



# **School Catalog**

## **2011 - 2012**

**Course Catalog**

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## **Mission & Objectives**

### **Mission**

The mission of Link 2 Life Emergency Training is to offer quality campus based and online certificate programs, supplemented with clinical rotations on ambulances and in emergency departments delivered to motivated adults who may benefit from intensive instruction.

Link 2 Life Emergency Training will provide students with the National Highway Traffic Safety Administration (NHTSA) mandated curriculum, the “National Standard Curriculum.”

Part of our mission is to convey to students the importance of continuing education and training. We endeavor to sustain our course offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified to ensure the most effective training possible.

In all programs and services, Link 2 Life Emergency Training respects the value of diversity among students and faculty. Therefore, we encourage the participation of individuals from all nationalities, races, and colors.

### **Purpose Statement**

The special character of this institution is reflected in its commitment to the training of Emergency Medical Technicians (EMT’s). The purpose of the institution is to help students acquire the skills necessary to secure a State Certification approved by the Emergency Medical Services Authority.

### **Objectives**

All programs at this institution have a set of stated objectives.

Currently, the institution’s objectives are to:

- Provide students with didactic training that instills an understanding on all aspects basic anatomy and physiology, medical terminology and treatment guidelines.
- Provide students with a skills component designed to provide the student with the actual experience of dealing with patients.
- Provide students with a professional atmosphere conducive to learning.
- Assure programs are delivered by highly qualified and experience instructors.
- Assure students obtain the skills and knowledge needed to obtain an EMT State of California Certification approved by the Emergency Medical Services Authority.

### Privacy Act, Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept for fifty years. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### Tuition and Fees (U.S. Dollars)

All fees are subject to change from time to time, without notice.

#### FEES

Program	Tuition	Registration (Non Refundable)	Books & Materials	STRF Tax	Total
EMT-B	\$1095	\$80	\$95	\$5.00	\$1,092.50
EKG Technician	\$1800	\$50	\$150	\$5.00	\$2002.50
Pharm. Technician	\$2800	\$50	\$150	\$7.00	\$3005.00
Phlebotomy Technician	\$2500	\$50	\$150	\$7.00	\$2705.00

STRF Tax \$2.50 Per \$1000 of Tuition (California Residents Only)

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance. All fees are subject to change.

## **STRF Disclosure**

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.

Students are advised that 1. Schools are required, by law, to collect the fee from California Residents. 2. That students whose tuition is paid by a third part payer are excluded from the STRF, 3. Students are responsible for paying the state assessment amount for the STRF. 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 4 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 Education, Sacramento CA.

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 Education Act.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for breaches of security, for any inappropriate or unethical conduct or for any act of academic dishonesty.

## **Library Resources**

No library is needed to meet the instructional needs of the students. As the program is regulated at the state and federal level, all necessary information for an understanding of the didactic element of training is available in the chosen textbook. Library materials would not be compatible with the objectives of this program, as the acquisition of specialized knowledge and hands on skills are the critical element for completion.

## **School Location**

Link 2 Life Emergency Training  
26941 Cabot Rd., Laguna Hills, CA 92653  
Phone: 949-643-2048  
[www.link2life.org](http://www.link2life.org)

## **Effective Dates of this Catalog**

January 1st, 2011 to December 31st, 2012

Course Dates

### **EMT**

Feb 5-2, 2012

March 12-April 13, 2012

July 23-August 7, 2012

December 3-23, 2012

### **Pharmacy Technician**

April 9, - Jun. 18, 2012

Aug. 20 – Oct. 29, 2012

### **EKG Technician**

Jan 20, - Mar. 22, 2012

Sept. 4 – Nov. 20, 2012

### **Phlebotomy Technician**

March 12-April 13, 2012

July 23-August 7, 2012

Link 2 Life Emergency Training is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE)

## **Required Statements**

(A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), (800) 1-888-370-7589 Fax (916) 574-8646

(B) 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.

