

**ABSOLUTE SAFETY TRAINING  
PARAMEDIC PROGRAM**

***COURSE CATALOG***

CLASS YEAR  
January 6 through December 31, 2012

**CLASSROOM**

**135 N. Enright Avenue, Willows, CA 95988**

## **CONTACT INFORMATION**

### **Dean/Program Director**

Daniel Paul Layne I  
AST Paramedic Program  
P.O. Box 906  
Chico, CA 95927

530.521.6520 Cell

[dplayne@absolutesafetytraining.org](mailto:dplayne@absolutesafetytraining.org)

### **AST, Inc. Corporate Office**

139 South Sacramento Street  
Willows, CA 95988

530.934.7257  
530.934.7256 Fax

[www.absolutesafetytraining.org](http://www.absolutesafetytraining.org)

### **AST, Inc. Corporate Office Mailing Address**

Absolute Safety Training, Inc.  
P.O. Box 205  
Willows, CA 95988

[ast@absolutesafetytraining.org](mailto:ast@absolutesafetytraining.org)

## **MISSION OF THE INSTITUTION**

The mission of Absolute Safety Training, Inc. (AST) Paramedic Program is to provide a certificate program of study qualifying students to meet licensure requirements established by the State of California for an EMT-Paramedic. The Paramedic Program is designed to meet standards established with Title 22 of the California Code of Regulations for the State of California and the Department of Transportation Paramedic National Standard Curriculum.

## **PROGRAM GOAL**

The goal of the AST Paramedic Program is to produce competent, entry-level paramedics to serve in career and volunteer positions in the State of California.

## **PROGRAM OBJECTIVES**

### ***Program Cognitive Objectives***

At the completion of the program, the student will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his/her role as an entry-level paramedic in the State of California.

### ***Program Psychomotor Objectives***

At the completion of the program, the student will demonstrate technical proficiency in all skills necessary to fulfill the role of an entry-level paramedic in the State of California.

### ***Program Affective Objectives***

At the completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the entry-level paramedic in the State of California.

## **STATEMENT OF HISTORY AND OWNERSHIP**

Absolute Safety Training, Inc. (AST, Inc.) is a non-profit training corporation (501(c) 3) that specializes in the training of firefighters, both paid and volunteers, and EMS training for the professional and layperson. The coursework offered by our organization provides continual education opportunities in both the fire and EMS arenas. Dialogs with our students identified a need that was not being met by our then current course offerings; a paramedic-training program was needed which provided quality instruction and was user-friendly. AST, Inc. concluded that the addition of a paramedic program was appropriate and in keeping with the mission of the organization. A goal was set to identify the necessary steps and address the criteria requirements to establish such a program. AST, Inc. became a Private Postsecondary Education Institution, approved by the Bureau for Private Postsecondary Education, approval to operate means compliance with state standards as set forth in the Education Code, in 2002 and offered its first paramedic class in January 2003.

Jess T. Smith – President and CEO

## **FACILITIES**

AST Paramedic Program classroom is located at Glenn Medical Center, 135 N. Enright Avenue, Willows, CA 95988. The Clinical Internship takes place at contracted hospitals and other health care facilities. The Feld Internship takes place with contracted ambulance services.

## **ACCREDITING/APPROVAL BODIES**

The AST Paramedic Program has met accreditation or approval requirements for the following organizations:

- NorCal EMS, Inc., 43 Hilltop Drive, Redding, CA 96003, 530-229-3979
- Emergency Medical Services Authority (EMSA), 1930 9<sup>th</sup> Street, Sacramento, CA 95814-7043
- Bureau of Private Postsecondary Education – State of California, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
- Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesbury Pike, Suite 314 N., Falls Church, VA 22043, 703-917-9503
- Approved for Training of Veterans
- The Absolute Safety Training Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

The AST Paramedic Program, Chancellor, Dean/Program Director and Education Programs Administrator are all members of the National Association of EMS Educators.

The AST Paramedic Program is a member of the California Prehospital Program Directors organization.

## **EDUCATIONAL PROGRAM**

### **Emergency Medical Technician (EMT) – Paramedic**

AST Paramedic Program prepares students to become licensed paramedics in the State of California. The program meets or exceeds state requirements for licensure. Licensure examinations may be taken upon successful completion of the Didactic, Clinical Internship and the Field Internship.

