

# **AMERICAN HEALTH EDUCATION PROGRAM CATALOG**

## **PARAMEDIC & EMT - BASIC**

### **CONTINUING EDUCATION COURSES**



**American Health Education  
7300 B Amador Plaza Rd  
Dublin CA 94568**

**Phone: (800) 483-3615 Fax: (925) 829-1055**

**Email Address: [info@AmericanHealthEducation.com](mailto:info@AmericanHealthEducation.com)**

**Web Site: [www.Americanhealtheducation.com](http://www.Americanhealtheducation.com)**

**January – December 2012**

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**NOTICE**

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.

**Our Mission Statement**



American Health Education, Inc is dedicated to providing the highest level of quality education to the pre hospital and hospital medical professional. Our commitment begins by preparing our students with the knowledge, skills and competencies necessary to excel in their profession and continues post-graduate through our efforts to provide continuing education.

**LOCATIONS & DATES:**

All classes will be taught at the main campus location:  
7300 B Amador Plaza Rd.  
Dublin CA 94568

**PARAMEDIC**

**January 2012:**

Orientation (Tuition Deadline):	January 5, 2012 at 10:00 a.m.
Classroom Phase:	January 10, 2012 to June 21, 2012
Clinical and Field Phase:	July 16, 2012 to January 30, 2013

**July 2012:**

Orientation (Tuition Deadline):	July 5, 2012 at 10:00 a.m.
Classroom Phase:	July 10, 2012 to December 20, 2012
Clinical and Field Phase	January 5, 2013 to June 30, 2013

**EMT-B**

**January 2012:**

Classroom & Field Phase:	Jan 14- March 25, 2012 (Sat/Sun)
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**April 2012:**

Classroom & Field Phase:	April 14- June 24, 2012 (Sat/Sun)
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**July 2012:**

Classroom & Field Phase:	July 7- Sept 16, 2012 (Sat/Sun)
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**October 2012:**

Classroom & Field Phase:	Oct 6- Dec 16, 2012 (Sat/Sun)
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The field phase will be completed concurrently with the didactic phase.

**Continuing Education Courses**

See Course list	May 2012-August 2012
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Dates and times are subject to change.

## **FACULTY**

All American Health Education faculty are required to have a minimum of five (5) years field experience, have attended a 40 hours instructional methodology class or equivalent, and maintain a current Paramedic license.

American Health Education continuing education faculty are required to maintain a current RN license and be knowledgeable, current and skillful in the subject matter as demonstrated by a baccalaureate or higher degree from an accredited college of university and have a minimum of five (5) years teaching experience. Non-nurse instructors must be currently licensed in the area of expertise and show evidence of specialized training in the subject matter have five (5) years teaching experience.

Program Director

Jack Neiman-Kimel, BA, MA, EMT-P

Medical Director

Gerald Nazareno, M.D.

Paramedic Coordinator

Rich Holback, EMT-P

EMT-B Coordinator

Britni Stengl, EMT-B

Paramedic Faculty

Terry Hogue, EMT-P

James Magnuson, BA, EMT-P

Dale Souza, EMT-P

EMT Faculty

David Eastin, EMT-P

Robbie Kessler, EMT-P

Paul Mahar, EMT-P

Clinical/Field

Sean Levy, EMT-P,

Clinical/Field

David Eastin, EMT-P

Office Manager-Admissions/Records

Yvette Surendran

Instructor Coordinator

Julie Gonzales

Registration Coordinator

Emy Romera

Administrative Staff

Robynn Martinez

### **QUALITY REVIEW BOARD**

The Quality Review Board will be comprised of the Program Director, the Medical Director, the Paramedic Coordinator, and the Office Manager. The main purpose of the Board is to make sure the School is providing the best education possible to the students by conducting periodic review of the student satisfaction evaluations and implementing quality improvement measures when necessary. The Board is responsible to ensure compliance of all regulatory and licensing agency requirements. In addition, Board is also tasked with being the neutral third party if a problem between the school and the student arise. The Board meets a minimum of four times per year.

### **PROGRAM APPROVAL:**

Alameda County Emergency Medical Services  
510-267-8000 or by web at [www.acphd.org/ems.aspx](http://www.acphd.org/ems.aspx)  
CE Provider #01-0033

State of California; Bureau for Private Postsecondary Education  
(916) 431-6959, toll free – (888) 370-7589 or by web at [www.bppe.ca.gov](http://www.bppe.ca.gov)  
This is a private institution and is approved to operate through the Bureau for Private Post Secondary Education.

California State EMS Authority  
916-322-4336 or [www.emsa.ca.gov](http://www.emsa.ca.gov)

California Board of Registered Nursing BRN-CE Provider #13935  
California Department of Health Services CE Provider CNA -NAC #6624

### **FACILITY:**

The facility is 6000 square feet and consists of three classrooms, a front lobby area, multiple stall restrooms, kitchen/break area, and an equipment room. The classrooms are able to hold 36 in the large room, 24 in the middle room and 16 in the small room. All classrooms are equipped with audiovisual equipment including television sets, LCD's, computers and white boards. We have 72 parking spaces allotted to our facility.

### **ACADEMIC CALENDAR:**

Paramedic Program – There will be two programs per year. Each program will begin in January and July respectively.

EMT-B Program – There will be four EMT-B programs per year. Each program will begin in January, April, July, & October respectively.

### **PROGRAM DELIVERY**

AHE delivers 100% of its programs through residential on site learning. The primary delivery of course content is through the use of PowerPoint Slide directed lecture and is presented in English.

### **ENROLLMENT AGREEMENT**

Students must sign an enrollment agreement before beginning a course at AHE. The agreement includes information pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other related matters.



### **COURSE DESCRIPTIONS**

#### **PARAMEDIC COURSE:**

This course fulfills the training requirements set forth by the State of California for Emergency Medical Technician Paramedics. This program is interactive and requires hands-on participation to enhance the learning environment. Upon completion of the course students will be eligible to take the National Registry exam, which is the final step in obtaining licensure in the State of California. Obtaining licensure opens the doors to many career opportunities including: Firefighter/Paramedic, Ambulance Paramedic, Emergency Room Technician, and private industry paramedic. Being a paramedic is also a great foundation prior to beginning a career in the medical profession such as doctor or nurse.

The EMT-Paramedic program consists of three phases. The first phase is the didactic phase and consists of over 500 hours of classroom and skills lab. This phase is broken down into eleven individual modules (see breakdown below). The modules are completed sequentially with the skills lab module being completed throughout the ten lecture modules. The second phase is the clinical externship and consists of 160-232 hours. The third phase is the field externship, which consists of 480-720 hours field training. Completion of all three phases leads to eligibility for licensure as an EMT-Paramedic in State of California. The typical timeframe to completion of all three phases is 80 weeks.

