
Carlsbad, CA 92010

City of Fountain Valley
10200 Slater Avenue
Fountain Valley, CA 92708

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

Murrieta Fire Department
41825 Juniper Street
Murrieta, CA 92562

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

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

Oceanside Fire Department
300 North Coast Highway
Oceanside, CA 92054

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

Ontario Fire Department
425 East B Street
Ontario, CA 91764

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

Pasadena Fire Department
215 N. Marengo Ave #195
Pasadena, CA 91101

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

Riverside County Fire Department
16902 Bundy Ave
Riverside, CA 92518

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

San Diego Falck
4885 Greencraig Ln
San Diego, CA 92123

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

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

Torrance Fire Department
3401 University Ave
Riverside, CA 92501

Vista Fire Department
200 Civic Center Drive
Vista, CA 92084

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

St. Mary's Medical Center
1050 Linden Ave.
Long Beach, CA 90813

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

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

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

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

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. Both accrediting agencies are recognized by the United States Department of Education.

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
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(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: (800) 396-3790
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 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 subsequently for licensure.

Certificate Program

The Emergency Medical Technician Course is for a certificate only. Upon successful completion of the course, students will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course. Students who pass the National Registry Exam will meet the requirements to gain employment as an Emergency Medical Technician (Labor Code 29-2042).

Minimum Course Expectations

"To prepare competent entry-level EMTs 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 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 & Contact Hours

Students will progress through the Program by completing each course in sequential order.

Didactic Courses: 188 hours

- Airway Course and Skills Lab
- Cardiac Course and Skills Lab
- Medical Course and Skills Lab
- Trauma Course and Skills Lab
- Obstetric and Pediatric Course and Skills Lab
- Operations Course and Skills Lab
- Final Examinations / NREMT Skills Test

Observation Courses: 24 hours total

- Clinical Observation: 12 hours if available
- Ambulance Observation: 12 hours with Clinical Observation, or 24 hours without

Total Course Hours: 212

Schedule of Total Charges

Tuition for the EMT Courses is listed below, covering the entire period of attendance and equivalent to the entire program, consisting of Courses 1–6 and Observation Shifts.

EMT Course Tuition: **$1,500.00**

EMT Program Fees

Item	Cost
Enrollment Fee (Non-Refundable)	$250.00
Student Tuition Recovery Fund Fee (Non-Refundable)	$2.50
Tuition (minus enrollment fee)	$1,250.00
Total Tuition	**$1,500.00**

Required Course Material

Item	Cost
Jones & Bartlett, Emergency Care & Transportation of the Sick and Injured — Digital Advantage Package, 12th Edition	$187.56
FISDAP EMT Assessment Package with Enhanced Security	$106.00
Uniform: First Tactical Pants and Polo, optional boots and belt (Non-Refundable)	$250.00
Skills Lab Fee (Non-Refundable)	$200.00
EMS Health Clearance Records	$50.00

Optional

Item	Cost
Tutoring	$60.00 / hour

Item	Cost
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 Exam	$200.00
State of California Paramedic Licensing Fee	$175.00
Live Scan	$70 – $125

Estimated Cost: $1,700.00

Program Objectives

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

Included with Tuition

- Controlled Notes
- ICS 100 and 700
- Ambulance Observation
- Clinical Observation (if available)
- OCEMS Ambulance Attendance Course
- Orange County EMS: Course Completion Certificate

Financial Assistance

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

Entrance Requirements

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

National Curriculum & Course Resources

National Curriculum

The content of this EMT course meets the objectives contained in the U.S. Department of Transportation (DOT) National Emergency Medical Services Education Standards, DOT HS 811 077A. AAOS Emergency Care and Transportation of the Sick and Injured, 12th Edition, is intended to serve as a foundational guide and reference to emergency medicine. Developed to stay ahead of current trends and practices in emergency medicine, all volumes are based on the National EMS Education Standards and the accompanying EMT Instructional Guidelines.

Course Resources

- AAOS, Emergency Care and Transportation of the Sick and Injured, 12th Edition
- Jones & Bartlett Learning, Navigate Advantage Access
- FISDAP: EMT Assessment Package with Enhanced Security

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 Advantage Access.
- FISDAP EMT Assessment Package with Enhanced Security.
- 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 EMT Program consists of six sections that must be completed in sequence to complete the Program.