Title 22 of the California Code of Regulations establishes licensure requirements for the State of California for the position of Paramedic. Students must successfully complete an approved paramedic program, successfully pass the NREMT written and skills testing, and complete an application to the State of California.

Job opportunities include: paramedic with ambulance services, fire departments and hospitals throughout California.

### **Description of the Profession – Paramedic**

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills, and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the Licensed Paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the Licensed Paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation, and publication of research. Paramedics seek to take part in life-long professional development and peer evaluation, as well as assume an active role in professional and community organizations.

## **PROGRAM DESCRIPTIONS**

The program requires completion of 1162 hours, which includes 450 hours Didactic, 232 hours Clinical Internship, and 480 hours (minimum) and 720 hours (maximum) in the Field Internship. The program is normally a 52-week program. There is no distant education learning. The classroom instruction uses the following instructional techniques: groups, lectures, audio-visual materials – posters, diagrams, overhead transparencies, videotapes, recordings, PowerPoint presentations, programmed instruction independent study modules, computer programs and simulations, class and small group discussions and demonstrations, clinical and campus laboratory assignments, quizzes, tests and examinations, field trips, homework assignments, supplemental reading, and handouts, student participation and presentations, seminars, role-playing, special projects and electronic classroom activities. Students receive all required textbooks and are provided internet access. The program is represented as follows:

### **Unit 1 – Anatomy and Physiology**

**39 Hours Lecture**

### **Unit 2 – Module 1 - Preparatory**

**25 Hours Lecture – 5 Hours Lab**

This module addresses the following topics:

- EMS Systems/The Roles and Responsibilities of the Paramedic
- The Well-being of the Paramedic Illness and Injury Prevention
- Medical/Legal Issues Ethics
- General Principles of Pathophysiology Pharmacology
- Venous Access and Medication Administration
- Therapeutic Communications
- Life Span Development

### **Unit 3 – Module 2 - Airway Management and Ventilation**

**8 Hours Lecture – 5 Hours Lab**

This module addresses the following topic:

- Airway Management and Ventilation

### **Unit 4 – Module 3 - Patient Assessment**

**5 Hours Lecture – 8 Hours Lab**

This module addresses the following topics:

- History Taking
- Techniques of Physical Examination
- Patient Assessment
- Clinical Decision Making
- Communications
- Documentation

### **Unit 5 – Module 4 - Trauma**

**33 Hours Lecture – 10 Hours Lab**

This module addresses the following topics:

- Trauma Systems/Mechanism of Injury
- Hemorrhage and Shock
- Soft Tissue Trauma
- Burns
- Head and Facial Trauma
- Spinal Trauma
- Thoracic Trauma
- Abdominal Trauma
- Musculoskeletal Trauma

### **Unit 6 – Module 5 - Medical**

**95 Hours Lecture – 48 Hours Lab**

This module addresses the following topics:

- Pulmonary
- Cardiology
- Neurology
- Endocrinology
- Allergies and Anaphylaxis
- Gastroenterology

Renal/Urology  
Toxicology  
Hematology  
Environmental Conditions  
Infectious and Communicable Diseases  
Behavioral and Psychiatric Disorders  
Gynecology  
Obstetrics

**Unit 7 – Module 6 - Special Considerations**

**15 Hours Lecture – 24 Hours Lab**

This module addresses the following topics:

Neonatology  
Pediatrics  
Geriatrics  
Abuse and Assault  
Patients with Special Challenges  
Acute Interventions for the Chronic Care Patient

**Unit 8 – Module 7 - Assessment Based Management**

**4 Hours Lecture – 18 Hours Lab**

This module addresses the following topic:

Assessment-Based Management

**Unit 9 – Module 8 - Operations**

**15 Hours Lecture – 7 Hours Lab**

This module addresses the following topics:

Ambulance Operations  
Medical Incident Command  
Rescue Awareness and Operations  
Hazardous Materials Incidents  
Crime Scene Awareness