#### **COURSE CONTENT - PARAMEDIC**

The EMT-Paramedic program is designed on a modular basis and includes lecture, recitation, laboratory skills training, and externships. Each module covers specific topic(s), pathophysiology, pharmacology, and treatment modalities as well as laboratory skills days.

**Didactic Breakdown with Module Clock Hours**

<b>Module</b>	<b>Title</b>	<b>Hours</b>
Module 0	Orientation	6
Module 1	Prehospital Environment	24
Module 2	EMS Environment + Pharmacology	24
Module 3	Anatomy & Physiology + Pharmacology	50
Module 4	Electrocardiography + Pharmacology	19
Module 5	General Pharmacology	24
Module 6	Shock & Pathophysiology + Pharmacology	21
Module 7	Respiratory + Pharmacology	29
Module 8	Cardiac + Pharmacology	43
Module 9	Trauma + Pharmacology	42
Module 10	Medical Emergencies + Pharmacology	27
Module 11	Environmental Emergencies + Pharmacology	24
Module 12	Obstetrical and Gynecological + Pharmacology	24
Module 13	Age Based Emergencies+ Pharmacology	45
Module 14	EMS Operations / Specialized EMS	21
Module 15	NREMT and Finals Review	24
Module 16	Written and Skills Finals Prep and Testing	72
Assigned Skills Days		144*
Clinical Externship		160-232
Field Externship		480-720
<b>Total Hours</b>		<b>1153-1431</b>

\*144 hours are included in the Modular hours and are not additional.

Module 1 – Pre-hospital Environment is 24 hours and is an introduction to Para medicine.

The main topics covered are:

- Introduction of EMS
- EMS systems
- Medical & Legal Aspects of EMS
- The Roles and Responsibilities of the Paramedic
- The Well-Being of the Paramedic
- Ethics
- Illness and Injury Prevention
- Assigned Pharmacology

Module 2 – EMS Environment is 24 hours and is an introduction to the EMS

Environment. The main topics covered are:

- Clinical Decision Making
- Communications
- Documentation
- History Taking
- Patient Assessment
- Physical Exam Techniques
- Therapeutic Communications
- Assigned Pharmacology

Module 3 – Anatomy & Physiology is 50 hours and is an introduction to Anatomy & Physiology related to para-medicine. The main topics covered are:

- Biochemistry
- Body Systems
- Medical Terminology
- The Cell
- Cellular Topography
- Assigned Pharmacology

Module 4 – Electrocardiography is 19 hours and is an introduction to the components of the EKG and how to interpret them. The main topics covered are:

- The elements of an EKG
- How to interpret EKG
- Assigned Pharmacology

Module 5 – Pharmacology is 24 hours and is an introduction to the components of Pharmacology. The main topics covered are:

- Basic Pharmacology
- Drug Calculation
- Drug Classification
- IV access and Medications

Module 6 – Shock and Pathophysiology is 21 hours and is an introduction to the pathophysiology of Shock and Fluids in the body. The main topics covered are:

- Disease and its Effects on the Body
- Hemorrhage and Shock
- Pathophysiology of Shock
- Ventilation and Perfusion
- The Basic Shock Model
- Assigned Pharmacology

Module 7 – Respiratory is 29 hours and covers the human airway, disease process associated with the Respiratory System and the treatments associated with the Respiratory System. The main topics covered are:

- Airway and Ventilation
- A review of the Anatomy and Physiology of the Airway
- Pulmonology
- Respiratory Treatments and Protocols
- Assigned Pharmacology

Module 8 – Cardiology is 43 hours and covers the cardiac system, disease processes associated with the heart and cardiovascular system and the treatments associated with the cardiac system. The main topics covered are:

- A Review of the Anatomy & Physiology of the Cardiac System
- Disease Process of the Cardiac System
- Specialized Assessment of the Cardiac System
- A Review of EKG and Introduction to 12 Lead EKG
- Cardiac Treatments and Protocols
- Assigned Pharmacology

Module 9 – Trauma is 42 hours and covers Trauma and its effects on the body. Also covered are Kinetics and Kinematics and how they effect the treatment of the patient. The main topics covered are:

- Kinematics of Trauma
- Trauma Systems
- Abdominal Trauma
- Thoracic Trauma

- Blunt Trauma
- Head, Neck, and Face trauma
- Hemorrhage and Shock
- Musculoskeletal Trauma
- Penetrating Trauma
- Soft Tissue Trauma
- Spinal Trauma
- Assigned Pharmacology

Module 10 – Medical Emergencies is 27 hours and covers various medical emergencies encountered in the field and the assessment and treatment of patients with these types of emergencies. The main topics covered are:

- Allergies and Anaphylaxis
- Endocrinology
- Gastroenterology
- Hematology
- Neurology
- Toxicology
- Urology and Nephrology
- Assigned Pharmacology

Module 11 – Environmental Emergencies is 24 hours and covers the various medical emergencies, their pathologies and treatments associated with different environments such as altitude and heat related emergencies. Also covered are the different kinds of behavioral emergencies, their pathologies and treatments. The main topics covered are:

- Environmental Emergencies
- Infectious Disease
- Psychological and Behavioral Emergencies
- Assigned Pharmacology

Module 12 – OB/GYN is 24 hours and covers emergencies dealing with Obstetrics and Gynecology. Covered are diseases and conditions of the female reproductive system, childbirth, potential complications of childbirth, and treatment of all such emergencies. The main topics covered are:

- Obstetrics
- Gynecology
- Assigned Pharmacology

Module 13 – Age Related Emergencies is 45 hours and covers the specialized areas of medicine related to newborns, children, and geriatrics. Included are typical problems associated with these age groups, common diseases and conditions encountered by pre-hospital personnel and their treatments. Also covered are the different techniques and approaches to assessing these people. The main topics covered are:

- Abuse and Assault
- Neonatology
- Pediatrics
- Life Span Development
- Geriatrics
- Assigned Pharmacology

Module 14 – Operations and Specialized EMS is 21 hours and covers the specialized areas of EMS such as HazMat, Specialized Rescue, and EMS Operations and Management. Also covered are Crime scene Awareness and the Paramedic's role in Terrorist Acts. The main topics covered are:

- Ambulance Operations
- Assessment Based Management
- The Chronic Care Patient
- Hazardous Materials
- Medical Incident Management
- Rescue Operations
- Terrorist Acts
- The Challenged Patient
- Crime Scene Awareness
- Assigned Pharmacology

Module 15 – National Registry and Comprehensive Finals Review is 24 hours and is a comprehensive review preparing the student for their upcoming Final Exams and the National Registry Licensure Exams

Module 16 – Finals Written and Skills Prep and Testing is 72 hours and prepares the student for final examinations.