Didactic Courses 1–6

- Achieve a score of 80% or higher on all assigned chapter quizzes.
- Achieve a score of 80% or higher on the JBL Comprehensive Exam.
- Achieve a score that meets or exceeds the cut score for each unit exam.

Final Exam

- Courses 1–6 must be successfully completed to take the Final Exam.
- Students must complete the Final Exam with 70% or above.

Skills Testing

- Students must complete each skill assigned in the NREMT Portfolio.

Clinical Observation

- Students must attend one 12-hour shift.
- Students must achieve a “Meets Expectations” rating on their evaluation.

Ambulance Observation

- Students must complete at least one 12-hour Ambulance Observation shift.
- Students must complete two 12-hour Ambulance Observation shifts if a Clinical Observation was not completed.
- Students must achieve a “Meets Expectations” rating on their evaluation.

Licensure

- Students successfully completing their Final Exam, Skills Testing, and Observation shifts will receive a Course Completion Certificate and are eligible for Licensure.
- Students must pass the NREMT Cognitive Exam to receive their NREMT License.
- Students who receive their NREMT license can then apply for their State and County License.

Course Progression Requirements

Course Reading

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

E-Book Quizzes

These are completed at the end of each lesson and are found in the JBL Navigate software. Quizzes are not graded, but they must be completed with a score of 80% or higher in order to take the Unit Exams. You are allowed multiple attempts on each quiz to achieve the minimum score.

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.

FISDAP Practice Quizzes

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

FISDAP 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.

- There will be no retests on the Final Exam.

FISDAP Final Exam

- Final Exam must be passed with a minimum score of 70%.

Skills Labs

- Students must successfully complete all NREMT Skill stations.
- Students who fail their first attempt will be placed on academic probation.
- Students will be allowed one opportunity to retest on any skill that is failed.
- Students who fail the retest will be dropped from the Program.

Articulation Agreement

Orange County EMT has an Articulation Agreement with Columbia Southern University. Students who complete the EMT 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 are utilized to best suit all student learning abilities:

Didactic Courses

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

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 students, the following resources are included with the course tuition to assist students with the equipment and learning resources necessary to successfully complete 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 —** Identify areas of cognitive weakness and develop improvement plans.
- **Skills Tutoring —** Identify areas of weakness in psychomotor skills and develop improvement plans.
- **Employment Counseling —** Prepare students for the hiring process and teach firefighters how to be successful as licensed providers in their departments.
- **Program Orientation —** Overview of course policies, procedures, progression, and expectations.
- **Student Records —** Assist with transcripts, letters of recommendation, and articulation.
- **Student Grievance —** Explain the Student Grievance Process.
- **Financial Assistance —** Advice on financial resources and options to assist with tuition.

Library Resources / Media Center

The following resources are found in the school library:

- 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 Emergency Medical Technician training:

- **National Registry EMT:** www.nremt.org
- **California EMS Agency:** www.emsa.ca.gov
- **Pearson MyLab:** www.pearsonmylabandmastering.com/northamerica/
- **Orange County EMS Agency:** www.ochealthinfo.com

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-1 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 Usage Policy

- Cell phones must be set to silent and left in backpacks unless on break.
- 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 the hours required by 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 that you earn at this institution is 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 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.

Advanced 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. Our goal is 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 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, college, or university. The EMT Program is an intense and challenging course that includes protocols specific to Orange County. Any prior education in Health Science or Emergency Medicine will be beneficial to the student; however, it will not be counted as credit earned for this course.

Financial Aid

Orange County EMT does not provide financial aid programs in any way. All costs 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 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: www.nremt.org under General Policies, ADA Policy.
- 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, stating that the student has achieved an exam score below the minimum standard and is at risk of failing the course.

Attendance

Attendance will be taken at the end of every class.

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

Tardiness

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

Leave of Absence Policy

Any student who is absent for more than three 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.

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 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.