**Unit 10 – Open Classroom**

**60 Hours – Skills Lab – Small groups – Tutoring**

**Unit 11 – Review and Written – Skills Final**

**10 Hours Lecture – 16 Hours Lab**

**Unit 12 – Clinical**

**232 Hours Practicum**

During the Clinical phase of training, the student will be provided instruction and learning experience related to emergency, critical and basic medical knowledge. Paramedic interns are required to complete 232 hours of Clinical training before completing the paramedic program. The Clinical Internship must be successfully completed prior to beginning the Field Internship phase. Required hours are distributed among the following clinical areas: Laboratory; Emergency Department; Intensive Care Unit; Respiratory Therapy; Pediatrics; Surgery; Obstetrics and Mental Health.

**Unit 13 – Field Internship**

**480 Hours Minimum / 720 Hours Maximum**

The Field Internship is the final phase of the paramedic program. It is in this phase that the student will apply the knowledge and skills acquired in the Didactic and Clinical phases of the program. The student will be assigned to an Advanced Life Support (ALS) Unit. At the successful conclusion of this portion of the program, the student will be eligible to apply for licensure as an EMT-Paramedic.

- ◆ Units 1-9 and 11 are held Fridays 1800-2200 and Saturdays 0800-1800 with three Sundays 0800-1800.
- ◆ Unit 10 is held Fridays 1330-1800, students must complete 60 hours January-June.
- ◆ Unit 12 is by arrangement with clinical sites and students' availability, mid March through August 15th.
- ◆ Clinical assignments and assessments run concurrently with Didactic at hospitals or other medical sites.
- ◆ Unit 13 is by arrangement with field sites and students availability, August through December.
- ◆ Field Internship assignments take place at an off-site location.

*All instruction is in the English language with no "English as a Second Language" instruction available.*

## **EXAMINATIONS AND GRADING**

Exam content will include material discussed during lectures, demonstrations, assigned readings, objectives and handouts.

The examinations experience simulates the examination process for licensure as a National Registered EMT-Paramedic. Test security and assurance that all test results are valid evidence of the individual student's knowledge are critical issues to the AST Paramedic program. The student is expected to arrive on time for the examination. **STUDENTS ARRIVING LATE WILL NOT BE ALLOWED TO TAKE THE EXAMINATION.** The student is to bring a pen or pencil. No other items are permitted during testing, including calculators, PDA devices, etc.

Students must pass the Didactic, Clinical Internship and Field Internship sections of the program within the allotted timeframe to receive a Certificate of completion from the program.

Students must maintain a minimum academic average of 80% on all tests/exams. Failure to maintain a minimum 80% average on any two consecutive tests/exams, or to maintain a minimum overall average of 80% on the tests/exams will result in the student being placed on Academic Probation. Failure to correct this is grounds for dismissal from the program. Failure of any four examinations will be grounds for dismissal from the program.

Students must have a minimum tests/exams average of 80% in order to sit for the Didactic Written Final Exam. Students are required to pass the written final with a minimum score of 80%, regardless of their previous module exams average. One retake will be allowed. The retest takes place the following week. The exception to retesting opportunity is based on the student not earning a passing score for the skills segment of the final examination.

The student's Clinical Internship and field Internship grade will be a pass/fail. If the student does not complete the required practical time, or fails to turn in the signed clinical/field forms, the student will fail the program. It is the student's responsibility to have clinical/field evolution forms signed by the clinical/field preceptor. Unsigned clinical/field forms will be considered an incomplete unit.

Transcripts will be made available to the student via a written request. All student records will be maintained according to state and federal rules.

## **ADMISSION STANDARDS AND GRADUATION REQUIREMENTS**

### **General Requirements for Admission**

Students must be at least 18 years-of-age, have completed high school or have a GED, and currently be a certified EMT-I in California for six months. Admission requirements include the EMT written and skill test, an oral interview, and proof of vaccinations and test negative for tuberculosis.

In addition, the student must not be excluded from eligibility to be issued a license due to past criminal conviction as explained in the California Code of Regulations, Title 22, Division 9, Chapter 4, §100173.

If a student does not maintain minimum attendance standards of 90% of time in the Didactic instruction, and 100% in the Open Classroom, Clinical Internship and Field Internship, they are not allowed to continue.

