



CATALOG

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This catalog only applies to the EMT Initial and Refresher Courses

Bureau for Private Postsecondary & Vocational Education

APPROVED EMT REFRESHER PROGRAM #20598 -- School Code #41500904

15 Mc Coy Place Simi Valley, CA 93065 805-581-2124

P.O. Box 940514 Simi Valley, CA 93094 805-581-2124

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Dates of course: Flexible. Available online 24/7, on site courses will be scheduled

Description of Course:

Emergency Medical Technician Refresher: National Standard EMT Basic Refresher Course, adhering to the 1994 EMT Basic Curriculum Completion of a National Standard state-approved EMT Basic refresher program is required, consisting of a minimum of 24 hours (listed on the below).

Topics of EMT Basic Refresher and hours required:

Preparatory 1 hour
Trauma 4 hours
Airway 2 hours
OB, Infants, Children 2 hours
Patient Assessment 3 hours
Medical/Behavioral 4 hours
Elective 8 hours

ALS/BLS Continuing Education: Continuing education shall be in any of the topics contained in the United States Department of Transportation EMT Basic National Standard Curriculum, DOT HS 808149, August 1994. All approved CE shall contain a written and/or skills competency based evaluation related to course, class or activity objectives.

California State Skills Certification: Submit a completed EMT-I Skills Competency Verification form, EMSA-SCV (07/03). (Skills competency is not included in the twenty-four hours of required continuing education). The skills requiring verification of competency are:

- a. Patient examination – Trauma patient
- b. Patient examination – Medical patient
- c. Airway emergencies
- d. Automated external defibrillation
- e. Circulation emergencies
- f. Neurological emergencies
- g. Soft tissue injuries
- h. Musculoskeletal injuries
- i. Obstetrical emergencies

These courses are designed to provide Continuing Education and Recertification to California Certified and Nationally Registered Emergency Medical Technicians who are currently certified or have expired not more than 2 years prior.

Faculty Members:

Primary Instructors: All Primary Instructors are currently licensed Paramedics having completed at least 40 hours of additional education in adult teaching principles. All instructors also go through an approval process with the State of California and Local EMS Agency.

Skills Instructors: All Skills instructors are experienced EMT's and Paramedics who have been recognized as instructional assistants in the field of EMS and have been approved by the State of California.

Tuition:

All tuition for courses is due at time of registration at the following rates:

| | |
|---|-------------------|
| Registration Fee (non refundable) | \$ 25 |
| EMT Refresher Course only: | \$85 |
| EMT Refresher Course with State skills Certification: | \$160 |
| ALS/BLS Continuing Education: | \$ 10 |
| | /credit hour |
| California Skills Certification: | \$ 75 |
| California Skills Certification re-test | \$ 10 |
| | /station, up to 5 |

Tuition Assistance:

EMS Training Institute, Inc. offers tuition assistance financing through TFC Credit Corporation.

Entrance Requirements:

There are no pre-entrance examinations in order to qualify for EMS Training Institute, Inc. courses though all students are required to have access to a computer with internet access, sound, and a color monitor.

English as a second language:

EMS Training Institute, Inc. does not provide any instruction in English-as-a-second language, nor do we provide educational materials in any language other than English.

Grading:

All students are required to complete satisfactorily (with a score of at least 75%) all modules and assignments within each course. All skills tests will be administered based on National Standards.

Attendance:

All students must maintain attendance to all sessions, if 24 hours are offered for a refresher course, students must attend all 24 hours not including testing. All on-line courses are completed at students' convenience. Learning Management System available 24/7 from any internet access computer. If a student cannot maintain this attendance, students will be allowed to attend another session to makeup the required hours without charge.

Dismissal and suspension:

If students do not maintain passing grades, students will be dismissed from current course. If students do not maintain professional conduct, they will be dismissed from coursework.

“NOTICE OF STUDENT RIGHTS”

1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at (insert "the first class you go to" or "with the first lesson in a home study or correspondence course," whichever is applicable). A different cancellation policy applies for home study or correspondence courses. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.

4. EMS Training Institute, Inc. complaint contact information:

Mark Komins
P.O. Box 940514
Simi Valley, CA 93094
805-581-2124 or 877-EMT TRAIN

5. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Council for Private and Postsecondary Education:

THIS DOCUMENT SHALL REMAIN AVAILABLE AT ALL TIMES FROM THE EMS
TRAINING INSTITUTE, INC. WEB SITE

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818, West Sacramento, CA 95798-0818

888-370-7589 or 916-431-6959
<http://www.bppe.ca.gov/>

"Notice of Cancellation and Refund Policies"

(Date)

(Enter date of first class, date first lesson received, or date first lesson was mailed, whichever is applicable)

The student has a right to a 100 percent refund of all institutional charges paid, less a reasonable deposit or application fee (\$25.00) not to exceed \$100.00. If the notice of cancellation is made prior to or on the first day of instruction (if the first lesson in a home study or correspondence course is sent to the student by mail, the institution shall send it by first-class mail, postage prepaid, documented by a certificate of mailing, and the student shall have the right to cancel until midnight of the eighth business day after the first lesson was mailed.) Any notification of withdrawal or cancellation and any request for a refund is required to be made in writing.