The skills laboratory days are integrated into the didactic portion of the paramedic program. These days combine cognitive information learned during lecture and apply that information into psychomotor skills. The total time for the skills lab is 144 hours.

The clinical externship is the second training portion of the EMT-Paramedic Program. The clinical externship consists of a minimum of 160 hours of hands on training under the direct supervision of a Nurse Preceptor.

The field externship is a minimum of 480 hours and is the final training portion of the EMT-Paramedic Program. The field externship consists of hands on training under the direct supervision of a Paramedic Field Training Officer (aka Paramedic Preceptor).

### **EMT-B COURSE DESCRIPTION**

This course fulfills the training requirements set forth by the State of California for Emergency Medical Technician Basics. This program is interactive and requires hands-on participation to enhance the learning environment. Upon completion of the course students will be eligible to take the National Registry exam, which is the final step in obtaining certification in the State of California. Obtaining certification opens the doors to many career opportunities including: Firefighter/EMT-B, Ambulance EMT-B, Emergency Room Technician, and private industry EMT-B. Being an EMT-Basic is also a great foundation prior to beginning a career in the medical profession such as doctor or nurse.

The EMT-Basic program offered by American Health Education fulfills all of the training requirements set forth by the State of California in Title 22 of the California Code of regulations. The course curriculum includes all items outlined in Title 22, and the program is designed to guide students to successful completion of National Registry EMT-Basic Exam, which is required by the State of California for EMT- Basic licensure. Additionally, this course conforms to the National Standard EMT-Basic Curriculum formulated by the U.S. Department of Transportation. The course is divided into two sections: didactic instruction, clinical hospital and/or field ride-along. Upon successful completion of all phases of training, a completion certificate will be awarded that will allow the student to apply for National Registry Certification and subsequent state certification as a EMT-Basic.

### **COURSE CONTENT – EMT-B**

The American Health Education EMT- Basic program is designed on a modular basis and includes lecture, recitation, laboratory skills training, and externships

### Didactic Breakdown with Module Clock Hours

Module	Title	Hours
Module 1	Preparatory	16
Module 2	Airway	16
Module 3	Patient Assessment	24
Module 4	Medical Emergencies	24
Module 5	Trauma	24
Module 6	Special Patient Populations	16
Module 7	Operations	8
Module 8	Advanced Airway Management	8
Module 9	MCI- Mass Casualty Incident	8
Module 10	National Registry Skills Final	16
Module 11	Written Final/ Skills Testing	16
Assigned Skills Days		88
Clinical/Field Externship		16
<b>Total Hours</b>		<b>160</b>

Module 1 – Preparatory is 16 hours and is an introduction to Emergency Medical Technician. The main topics covered are:

- The EMS System
- Components of the EMS System
- Personal Protection
- Scene Safety
- Body Systems
- Lifting/Moving Patients
- Patient consent/refusal
- Medical/Legal/Ethics
- Scope of Practice
- Anatomical Terms

Module 2 – Airway is 16 hours and is an introduction to Airway Management. The main topics covered are:

- Respiration
- Techniques of Artificial Ventilation
- Airway Adjuncts
- Suctioning
- Oxygen Therapy

Module 3 – Patient Assessment is 24 hours and is an introduction to Assessing a patient related to the EMT. The main topics covered are:

- Scene Size-up
- Initial Assessment
- Vital Signs
- SAMPLE History
- Pre-hospital Care Report
- Focused History/Physical Exam
- Verbal Reports
- Detailed Physical Exam
- Ongoing Assessment
- Special Documentation Issues
- Communication Systems/Radio

Module 4 – Medical Emergencies is 24 hours and is an introduction to medical emergencies and how to interpret them. The main topics covered are:

- General Pharmacology
- Medications EMT can administer
- Respiratory Emergencies
- Cardiac Emergencies
- Cardiac Anatomy/Physiology
- Cardiac Arrest/ compromise
- Acute Abdominal Emergencies
- Diabetic Emergencies
- Altered Mental Status Emergencies
- Allergic Reactions
- Poisoning/Overdose Emergencies
- Environmental Emergencies

- Behavioral Emergencies
- OB/GYN Emergencies
- Childbirth

Module 5 – Trauma is 24 hours and is an introduction to Trauma emergencies how to interpret them. The main topics covered are:

- Bleeding and Shock
- Soft Tissue Injury
- Burns
- Musculoskeletal Injury
- Splinting
- Head & Spine Injuries
- Spine Injury Immobilization
- Multiple Trauma Patient

Module 6 – Special patient populations is 16 hours and is an introduction to patients with special needs. The main topics covered are:

- Infants & Children
- Child Abuse and Neglect
- Pediatric trauma
- Special Needs Patients
- Geriatric Patients
- Developmental Characteristics of Infants and Children

Module 7 – Operations is 8 hours and covers ambulance operations, terrorism, HazMat, and special rescue situations. The main topics covered are:

- Ambulance Operations
- Air Rescue
- Vehicle Rescue
- Hazardous Materials
- MCI
- EMS response to Terrorism

Module 8 – Advanced airway management is 8 hours and covers advanced airway management techniques. The main topics covered are:

- Anatomy and Physiology
- Management of the Airway

Module 9 – MCI –Mass Causality Incident is 8 hours.

Module 10 – National Registry and Comprehensive Finals Review is 16 hours and is a comprehensive review preparing the student for their upcoming Final Examinations and the National Registry Licensure Exam.

Module 11 – Final Written and Skills is 16 hours and tests the necessary skills and knowledge for licensure as an EMT-Basic.

The skills laboratory days are integrated into the didactic portion of the EMT-Basic program. These skills days combine cognitive information learned during lecture and apply that information into psychomotor skills.

### **EDUCATIONAL OBJECTIVES:**

The following objectives have been established for AHE's Emergency Medical Technician programs based upon the California EMS Authority and the National Registry of Emergency Medical Technicians and adhere to the Department of Transportation's National Standard Training Curricula:

- To develop the paramedic student to understand what it means to be a paramedic. This includes the career field of Emergency Medical Systems and the Roles and Responsibilities of the Paramedic in the EMS field.
- To provide the paramedic student the knowledge, skills, and ability to provide top level care and function safely and effectively in the prehospital environment.

- The paramedic student will be able to demonstrate competency and proficiency in both basic and advanced paramedic skills with each patient he/she will encounter.
- To prepare the paramedic student to successfully complete the National Registry Licensure Examination.