If a student does not satisfy requirements relative to grading and attendance, the student is subject to dismissal. Dismissal may be appealed only to the Chancellor with extenuating circumstances considered on a case-by-case basis.

## **Nondiscrimination Statement**

AST Paramedic Program does not discriminate in the educational programs or activities it conducts. Such programs and activities include admission of students and employment. AST Paramedic Program is committed to providing equal opportunities to men and women. AST Paramedic Program believes that no person shall, on the grounds of gender, race, color, national origin, or disability, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program offered.

## **Rules and Regulations**

As a student, you are responsible for reading the Course Catalog, Student Rights, Student Handbook, Clinical and Field Internship Handbooks which outlines the rules and regulations of this institution.

## **Student Services**

The institution assists the students with job placement services. A school counselor is available to students for academic guidance, psychosocial issues, tutoring and career advising, which includes resume writing and interviewing techniques. AST Paramedic Program has job opportunities posted in the classroom.

The institution does not provide dormitory or housing. Any housing needs of the student are their responsibilities. For the overnight stay that a student might need, there are motels close to the school location.

## **Transfer of Credits**

The institution will consider transfer of other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

## **How Do I Become National Registry Certified?**

Once you have successfully completed the AST Paramedic Program and receive a Certificate of Completion, you are eligible to apply for National Registry Certification examination. The AST Paramedic Program will provide you with all of the necessary information to complete the application process.

## **How do I get My California State License?**

Once you receive the Certificate of Completion from the AST Paramedic Program, you will need to present that document and your National Registry Paramedic Certificate to the State of California Emergency Medical Services Authority in Sacramento. There will be an associated processing and application fees for which you are responsible. Once the fee has been paid, the EMS Authority will process your application and send you your EMT-Paramedic license in the mail.

## **Successful Program Completion**

Successful completion of this program prepares students to take the National Registry Paramedic Certification exam and proceed with State of California licensures. Upon successful completion of the AST paramedic Program, you will receive a Certificate of Completion. It is the responsibility of the student to cover the cost of the National Registry examination process.

## **Grievance**

If you feel that you have been treated unfairly in this program, you should first discuss the issue with the program instructor. If you are still unsatisfied, you must contact the Dean/Program Director, in writing, within 10 days. Any appeals beyond the Dean/Program Director must be submitted to the Chancellor, in writing, within 5 days.

# **SATISFACTORY ACADEMIC PROGRESS** **GRADING STANDARDS, SCHOLASTIC REGULATIONS AND ATTENDANCE**

## **Grading Policy and Practice**

AST Paramedic Program has established the following policy for grading:

Successful completion of coursework (P) requires a minimum of 80% on graded examinations, a minimum of 90% attendance for Didactic instruction, and 100% attendance for Open Classroom, Clinical Internship and Field Internship hours. The grading structure is as follows:

Successful completion of coursework	P
Unsuccessful completion of coursework	NP
Withdraw - failing	WF
Withdraw for personal reasons	WPR

## **Attendance**

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, the student is required to notify the Education Programs Administrator in advance.

If a student does not maintain minimum attendance standards of 90% of time in the classroom for Didactic instruction, and 100% in the Open Classroom, Clinical Internship and Field Internship, the student is not allowed to continue.

## **Policies on Probation, Suspension and Dismissal**

A student who does not maintain satisfactory progress for Didactic instruction will be placed on probation until the next examination. The student on probation will be counseled, and it will be suggested to the student to arrange for tutoring. If the student does not achieve a passing score on the next examination, meaning the student is not in compliance with the standards of satisfactory progress, the student will be dismissed from the program.

For the Clinical Internship and Field Internship, the student must maintain satisfactory evaluations as outlined in the Clinical Internship and Field Internship Handbooks. A student not meeting these standards will meet with the preceptor, the Clinical/Field Internship Coordinator and/or the Dean, a plan and timeline will be developed to assist the student to correct the problem. If the student does not meet the standard afterwards they will be dismissed from the program.

All students placed on probation will discuss the plan to be removed from probation, and sign and receive a copy of the counseling record as well as have it placed in their student file.