(C) A student, or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 1-888-370- 7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Policies and Procedures Regarding Financial Aid**

The school does not provide either State or Federal financial aid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Student's Right to Cancel**

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) (phone) 916-574-7720 (fax) 916-574-8646.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 800-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of the certificate you earn at Link 2 Life Emergency Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn in Link 2 Life Emergency Training’s Emergency Medical Technician - Basic 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 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 after attending Link 2 Life Emergency Training to determine if your certificate will transfer.”

This institution has not entered into an articulation or transfer agreement with any other college or university.

### **Student Grievance Procedures**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the

use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### **Academic Probation**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for completion, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

### **Admissions Policy**

Criteria for admission:

1. To be admitted to this program the applicant must satisfactorily document his or her possession of a valid American Heart Association BLS-CPR certification.
2. The student must have graduated from high school or earned its equivalent.
3. The student must pay all registration and tuition fees and other such fees as may be applicable.
4. The student must be 18 years of age or older and not precluded from certification for reasons defined in Section 1798.200 of the California Health and Safety Code.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with the CEO of the school.

### **Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **Attendance Policy – All Programs**

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

**Name**Chief Academic Officer

Dave Spencer

<b>NAME OF INSTRUCTOR</b>	<b>SPECIFIC COURSES TO BE TAUGHT</b>	<b>COLLEGE OR WORK QUALIFICATIONS</b>
<b>DAVE SPENCER</b>	<b>EMT-B/EKG TECH/PHLEBOTOMY</b>	EMT-P, Instructor 1-A,1-B
<b>MICAH WENNEKAMP</b>	<b>EMT-B</b>	EMT-P, Instructor 1-A,1-B
<b>NICK LOEVENGUTH</b>	<b>EMT-B</b>	EMT-P, Instructor 1-A,1-B
<b>ROB ELLIOT</b>	<b>EMT-B</b>	EMT-P, Instructor 1-A,1-B
<b>AUSTIN BRAWNER</b>	<b>EMT-B</b>	EMT-P, Instructor 1-A,1-B
<b>DR. RODERICK SPENCER</b>	<b>EKG TECH/PHLEBOTOMY TECH/PHARM. TECH</b>	MD, Teaching Credential
<b>JEFF KUNZE</b>	<b>EKG TECH/PHLEBOTOMY TECH/PHARM. TECH</b>	RN/ Instructor 1-A,1-B

**Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

**Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework,

this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **Application Instructions**

Part-time or full-time students must file an application with the application fee made payable to Link 2 Life Emergency Training. The application form and instructions are available and can be provided by mail or e-mail. All entering students must review program requirements.

### **Description of Facility**

The school is located in a one story professional office building in the city of Laguna Hills, CA. The building is approximately 15 years of age. The facility is handicapped accessible and sufficient parking is available in the front of the school. The school is approximately 1500 square feet and can accommodate 30 students. The restroom is toward the entrance and is handicapped accessible. There is a lunch room on the premises and a "Deli" next door to the school for food.

### **Academic Freedom**

Link 2 Life Emergency Training is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the school encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.

### **Sexual Harassment**

This institution is committed to providing a study and work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## Program Descriptions

### EMT-B - Program Description

EMT-B training is regulated at both the state and federal level. At the federal level, the [National Highway Traffic Safety Administration](#) (NHTSA) has developed a minimum content and hour requirement that all states must at least meet. This requirement is known as the *National Standard Curriculum*.<sup>[1]</sup> Under the NHTSA curriculum, students receive 150 hours of lecture and lab time covering anatomy, physiology, legal aspects of medical care, assessment, and treatment of [medical](#), [trauma](#), [behavioral](#), and [obstetric](#) emergencies. In addition to class time, the NHTSA recommends clinical rotations on board [ambulances](#) and in [emergency departments](#). EMT-Bs are not trained to provide definitive medical care, but instead focus on rapid in-field treatment and transport to higher medical providers. EMT-Bs work in conjunction with other medical providers such as [paramedics](#), [nurses](#), and [physicians](#), as well as with other EMT-Bs.