**ADMISSION REQUIREMENTS:**

**PARAMEDIC** - Those interested in applying to the EMT-Paramedic Program may submit the following requirements to American Health Education.

- A completed application
- A non-refundable application fee of \$75.00
- High School Diploma or equivalent
- Proof of current Driver's License or Birth Certificate
- Proof of current EMT-B or EMT 2 certificate
- Proof of current American Heart Association Healthcare Provider CPR
- A letter of recommendation from an EMS employer is strongly suggested
- Tuition deposit

Once the application has been accepted, the school will contact the student for an Oral Interview with the administrative staff. After successful completion of the oral interview, the applicant will gain official pre-enrollment and be required to submit the following documentation:

- Current Immunization Records for:
  - TB- Tuberculosis within 1 year
  - Tetanus within 1 year
  - MMR- Measles, Mumps, Rubella (childhood record OK)
  - Hepatitis B- At least shot #1 in series

**EMT-B** - To qualify for AHE's EMT-Basic Training program, each applicant must have:

- High school diploma or GED Certificate
- Immunizations
- Current California Driver's license

**EDUCATIONAL PREREQUISITES:**

**PARAMEDIC** - This Program requires that all students possess a current CPR certification, high school diploma or GED certificate and current EMT-B or EMT-II certificate. Though not required, it is highly recommended that the student complete college level courses in Anatomy and Physiology, Medical Terminology and a basic EKG course. Alternately, AHE offers a pre-med course to familiarize students with these subjects.

**EMT-B** - This Program requires that all students possess a current CPR certification, high school diploma or GED certificate.

Physical considerations- Paramedic & EMT-B students must possess sufficient ability to: Lift at least 125 lbs unassisted, stand, carry and balance on uneven terrain. Stoop, kneel, climb, crouch and crawl as needed to reach patients and safely remove and transport. Carry and utilize emergency medical equipment appropriately. Communicate verbally to patients, physicians, nurses and co-workers. Hear, understand and react quickly to verbal instructions and patient needs. In addition, students must be able to travel to clinical and field sites as assigned and work varying shifts and hours as assigned.

### **APPLICATION PROCESS:**

All interested applicants must submit a completed application along with a \$75.00 non-refundable application fee (Paramedic only). Upon acceptance and approval of your application, the applicant will be invited to attend an entrance interview to discuss background, education, and program information. The applicant will also be taken on a tour of the Dublin facilities. After acceptance into the program, all required fees and documents must be provided as listed in the enrollment agreement provided.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

### • **ACADEMIC STANDARDS**

In order to maintain enrollment in the classroom or didactic phase of training, a student must maintain the following:

1. A cumulative average of minimum of **eighty percent (80%)** on all examinations, quizzes and assignments administered throughout the entire classroom program.
2. No more than **(3) examinations scores below 80%** for written pharmacology exams.
3. Complete and pass all skills assignments or skills testing.
4. Complete all four (4) written finals with a passing (minimum 80%) score
5. Complete all four (4) skills finals stations with a passing score.
6. Students may repeat a skills station only once and only under the approval of the Program Director

### • **GRADING SCALE**

AHE uses a standard grading scale for all tests and quizzes. All cumulative grades must be kept above the National Standard Minimum Acceptable Grade of 80%. All grades will be based on the following grading scale:

#### **Didactic Grading Scale ( EMT-B and Paramedic)**

100-90 = A  
89-80 = B  
79-70 = C  
<70 = F

#### **Clinical Grading Scale (Paramedic)**

Total points available – 760 points (points are comprised of attendance and required tasks)

685 – 760 = A  
608 – 684 = B  
532 – 683 = C  
456 – 531 = D  
<456 = F

#### **Clinical Grading Scale (EMT-B)**

The clinical time for EMT-B is observational time only and consists of a minimum of 16 hours and five patient contacts. There is no letter grade given.

#### **Field Internship Grading (Paramedic)**

The performance of the American Health Education intern will be evaluated daily by the Preceptor using the Daily Preceptor Evaluation of Intern form. To successfully complete the

clinical portion of paramedic training, the student must, on their last evaluation, score a 3 (three) for each skill indicating the student exhibits knowledge and progress toward competency.

- **MAXIMUM ALLOWABLE TIME FRAME**

Per the standards set forth by the Accrediting Bureau of Health Education Schools (ABHES), the maximum allowable time frame for completion of a program is 150% of the total time of the program. Therefore, AHE has established the following time limits in which a student completes his/her EMT-Paramedic Program:

Training Phase	Minimum-Maximum Hours	Minimum-Maximum Weeks
Didactic	480-519 Hours	27-32 Weeks
Clinical Externship	160-232 Hours	12-24 Weeks
Field Externship	480-720 Hours	32-48 Weeks

If a student feels that he or she is going to exceed the maximum allowable time of the program, it is the **RESPONSIBILITY OF THE STUDENT** to notify the school per policy ST-037 “Student Contact and Correspondence” immediately to discuss the issue(s) pertaining to the timeframe and to establish a plan for completion of the program.

If the student exceeds the maximum allowable timeframe without proper notification per policy ST-037, the student will be placed on immediate probation as per policy ST-038 “Program Warning, Probation and Suspension”. The student will then be required to make an appointment with AHE administration and enter into a Performance Improvement Plan (PIP) agreement per policy ST-050 “Performance Improvement Plan”. The PIP will be a signed agreement between AHE and the student and will list the expectations in order to obtain a course completion certificate.

If the student does not meet the expectations set forth in their Performance Improvement Plan, he/she will be immediately dismissed from the program per policy ST-026 “Dismissal”.

**CONTINUING EDUCATION COURSE LIST AND DESCRIPTION**

Continuing Education courses are offered to RN’s, LVN’s, CNA’s and EMS healthcare providers. Each course description includes the date, time, course instructor, fee, and the continuing education (CE) contact hours for the course. Students must complete each course in it’s entirety and credit for completing part of a course may not be granted. Thus, if a person attending the course leaves before the course is over, the certificate of completion cannot be issued. Upon completion of the course the student will receive a certificate of completion with the number of continuing education contact hours. The certificate must be retained by the licensee for a period of four years after the course ends. Dates and times are subject to change.

SAMPLE

COURSE NAME \_\_\_\_\_ CE \_\_\_\_\_

COURSE DESCRIPTION \_\_\_\_\_

INSTRUCTOR NAME \_\_\_\_\_ FEE: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_



### **CRITICAL THINKING SKILLS, MASTERING (6 CE)**

The most important skills you should have for healthcare delivery are problems solving skills. Knowing how and when to apply the knowledge from your training is essential, especially in the healthcare environment of reduced resources and increased demands. You need to use critical thinking in order to evaluate clinical practice and make sound patient care decisions. This program provides the basic framework for you to begin to acquire an understanding of the methods and applications of critical thinking. A must for new graduates as well as long term providers struggling with increased demands.