Dismissal may be appealed only to the Chancellor with extenuating circumstances considered on a case-by-case basis.

Due to the program's curriculum, there will be no incomplete grades, nor repeating of any of the units.

Leave-of-absence will only be considered for the field Internship Unit and only for extenuating reasons in written request.

The institution does not receive financial aid for students and therefore does not allow for reinstatement of a student that is denied financial aid and is not making satisfactory progress.

## Graduation Requirements

Graduation requirements for course include:

- Satisfaction of attendance requirements of a minimum of 90% in Didactic instruction, excluding 60 hours open classroom hour requirements (39 hours maximum missed)
- Satisfaction of attendance requirements of a minimum of 100% for the Open Classroom, Clinical Internship and the Field Internship
- Successful completion of Skills Task Book
- Successful completion of written and skills test requirements for Didactic
- Satisfactory completion of all coursework to include Clinical Internship and Field Internship
- Completion of 1162 hours, which includes 232 hours for the Clinical Internship and 480 hours (minimum) for the Field Internship

Student must complete the program within one and a half time the normal program length, or they will be terminated from the program.

Normal	52 weeks
1½ times	78 weeks – July 5, 2013

## PROGRAM FEES 2012

Fees for the educational program include the following:

Application fee ( <i>nonrefundable</i> )	\$100.00*
Student Recovery Tuition Fund (STRF) ( <i>nonrefundable</i> )	\$10.00
Books, two uniform shirts, & professional liability insurance & lab fee, background check and drug testing, worker's compensation for Clinical Internship & Field Internship ( <i>nonrefundable</i> )	\$2990.00
	<u>\$3000.00*</u>
<u>Tuition</u>	
Installment One	\$3000.00*
Installment Two	\$1000.00*
	<u>Total Cost</u> <u>\$7100.00*</u>

***Payment Options are available.***

***The program is also approved for the training of Veterans.***

*Additional uniform requirements or paramedic supplies are the responsibility of the student.*

**Field Internship locations may require additional fees.**

## **COMPLETION AND PLACEMENT DATA**

Completion: AST Paramedic Program awards the successful student a Certificate of Completion

Disclaimer: The AST Paramedic Program does not:

- Make any representation or warranties about the ability of the program to educate any trainee adequately
- Guarantee that any trainee will successfully complete the program
- Guarantee that any trainee will successfully pass the National Registry examination
- Guarantee job placement after completion of the program

*Once the school has been in operation for at least one year, the following information will be available on a regular basis:*

- Number and percentage of students who began the program and secured employment
- Average annual starting wage and salary of graduates if claim is made regarding salaries by institution to graduates
- Placement statistics if the institution offers or advertises placement assistance

## **Disclosures**

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

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

### **Student Tuition Recovery Fund**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau,
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the money paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education, 1625 N. Market Blvd. Suite S-202, Sacramento, CA 95834.

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.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

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

This Institution has no pending petition in bankruptcy.

## **NOTICE OF CANCELLATION AND REFUND**

Each student of an institution has the right to withdraw from a program at any time.

If a student withdraws from a program of instruction after the period of time identified in the **STUDENT'S RIGHT TO CANCEL**, the institution shall remit a refund as described in the **ENROLLMENT AGREEMENT**.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender, or if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid program from which the student received benefits, in proportion of the amount of the benefits received, and any remaining amount shall be paid to the student.

Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

### Example of Refund Table

As required by CEC §94859(a)(6)

The following represents the refund to which a student is entitled if the student withdrew from the program after completing a period of days or weeks of instruction equivalent to the percentage of the program of instruction. Assuming the program of instruction for Segment #1 is \$3000.00:

Refund Example by Percentage of Program Completion

10%	25%	50%	60%	61%
\$2700	\$2250	\$1500	\$1200	None

Any written contract or agreement signed by the student shall not become operative until the student attends the first class or session of instruction.

Cancellation shall occur when you have given written **STUDENT'S RIGHT TO CANCEL** at the mailing address of the School shown on the top page 2 of the **ENROLLMENT AGREEMENT**. You can do this by mail, hand delivery, or telegram.