You may cancel this contract for school, without any penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

A student who does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment shall receive a refund for the unused portion of tuition fees and other charges. The refund for students who have completed 60 percent or less of the course of instruction shall be pro rated.

HYPOTHETICAL REFUND EXAMPLE: A student withdraws from the program after completing 5 hours of instruction (20%). \$200.00 less \$25.00 registration fee and \$2.50 STRF assessment fee = \$172.50 divided by 24 hours = \$7.19 hourly program charge. 5 hours X \$7.19 = \$35.95. \$172.50 less \$35.95 = \$136.55 refund. *This calculation does not include a refund for the books.*

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

EMS Training Institute, Inc. , at _____ P.O. Box 940514 Simi Valley, CA 93094 .

"NOT LATER THAN _____

I am hereby requesting to cancel the contract for school: _____ (Date)

(Student's signature)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Council for Private Postsecondary and Vocational Education:

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818, West Sacramento, CA 95798-0818

888-370-7589 or 916-431-6959

<http://www.bppe.ca.gov/>

"Notice of Refund"

(Date)

(Enter date of first class, date first lesson received, or date first lesson was mailed,
whichever is applicable)

You may receive a refund for this contract for school, without any penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

EMS Training Institute, Inc. , at _____ P.O. Box 940514 Simi Valley, CA 93094

"NOT LATER THAN _____

(Enter midnight of the date that is the fifth business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one business day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable)

I am hereby requesting a refund for the contract for school: _____ (Date)

(Student's signature)

REMEMBER, YOU MUST REQUEST A REFUND IN WRITING. You do not have the right to a refund by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Council for Private Postsecondary and Vocational Education:

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818, West Sacramento, CA 95798-0818

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<http://www.bppe.ca.gov/>

"Current Schedule of Student Charges"

All tuition for courses is due at time of registration at the following rates:

All of these expenses are mandatory expenses based on course selected:

| | |
|---|----------------------------------|
| Registration Fee (non refundable) | \$ 25.00 |
| EMT Refresher Course only: | \$85.00 |
| Accreditation fees: | \$12.50 |
| EMT Refresher Course with State skills Certification: | \$175.00 |
| ALS/BLS Continuing Education: | \$ 10.00 /credit hour |
| California Skills Certification: | \$ 75.00 |
| California Skills Certification re-test: | \$ 10.00 /station, up to 5 |
| Textbook: | \$35-\$90 |
| STRF assessment (non refundable) | \$ 2.50 |

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, 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. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays 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 eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
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.

CATALOG DISCLOSURE – STUDENT TUITION RECOVERY FUND - FORM 4

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.” To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education,

P.O. Box 980818, West Sacramento, CA 95798-0818

888-370-7589 or 916-431-6959

<http://www.bppe.ca.gov/>

ENROLLMENT AGREEMENT

| | | |
|-----------------------------------|-------------------------------|--------------|
| Student Name: | Phone #: | |
| Address: | | |
| Start Date: | Estimated Date of Completion: | |
| Course Title/Description: | | |
| Registration Fee (non-refundable) | \$ 25.00 | |
| Tuition | \$ | (\$10-\$250) |
| STRF Assessment (non-refundable) | \$2.50 | |
| Books | \$ | (\$35-\$90) |
| T o t a l C h a r g e s : | | \$ |

“BUYER’S RIGHT TO CANCEL” The student has a right to cancel the enrollment agreement and obtain a refund. The institution shall, for all students, without penalty or obligation, refund 100 percent of the amount paid for the institutional charges, less a reasonable deposit or application fee not to exceed \$100.00, if the notice of cancellation is made prior to or on the first day of instruction. Further, the student has the right to withdraw from a course of instruction at any time. A student who has completed 60 percent or less of the course of instruction shall be granted a pro rata refund of tuition and amounts paid for returnable equipment. If the student withdraws from the program of instruction after instruction has begun, the student is obligated to pay only for educational services rendered and any equipment not returned, plus the non-refundable registration fee of \$25.00.

HYPOTHETICAL REFUND EXAMPLE: A student withdraws from the program after completing 5 hours of instruction (20%). \$200.00 less \$25.00 registration fee and \$15.00 STRF assessment fee = \$160.00 divided by 24 hours = \$6.66 hourly program charge. 5 hours X \$6.66 = \$33.30. \$160.00 less \$33.30 = \$126.70 refund. *This calculation does not include a refund for the books.*

If a student chooses to cancel, according to the above stated conditions, he or she must submit a written notice of cancellation to:

EMS Training Institute, Inc.
P.O. Box 940514
Simi Valley, CA 93094
or
P.O. Box 940514 Simi Valley, CA 93094

If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary and Vocational Education

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Enrollment Agreement, Page 2

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: (1) you are a student, who is a California resident and prepays 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 fee if either of the following applies: (1) you are not a California resident; and (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.

“Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, P.O. Box 980818, West Sacramento, CA 95798-0818 888-370-7589 or 916-431-6959
<http://www.bppe.ca.gov/>

“My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.”

Signature of Student / Date

Signature and Title of School Official / Date