COVID Vaccination

OCEMT does not require the COVID-19 vaccination for enrollment into its EMT Program; however, most Clinical Sites do. For this reason, non-vaccinated students may have significant delays in being placed for Clinical Observation, or an inability to be placed at all. Students who do not complete a Clinical Observation must complete 24 hours of Ambulance Observations.

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.
  - A 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**
  - Must show proof of a completed Varicella vaccination series (2), or
  - Provide a positive titer.
- **Hepatitis B Series & Titer (Quantitative)**
  - Must show proof of a completed Hep-B vaccination series (3), or
  - Provide a positive titer.
- **TDaP: Tetanus, Diphtheria, Pertussis**
  - A tetanus booster within the last year, or

    - 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.
    - Required prior to clinical rotations.
- **COVID**
    - COVID-19 vaccinations are not required to enroll in the course.
    - COVID-19 vaccine may be required by some clinical sites, or a declination form must be signed.
    - 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.

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 Internet 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.
- Hair beyond the neckline must be kept in a bun.
- Males must be clean-shaven at all times; beards are not permitted.
- Moustaches must be trimmed; handlebar-style moustaches 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.
- 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 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 who do not follow the Uniform Policy may be dropped from the course.

Code of Ethics

- The Emergency Medical Technician provides services based on human need, with respect for human dignity, and without regard to 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 health care team.

- The Emergency Medical Technician refuses to participate in unethical procedures and assumes the responsibility to expose the incompetence or dishonest 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 EMT, they must pass the National Registry Certification Exam and the National Registry Practical Skills assessment. 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 EMT license through the CA State EMSA office. Once received, candidates can apply for jobs as Emergency Medical Technicians.

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.

Refund 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 through PayPal 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 $100.

Refunds for Classes Canceled 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:

(a) 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.

(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.

Refund Period

The refund period begins on the first day of class and ends on the class day that equates to 60% of the course completed.

Refund Policy

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.

Students who exit the Program after attending Orientation will have the following Program expenses deducted from their refund.

Course Tuition: $1,500.00 (minus non-refundable fees)

Item	Cost
Enrollment Fee	$250.00
Uniform Fee	$100.00
Total Deductions	**$350.00**

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

EMT Course Refund Chart: Full-Time Course

Exit Point	Percent of Completion	Percent Refunded	Amount Refunded
Class 1	3.7%	96.3%	$1,107.45
Class 2	7.4%	92.6%	$1,064.90
Class 3	11.1%	88.9%	$1022.35

Exit Point	Percent of Completion	Percent Refunded	Amount Refunded
Class 4	14.9%	85.1%	$978.65
Class 5	18.5%	81.5%	$937.25
Class 6	22.2%	77.8%	$894.70
Class 7	25.9%	74.1%	$852.15
Class 8	29.6%	70.4%	$809.60
Class 9	33.3%	66.7%	$767.05
Class 10	37.0%	63.0%	$724.50
Class 11	40.7%	59.3%	$681.95
Class 12	44.4%	55.6%	$639.40
Class 13	48.1%	51.9%	$596.85
Class 14	51.9%	48.1%	$553.15
Class 15	55.5%	44.5%	$511.75
Class 16	59.3%	40.7%	$468.05
Class 17 or Greater	**No Refunds**	**0%**	**$0.00**

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 Chief Administrative Officer.
- 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 Course Completion certificate granted, along with the date on which that certificate was granted.
- The courses and units on which the certificate or degree 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."

(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, 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:

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: Sections 94923, 94924, and 94925, Education Code.*

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Toll Free: (888) 370-7589 or (916) 574-8900
Website: www.bppe.ca.gov

Course Content

The EMT Program consists of seven courses completed in sequential order. Each course concludes with a unit examination; Course Seven comprises final examinations and NREMT skills testing.

Course	Title	Course ID	Hours
Course One	Airway	EMT-1A	26
Course Two	Cardiac	EMT-2C	26
Course Three	Medical	EMT-3M	26
Course Four	Trauma	EMT-4T	26
Course Five	OB / Pediatrics	EMT-5O	26
Course Six	Operations	EMT-6O	26
Course Seven	Finals / Skills Testing	EMT-7F	26

Total Program Hours: **212** (188 Didactic / Skills + 24 Observation)