### Requirements for Completion

To complete this program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored skills examination demonstrating competence as an Emergency Medical Technician.

### Program Length 150 Hours

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### Course Description – EMT-B

Emergency Medical Technician I (EMT) course is for those individuals who desire more training than basic first aid. This is the first step in a medical career. Many health care professionals have started as EMT's (doctors, nurses, paramedics, etc.). Participants receive an American Heart Association BLS - CPR certification and will also be trained in AED.

### § 100065. Approved Training Programs

- (a) The purpose of an EMT-I training program shall be to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system.
- (b) EMT-I training may be offered only by approved training programs. Eligibility for program approval shall be limited to:
  - (1) Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education.
  - (2) Licensed general acute care hospitals which meet the following criteria:
    - (A) Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and
    - (B) Provide continuing education to other health care professionals.
  - (3) Agencies of government including public safety agencies.
  - (4) Local EMS agencies.

NOTE: Authority cited: Sections 1797.107, 1797.109, 1797.170 and 1797.173, Health and Safety Code. Reference: Sections 1797.170, 1797.173, 1797.208 and 1797.213 Health and Safety Code.

The school is recognized and approved by the California Bureau for Private Post Secondary education. This course is approved by the California Emergency Medical Services Authority. The curriculum is approved by the Local San Diego County Emergency Medical Services. The course is 150 hours of instruction.

The Didactic portion of the class includes lecture on all aspects of basic anatomy and physiology, medical terminology and treatment guidelines.

The Skills portion of the class is designed to provide the student with actual experience of dealing with patients. This is a hands on approach to the skills you will use in the field. The participant must pass the skills examination prior to taking the certifying exam.

The Field observation is a part of the course in which the participant rides with an Ambulance. This provides additional insight to job activities.

## **Program Descriptions**

### **EKG Technician - Program Description**

This comprehensive 70 hour EKG Technician Certification program prepares students to function as EKG Technicians and to take the NHA Electrocardiograph (EKG) Technician National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

### **Requirements for Completion**

To complete this program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored skills examination demonstrating competence as an EKG Technician.

**Program Length    70 Hours**

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### **Course Description – EKG Technician**

This comprehensive 70 hour EKG Technician Certification program prepares students to function as EKG Technicians and to take the NHA Electrocardiograph (EKG) Technician National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and

proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

### **Requirements for Completion**

To complete this program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored skills examination demonstrating competence as an EKG Technician.

## **Program Descriptions**

### **Pharmacy Technician - Program Description**

Link 2 Life Emergency Training INC. proudly presents the new Pharmacy Technician program. We will prepare you to work in a retail pharmacy and help you pass a national certification exam. We combine 160 hours of classroom instruction with a pharmacy externship to provide you with on-the-job experience. Over the course of 10 weeks you will gain exposure to the preparation of medications, maintaining client records, assisting with inventory control, purchasing, collecting payments, coordinating billing, and much more.

### **Requirements for Completion**

To complete this program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored skills examination demonstrating competence as an Pharmacy Technician.

**Program Length    160 Hours**

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## **Course Description – Pharmacy Technician**

### **4202. Pharmacy Technician: License Requirements for Education, Experience; Board Regulations; Criminal Background Check; Discipline**

(a) The board may issue a pharmacy technician license to an individual if he or she is a high school graduate or possesses a general educational development certificate equivalent, and meets any one of the following requirements:

- (1) Has obtained an associate's degree in pharmacy technology.
- (2) Has completed a course of training specified by the board.
- (3) Has graduated from a school of pharmacy recognized by the board.
- (4) Is certified by the Pharmacy Technician Certification Board.

(b) The board shall adopt regulations pursuant to this section for the licensure of pharmacy technicians and for the specification of training courses as set out in paragraph (2) of subdivision (a). Proof of the qualifications of any applicant for licensure as a pharmacy technician shall be made to the satisfaction of the board and shall be substantiated by any evidence required by the board.