The written **STUDENT'S RIGHT TO CANCEL**, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid. The written notice need not take any particular form and is effective if it shows that you no longer wish to be bound by the enrollment agreement or continue your attendance at the school.

If you cancel the enrollment agreement prior to school beginning, you will have no liability to the School and the School will refund any tuition money that you, with the exception of the \$100.00 non-refundable application fee, paid within 30 days after we receive your **STUDENT'S RIGHT TO CANCEL**.

REFUND INFORMATION: You have the right to withdraw from a course of instruction at any time. We will keep a portion of your registration fee (not to exceed \$100.00). This institution, for all students, without penalty or obligation, shall refund 100 percent of the tuition amount paid for institutional charges (less the application fee) if **STUDENT'S RIGHT TO CANCEL** is made prior to or on the first day of instruction. If the amount you paid is more than the amount you owe for the time you attended, a refund will be made within 30 days. If the amount you owe is more than the amount you have already paid, you will have to make arrangements for payment.

The withdrawal date for refund computation is your last date of participation in your program. You are also deemed to have withdrawn for refund purposes, if the institution terminates your enrollment as provided in the enrollment agreement.

The refund is calculated as follows:

- (1) Deduct a registration fee not to exceed \$100.00 from the total tuition charge
- (2) Divide this figure by the total number of hours in the program
- (3) The quotient is the per-hour charge
- (4) The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total number of lessons received by the per-hour charge calculated in (3) plus the amount of the registration fee specific in (1) to a maximum of 61% of segment fees
- (5) The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student

EXAMPLE OF REFUND: The following is an example of how we figure the amount a student would owe or be refunded.

Assume the student enrolled in a Segment #1 of program requiring \$3000 for tuition, \$100 for registration, and withdraws after completing fifty (50%) of the required 682 hours. The pro rata refund would be based on the calculation stated below.

\$3100.00 paid	Minus	\$100.00 registration fee	=	\$3000.00
\$3000.00	Divided by	682 hours	=	\$4.40 per hour
\$4.40	Multiplied by	341 hours of instruction	=	\$1500.40 owed by the student
\$3000.00	Minus	\$1500.40	=	\$1499.60 total refund

The \$3000.00 Fee for books, insurance, etc. is non-refundable.

## **ADMINISTRATION AND FACULTY**

### **Chancellor**

#### **JESS T. SMITH**

Designated Vocational Education Teaching Credential  
AS – Shasta Community College

Certifications:

- Fire Officer
- Fire Fighter I & II
- Fire Mechanical
- Fire Instructor I
- Driver Operator Instructor
- EMT

### **Dean/Program Director / CAO**

#### **DANIEL PAUL LAYNE I, BA, MICP**

Designated Vocational Education Teaching Credential  
BA – California State University, Chico

Certifications:

- State Fire Marshall Instructor IA & 1B
- Nor-Cal EMS First Responder Instructor
- CSTI Hazardous Material Instructor
- American Heart Association Instructor
- PHTLS Instructor/Coordinator
- PEPP Instructor

### **Medical Director**

#### **DR. RUTH GRANLUND**

Emergency Room Physician  
Residency – UCSD, Emergency Medicine  
MD – UCSD, School of Medicine  
BS – UCB, Psychology  
ATLS Provider  
ACLS & PALS Instructor

### **Education Programs Administrator / Clinical Education Coordinator**

#### **DERETTE E. LAYNE, MS, PPS**

MS School Counseling – University of La Verne  
Pupil Personnel Services – California Teachers Association Certification  
BS – California State University, Chico – Human Resources Management  
Designated Vocational Education Teaching Credential  
Emergency Medical Technician – NorCal EMS, Inc. Certified

## **ACADEMIC CALENDAR**

### **School Year**

January 1, 2012 through December 31, 2012

- Segment #1
  - Didactic and Clinical Internship
  - Unit 1 through Unit 12
  
- Segment #2
  - Field Internship
  - Unit 13

January 6, 2012 through August 4, 2012

August 2012 through completion of  
480 hours minimum / 720 hours maximum  
or July 5, 2013, whichever comes first

### **Holidays**

Spring Break – March 23-24, 2012

Memorial Day – May 25-26, 2012

Independence Day – June 29-30, 2012