Instructor: Elizabeth Arce, RN, Esq

Fee: \$95.00

Date: August 29, 2012 (Wed)

Time: 9:00 a.m. to 4:00 p.m.

### **DOCUMENTATION AS EVIDENCE AND PATIENT SAFETY INITIATIVES (6 CE)**

The morning session will address substantive documentation as a strategy to reduce your risk of being charged with malpractice. The Why, What, When and How of documentation. We'll look at situations when documentation was too little, too late. The afternoon session is an in-depth examination of factors contributing to patient injury (med errors, hospital acquired infections, failure to rescue) and application of safety initiatives in today's care setting (root cause analysis, sentinel events, national patient safety goals, core measures, patient empowerment).

Instructor: Elizabeth Arce, RN, Esq

Fee: \$95.00

Date: May 17, 2012 (Thurs)

Time: 9:00 a.m. to 4:00 p.m.

### **DRUG REVIEW (6 CE)**

This day is intended to provide up-to-date information of drugs used in the treatment of pain management, diabetes, cardiac emergency conditions, food-drug and drug-drug interactions. Included in the review is medication reconciliation and new safety measures for administering drugs to the patient.

Instructor: Barbara Shannon, RCP, RN

Fee: \$95.00

Date: May 22, 2012 (Tues)

Time: 9:00 a.m. to 4:00 p.m.

### **EFFECTIVE COMMUNICATIONS (6 CE)**

As a prelude to re-entering the nursing field, it is important to understand yourself and how you interact and communicate with others. This will increase your capacity to achieve professional and personal goals, develop better work and personal relationships and become more effective as you function as part of a healthcare team. **This course is approved for CNA CEs.**

Instructor: Chris Nihil, MA, CEAP

Fee: \$95.00

Date: May 7, 2012 (Mon)

Time: 9:00 a.m. to 4:00 p.m.

### **12 LEAD EKG REVIEW- For the Critical Care Nurse (6 CE)**

The ability to determine the exact location of a MI allows the nurse to anticipate complications and interventions. Major emphasis is placed on 12 lead EKG patterns with acute myocardial infarction, axis deviation, chamber hypertrophy and intra-ventricular conduction defects. This course is intended for experienced RN's with an understanding of basic EKG.

Instructor: Giovanna Davenport, RN

Fee: \$95.00

Date: June 16, 2012 (Sat)

Time: 9:00 a.m. to 4:00 p.m.

### **12 LEAD EKG INTERPRETATION for Paramedics -2 Day Class (12 CE)**

This 12-lead EKG course provides a comprehensive review of the EKG interpretation skills a paramedic requires in the field and includes: Cardiac anatomy and physiology\*Coronary circulation\* Limb leads and chest leads \*Normal EKG complex \*Acute coronary syndrome – classification and pathophysiology \*EKG appearances in various clinical scenarios \* ST-elevation myocardial infarction (STEMI) \*Non-ST elevation myocardial infarction \* Ventricular dysrhythmias. The course will sharpen, refresh, and review the critically important paramedic skill set of EKG interpretation.

Instructor: Eddie Dwyer, EMT-P

Fee: \$190.00

Date: August 27 & 28, 2012 (Mon/Tues)

Time: 9:00 a.m. to 4:00 p.m.

### **EKG RHYTHM IDENTIFICATION-(12 CE)**

This 12-hour course is designed to provide a comprehensive study of basic cardiac arrhythmia identification. We will begin at the very basic level of cardiac anatomy. Learn to read an EKG strip, determine what the normal components of the EKG waveform are, examine the basic cardiac dysrhythmias, and increase your knowledge of the causes and treatments of cardiac arrhythmias. This course is ideal for RNs, LVNs, Paramedics and EMTs looking to increase their cardiac clinical competency. The BRN does not recognize CE's for RNs for this class, therefore RNs will receive a completion certificate.

Instructor: Lynda Antes, RN

Fee: \$190.00

Date: July 27 & 30, 2012 (Fri/Mon)

Time: 9:00 a.m. to 4:00 p.m.

### **FORENSIC NURSING AND MEDICO-LEGAL INVESTIGATION (6 CE)**

Come and explore this exciting new area of nursing which combines legal and scientific investigation skills with aspects of healthcare related to patients who have been the victims of trauma, abuse or violence. Study actual cases and learn how the team functions in a modern investigation. This is a fascinating and enlightening new area of nursing you won't want to miss! (The final 45 minutes will be a video of a medico-legal autopsy. **BE ADVISED-** photographs and video are graphic and very disturbing-this program *is not* for those with tender sensibilities.)

Instructor: Elizabeth Arce, RN, Esq.

Fee: \$95.00

Date: August 28, 2012 (Tues)

Time: 9:00 a.m. to 4:00 p.m.

### **GERIATRIC CARE UPDATE (6 CE)**

As our community ages, health care providers working in all settings are increasingly challenged by the special needs of the geriatric patient. Even more challenging, is caring for older patients in a managed care environment, where reduced utilization can only be achieved by preventing disease and disability and maximizing function. This workshop presents a functional approach to geriatric assessment and outlines prevention and management of problems common to older patients. This course is approved for CNA CEs.

Instructor: Barbara Shannon, RCP, RN

Fee: \$95.00

Date: June 1, 2012 (Fri)

Time: 9:00 a.m. to 4:00 p.m.

### **GI AND RENAL SYSTEMS REVIEW (6 CE)**

Review of the anatomy and pathophysiology of the renal system and major organs of the GI tract; nursing management of GI bleed; cirrhosis; acute renal failure; pancreatitis; diabetic ketoacidosis; HHNK; SIADH. Includes optional autopsy video of these systems.

Instructor- Elizabeth Arce, RN, Esq.

Fee: \$95.00

Date: July 7, 2012 (Sat)

Time: 9:00 a.m. to 4:00 p.m.

### **HEART FAILURE- IMPROVING OUTCOMES (6 CE)**

About 5.7 million people in the US have heart failure. The prevalence is due to the aging population, improved HF diagnosis & treatment, and increased survival rates for acute MI. The estimated cost of HF in the USA is \$38B/year. What is the most efficient way of preventing & diagnosing HF? What evidence-based HF treatments are available to lower morbidity & mortality? Learn the modern approach to treating heart failure and define your role in providing compassionate, evidence-based, and cost-effective care.