(c) The board shall conduct a criminal background check of the applicant to determine if an applicant has committed acts that would constitute grounds for denial of licensure, pursuant to this chapter or Chapter 2 (commencing with Section 480) of Division 1.5.

(d) The board may suspend or revoke a license issued pursuant to this section on any ground specified in Section 4301.

(e) Once licensed as a pharmacist, the pharmacy technician registration is no longer valid and the pharmacy technician license shall be returned to the board within 15 days.

## **Program Descriptions**

### **Phlebotomy Technician - Program Description**

Our Phlebotomy Technician program will prepare you to draw blood samples from patients in a clinical laboratory or public health setting and prepares you for a national certification exam. The program combines 48 hours of classroom instruction with a 40 hour phlebotomy externship to provide you with practical experience. During the course, you will gain exposure to on-the-job duties that include drawing blood samples from patients, producing quality laboratory results, gaining the trust and confidence of patients, and much more.

### **Requirements for Completion**

To complete this program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored skills examination demonstrating competence as an Phlebotomy Technician.

**Program Length    40 Hours**

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### **Course Description – Phlebotomy Technician**

This program is designed for people who plan to work for a clinical laboratory or public health department or a clinic or hospital. The course combines 40-hours classroom instruction with a 40-hours off-site clinical internship to provide students with a comprehensive learning experience. Lectures include but are not limited to the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour externship includes at minimum 50 successful venipunctures and 10 skin punctures.

**Link 2 Life Emergency Training, Inc.**

26941 Cabot Rd #109, Laguna Hills, CA 92653

949-643-2048

**Enrollment Agreement**

Student Name \_\_\_\_\_ Student Identification Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Country \_\_\_\_\_

Scheduled Start Date \_\_\_\_\_ Scheduled Completion Date \_\_\_\_\_

**You are enrolling in the program checked below:**

<u>Program Name</u>	<u>Length, in Credit Hours</u>
<input type="checkbox"/>	_____ Credit Hours

**STUDENT’S RIGHT TO CANCEL**

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student’s return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal.

# Enrollment Agreement

## Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) (phone) 916-574-7720 (fax) 916-574-8646. A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 800-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

"The transferability of the certificate you earn at Link 2 Life Emergency Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in this institution's Emergency Medical Technician Basic 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 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 Link 2 Life Emergency Training will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Link 2 Life Emergency Training to determine if your certificate will transfer."

This institution has not entered into an articulation or transfer agreement with any other college or university.

# Enrollment Agreement

This agreement is for direct or indirect instruction.

## FEEES

Total Program Tuition \$ \_\_\_\_\_  
Total Books, Materials, Supplies \$ \_\_\_\_\_ (This is only an estimate for the program.)  
Registration Fee \$ \_\_\_\_\_ (Non Refundable)  
Other Charges \_\_\_\_\_ (Please  
specify \_\_\_\_\_)  
STRF Fee (California Residents) \_\_\_\_\_ (Non refundable, \$2.50 per \$1,000 of tuition)  
**TOTAL AMOUNT** \$ \_\_\_\_\_ **(This is the amount you will be required to pay to  
complete the program.)**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \_\_\_\_\_  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \_\_\_\_\_  
TOTAL CHARGES PAYABLE UPON ENROLLMENT \_\_\_\_\_

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

**Student Initial** \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School performance Fact Sheet.

**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.** If I am a non-resident student, I acknowledge that I am not eligible for protection under, nor recovery from the Student Tuition Recovery Fund which applies only to residents of the State of California, USA. This document contains a statement of the institution's cancellation and refund policy and how it applies, and I have received a copy of the current school catalog which contains a detailed description of the program and each of the courses in the program. I acknowledge that this is not a public school.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

X \_\_\_\_\_  
Student's Signature

Date Signed \_\_\_\_\_

For Office Use Only: (The school has met disclosure requirements as required by code and regulation.)

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date Signed

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