Instructor: Elizabeth Arce, RN, Esq

Fee: \$95.00

Dates: July 12, 2012 (Thurs)

Time: 9:00 a.m. to 4:00 p.m.

### **HEMODYNAMIC MONITORING, APPLIED (6 CE)**

Directed toward nurses with a working knowledge of invasive pressure monitoring who wish to expand their application of those principles, you will correlate hemodynamic measurements with underlying pathophysiology in patients with hypovolemia, cardiogenic shock, anaphylactic shock, neurogenic shock and sepsis, and discuss appropriate vasoactive drips as interventions.

Instructor: Natalie Correll-Yoder, RN, MS, CCRN

Fee: \$95.00

Date: June 23, 2012 (Sat)

Time: 9:00 a.m. to 4:00 p.m.

### **HEMODYNAMIC MONITORING, BASIC (6 CE)**

Basic concepts and techniques of hemodynamic monitoring, emphasis on nursing management and interpretation of hemodynamic data obtained from a pulmonary artery catheter and problems with invasive monitoring.

Instructor: Natalie Correll-Yoder, RN, MS, CCRN

Fee: \$95.00

Date: June 22, 2012 (Fri)

Time: 9:00 a.m. to 4:00 p.m.

### **IV THERAPY REVIEW (6 CE)**

This day is designed to re-orient you to IV solutions, management of blood and blood products, PICC, central lines, ports and safe needle devices.

Instructor: Randy Azevedo, RN, MSN

Fee: \$95.00

Date: May 10, 2012 (Thurs)

Time: 9:00 a.m. to 4:00 p.m.

### **INTRA AORTIC BALLOON PUMP THERAPY (IABP) (6 CE)**

This class will provide an overview of IABP therapy. Topics will include theoretical aspects including a review of cardiac anatomy, physiology and mechanics, the principles of counterpulsation theory, indications, contraindications, complications, and nursing care of the patient receiving IABP therapy. Technical aspects of IABP waveform timing with considerations for problem identifications will be addressed. Py pump. Hands on technical support provided by Datascope / Maquet

Instructor: Melody Stenrose, RN, MS, CCRN

Fee: \$95.00

Date: July 16, 2012 (Mon)

Time: 9:00 a.m. to 4:00 p.m.

### **LAB & DIAGNOSTIC TESTS (6 CE)**

Amazing changes in technology have advanced medical diagnostic abilities! Learn the latest \*Basic Hematology \*Coagulation tests \*Electrolytes \*Renal Function \*ABGs \*Enzymes \*Lipids \*Bilirubin \*CT \*MRI \*Ultrasound \*Imaging. Case studies help you understand how to use the information in formulating your diagnosis and care plan.

Instructor: Jane Vincent-Corbett, RN EdD

Fee: \$95.00

Date: July 17, 2012 (Tues)

Time: 9:00 a.m. to 4:00

### **LEGAL ISSUES AND ETHICAL CONSIDERATIONS IN HC (6 CE)**

A review of ethical issues in healthcare and the laws that enforce the ethics (HIPAA, informed consent, advance directives); Contemporary healthcare laws and national patient safety goals; the care of ethnic minorities; negligence and liability; practical strategies to reduce your risk of being charged with negligence or malpractice; risk assessment; substantive documentation as a defense; vicarious liability in supervision and delegation.

Instructor: Elizabeth Arce, RN, Esq.

Fee: \$95.00

Date: May 8, 2012(Tues)

Time: 9:00 a.m. to 4:00 p.m.

### **MONITOR TECHNICIAN TRAINING PROGRAM (24 CE)**

**This course is approved for CNA CEs.** This program provides an excellent opportunity for entry into or advancement within the healthcare field. A monitor technician fills an important role on the patient-care team by carefully watching patients' heart rhythms on monitors and alerting staff when abnormal rhythms are displayed. At the completion of these 3 days of intensive instruction you will have gained proficiency in the following: \*Lead Placement for Telemetry Monitoring \* Basic EKG Interpretation \* Advanced Arrhythmia Recognition and \* Communication Skills on the Healthcare Team.

Instructor: Barbara Shannon, RCP, RN

Fee: \$350.00

Dates/Location: August 10, 17, 24, 2012 (Fri/Fri/Fri)

Time: 8:00 am-4:30 pm

### **NEONATAL VENTILATION (6CE)**

Review in-depth, assessing prematural respiratory distress, (RDS), ABG interpretation, invasive and non-invasive ventilation. Also, choosing correct endotracheal tube and stabilizing, ventilation strategies, and basic introduction to High Frequency Oscillatory Ventilation, HFOV.

Instructor: Perry Picchi, RT

Fee: \$95.00

Date: August 29, 2012 (Wed)

Time: 9:00 a.m. to 4:00 p.m.

### **NEURO SYSTEM OVERVIEW (6 CE)**

A review of the Nervous System anatomy and pathophysiology; basic neuro assessment; correlating neurological conditions with assessment findings, treatment options, and nursing interventions. Discussion of skull fractures, meningitis, hydrocephalus, seizures, strokes, intracranial hemorrhage and increased intracranial pressure.

Instructor: Melody Stenrose, RN

Fee: \$95.00

Date: June 29, 2012 (Fri)

Time: 9:00 a.m. to 4:00 p.m.

### **NUTRITION AND PEDIATRICS (6 CE)**

The first half of the day provides an update on TPN/PPN, enteral/oral nutrition and nutritional risk factors in patient care. The second half focuses on the assessment and care of the pediatric population. A review of what is normal, respiratory distress and failure, cardiac problems, IV/IO access and what to give this patient population is also included.

Instructor: Barbara Shannon, RCP, RN

Fee: \$95.00

Date: May 21, 2012 (Mon)

Time: 9:00 a.m. to 4:00 p.m.

### **PAIN MANAGEMENT (6 CE)**

The role of the healthcare provider is to accurately prevent, treat and document pain. Come learn pain assessment of all age groups. Classifications, indications and side effects of analgesics, equivalent dosing of IV to P.O. route, non-drug alternatives and the role of PCA, moderate sedation and epidural administration.

Instructor: Marie Rinaldi, RN

Fee: \$95.00

Date: May 14, 2012 (Mon)

Time: 9:00 a.m. to 4:00 p.m.

### **RESPIRATORY ASSESSMENT (6 CE)**

Come learn the key concepts and skills needed to perform a complete and comprehensive assessment for patients with respiratory disease. Content includes the collection of nursing history, physical assessment, ABG interpretation and technological adjunct data used to formulate a nursing care plan for the respiratory patient. Please review basic respiratory anatomy and physiology prior to the class.

Instructor: Bill Miller, RT

Fee: \$95.00

Date: June 1, 2012 (Fri)

Time: 9:00 a.m. to 4:00 p.m.

### **RN REFRESHER COURSE SKILLS REVIEW DAY (6 CE)**

This day is meant as a practice and hands-on demonstration day to review basic skills for RN's only. Stations include Respiratory Equipment, IV Sticks, Pumps & Tubes, BP Cuffs, Injections, Glucometer, Restraints.

Instructors: Multiple

Fee: \$95.00

Date: May 24, 2012 (Thurs)

Time: 9:00 a.m. to 4:00 p.m.

### **SPANISH FOR HEALTH CARE PROVIDERS: BASIC- Level I (6 CE)**

Do you ever wish you could communicate immediately with your Spanish-speaking patients without waiting for an interpreter? If so, join Oscar Alvarez to increase your Spanish skills: medical terminology, commands, conversation and grammar. No previous Spanish is required. **This course is approved for CNA CEs.**

Instructor: Oscar Alvarez

Fee: \$95.00

Date: June 22, 2012 (Fri)

Time: 9:00 a.m. to 4:00 p.m.

### **SPANISH FOR HEALTH CARE PROVIDERS: Level II (6 CE)**

This program builds on the skills you acquired in Spanish Level I and simplifies language barriers through role playing of common hospital situations. Areas of focus include: Consulting, Medical History, Common Illnesses, and Intercultural Communication. It is recommended that you have completed Spanish Level I or have previous Basic Spanish language experience. **This course is approved for CNA CEs.**

Instructor: Oscar Alvarez  
Date: June 29, 2012 (Fri)

Fee: \$95.00  
Time: 9:00 a.m. to 4:00 p.m.

### **STROKE- CARE OF THE STROKE PATIENT (6 CE)**

Stroke is the 3rd leading cause of death and the primary cause of disability in the USA today. Rapid response care prevents further brain injury and reduces complications and disability. Learn about newly-established evidence-based protocols to provide accurate diagnosis and prompt treatment for stroke. Review the pathophysiology of stroke, neuro assessment, NIH stroke scale, The Joint Commission's Core Measures for stroke and modern stroke therapies. Understand the role of the nurse specially trained in the monitoring and treatment of stroke.

Instructor: Elizabeth Arce, RN, Esq  
Date: July 26, 2012 (Thurs)

Fee: \$95.00  
Time: 9:00 a.m. to 4:00 p.m.

### **VENTILATOR WORKSHOP, BASIC (6 CE)**

The benefits of this comprehensive overview of nursing care for the mechanically ventilated patient include: respiratory assessment, basic types of mechanical ventilation, trouble-shooting, weaning and ventilator emergencies. Case studies are used to apply principles to practice.

Instructor: Bill Miller, RT  
Date: June 2, 2012 (Sat)

Fee: \$95.00  
Time: 9:00 a.m. to 4:00 p.m.

### **WOUND CARE (6 CE)**

This day is devoted to advances in the care of wounds and wound healing. Because all wounds are unique, care must constantly be re-evaluated throughout the healing process. Increase your clinical competency as you learn prevention, assessment of patients at risk, and the rationale for choices of treatment and dressings.

Instructors: Coreen Patrick-Hartley, RN, MSN  
Date: May 11, 2012 (Fri)

Fee: \$95.00  
Time: 9:00 a.m. to 4:00 p.m.

## **STUDENTS RIGHT TO CANCEL**

- **CANCELLATION, WITHDRAWAL, AND REFUND**

You have the right to cancel this agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you choose to cancel this agreement, AHE will refund any money that you paid less specified non-refundable fees. Cancellation shall occur when you give written notice of cancellation addressed to EMS Program Director and sent by registered mail, facsimile, or hand delivered. The written notice of cancellation is effective on the date received by AHE. The refund will be issued within 45 days of the notice of cancellation.

AHE follows refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. You have the right to withdraw from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, AHE will issue a pro rata refund based on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: total institutional charge divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend prior to

withdrawal, less the amount paid by the student. All amounts paid in excess of what is owed as calculated above shall be refunded within 45 days of the student's withdrawal or cancellation.

### **PROCEDURE**

1. Students who are eligible for a tuition refund must first notify the school in writing of their intent to cancel the agreement or withdraw from the program.
2. Notification shall be made in writing and must be signed by the enrolled student.
3. All requests shall be mailed by US certified mail to:

American Health Education  
7300 B Amador Plaza Rd  
Dublin, CA 94568

#### **• PROGRAM REINSTATEMENT**

Students who have been previously enrolled in a program at AHE but have since been dismissed or terminated by the school or who have withdrawn voluntarily may be reinstated into their previous program in advanced standing. In order for a student to be reinstated into a previous program or in advanced standing, the student must meet the following requirements:

1. Student must be in good standing with the school, which includes but is not limited to the following:
  - A. Student has paid all outstanding fees and tuition.
  - B. Student has submitted all required documentation and immunizations
  - C. Student is not accused of or under investigation for a criminal offense.
  - D. Student has not been convicted of a criminal offense which would preclude eligibility for state licensure as a paramedic.
  - E. Student has maintained good conduct per student policy ST#033
  - F. Student has been cleared by a California licensed physician as physically capable of performing typical duties and activities of a paramedic.
2. Student must complete a new application and pay the application fee (\$75.00).

#### **• APPEALS**

Students who have been dismissed from training programs or who have received notification of disciplinary or academic warning or action or probation may appeal this action to the program director of AHE and request a confidential hearing.

1. Appeals must be in writing and submitted either in person or by mail to the AHE Program Director within thirty (30) days from the date of which action was taken.
2. All appeals will be evaluated by the Program Director in consultation with the Medical Director.
3. The appeal hearing shall be set up and commence within 15 business days of the day from which the student requested a hearing.

4. Students who fail to attend the appeal hearing shall have whatever action which has been appealed to be sustained and continued in full force without future recourse.
5. The participants in the hearing shall consist of the Quality Review Board.
6. No outside persons or relatives or friends shall be allowed to be present during the confidential hearing.
7. The student shall have an opportunity to address the hearing board and to present any and all forms of documentation and references.
8. The appeal hearing board shall listen to the student appeal and render a recommendation to rescind, modify or sustain the action.
9. This recommendation shall be deliberated by the hearing board exclusive of the student and shall be delivered to the AHE Program Director in writing.
10. The final decision to rescind, modify or sustain the action shall be at the sole discretion of the Quality Review Board.
11. The student shall be notified of the final decision regarding the appeal in writing within 5 business days after the date of the appeal hearing.

- **LEAVE OF ABSENCE**

Students may apply for a “leave of absence” (LOA) when unforeseen circumstances arise disrupting the student’s ability to continue during the paramedic training process. Students may be eligible for a LOA if they meet the following criteria;

1. The student can document and demonstrate a personal, mental, physical, medical or financial hardship which disrupts the student’s ability to continue with their paramedic training with AHE.
2. The student is in good academic and conduct standing with AHE
3. The student is current with required tuition and fee payments.

LOA’s shall be granted exclusively at the discretion of the Program Director. LOA’s shall be for a minimum of sixty (60) to a maximum of 365 day time period. The Program Director may consult and seek recommendations regarding LOA’s from the Quality Review Board. Students who are granted a LOA shall continue to be officially enrolled in an AHE paramedic training program and shall continue to meet the financial or tuition requirements for their original training program. The student shall be fully responsible for all conditions, timelines, and deadlines of the LOA. Contact and communication between the school (AHE) and student for the purposes of administering and fulfilling the conditions and timelines of the LOA is paramount and needs to be the responsibility of the student and AHE.

### PROCEDURE

1. The student must request a LOA in writing to the Program Director prior to missing any assigned or regularly scheduled didactic, clinical or field shifts. An emergency extension of this deadline may be granted only at the sole discretion of the Program Director.
2. The Program Director in consultation with the Quality Review Board shall make a decision to grant or not to grant the LOA within a maximum of thirty (30) days from the receipt of the written request.
3. The student shall receive a “**Written Notification of Leave of Absence**” in writing which shall include the decision, conditions and length of LOA.
4. If AHE does not receive a rejection of LOA from the student in writing within fourteen (14) days from the date listed on the **Written Notification of Leave of Absence**, the LOA period and conditions shall be considered effective.

5. The student shall be responsible for fulfilling all conditions of the LOA.
6. The student shall be responsible for contacting the school in writing to advise of readiness to re-enter the program within thirty (30) days of the LOA expiration.
7. Students who are granted a LOA based upon medical conditions must have a medical release showing “physically fit to return to duty” in writing and signed by the treating or primary medical doctor.
8. Upon receipt of notification by student to school of readiness to re-enter, a student assessment process will be implemented by AHE.
9. The returning student may be tested and assessed by AHE faculty to identify the best possible insertion point into the program.
10. A program of re-entry will be developed for the student by AHE which may require additional didactic, clinical and field time up to the maximum of their original training program requirements.
11. The student may be responsible to purchase a new textbook if during their LOA the program adopted a new edition of textbook.
12. All correspondence and notification is the responsibility of the student.
13. All written correspondence to and from the student shall be by U.S. Mail and shall be certified with return receipt requested.
14. In all cases, students shall not be held accountable for failure to contact AHE, if the student can show by way of U.S. certified mail receipt or documented electronic transmissions that attempts have been made to communicate during the specified period at the following mail address:

American Health Education  
7300 B Amador Plaza Rd  
Dublin, CA 94568  
ATTN: Program Director

15. In the case that the student has not responded to conditions or timelines associated with the LOA, or when the school has not been able to contact the student, or when the student has not contacted the school (AHE) within thirty (30) days prior or thirty days (30) after the LOA expiration deadline, this shall be considered sufficient grounds for immediate student dismissal from the paramedic program.
16. Failure to meet the written conditions of the LOA or to complete written re-entry program requirements as specified by AHE staff upon re-entry, shall be grounds for immediate program dismissal from the paramedic program.
17. If a student fails to return from a LOA, the students last recorded date of attendance is considered the withdraw date. If any, a refund will be dispersed to the student according to the CEC Section 94920. (See Program Cancellation, Withdraw and Refund)

- **TARDINESS, ATTENDANCE AND MAKE UP WORK**

Students shall be required to attend a minimum number of training hours in order to be eligible for successful completion of an AHE training program. Unexcused or excessive absences, tardiness, or early departures from an AHE training program shall be grounds for immediate program dismissal.

1. All training programs shall have a minimum number required hour, which all students must attend in order to successfully complete a course of instruction.
2. Minimum required training hours shall be identified by the instructor and communicated to the student prior to or during the enrollment process.
3. Three (3) unexcused absences, (3) unexcused tardiness, or (3) early departures (instances where student leaves prior to being dismissed by instructor) shall be grounds for immediate dismissal from the training program.
4. Unexcused for the purposes of this policy shall be defined as where AHE has not received written or verbal information; or where the student has not made contact to advise of the circumstances and received acknowledgement and/or approval regarding the absences, tardiness or early departures.
5. Students shall adhere to policy ST#-037 (Student Correspondence & Contact) when advising of absences, tardiness or early departures.
6. Excessive absences where the student has missed more than ten percent (10%) of the total scheduled class time shall be grounds for immediate program dismissal from the training program.
7. This policy shall include any unexcused absence, tardiness, or early departure for which the student was previously scheduled to attend as part of their classroom, clinical or field training.
8. It is the responsibility of the student to make arrangements with the instructor to make up all work and training missed while absent or tardy.

- **PROGRAM WARNING, PROBATION & SUSPENSION**

AHE may issue an academic, attendance or behavioral warning, probation, or suspension to students as a process for remediation or conditions for continued enrollment in a training program.

1. Students who do not meet the academic, attendance, or behavioral standards of AHE may be subjected to the following process prior to program dismissal;
  - First Infraction: student may be issued a written or verbal warning advising of their potential failure to meet standards.
  - Second Infraction: student may be placed on written or verbal probation which shall have conditions which must be met by the student in order to continue enrollment in training program.
  - Third Infraction: student will be involuntarily dismissed from training program.
2. Students should refer to the following policies for additional information:
  - #ST-026 regarding program dismissal
  - #ST-017B regarding Academic Standards
  - #ST-016 regarding standards of attendance
  - #ST-017 regarding standards of conduct
  - # ST-030 regarding student rights
  - #ST-027 regarding student appeal
3. In order for the student to be removed from probation and placed on regular status, he/she must demonstrate that the behavior, incident, and/or cause of the warning or probation has been corrected and all conditions set forth in their written or verbal probation have been met.

- **PROGRAM OR CLASS CANCELLATION INITIATED BY AHE**

It is the policy of AHE to give a full refund of all fees and tuition for any training class or program that is cancelled by AHE administration.

1. Students who have paid any part of their tuition are eligible for a tuition refund and will receive a refund of all tuition automatically within ten business days of notification of cancellation.
2. AHE will make every effort to obtain full and current contact information for the applicant at the time of accepting payment.
3. If a student does not receive a refund within that time period, he/she must contact the school to ensure that all contact information is current and request the refund.

- **STUDENT CONDUCT**

Students enrolled in training programs offered or sponsored by AHE shall adhere to a code of conduct in all phases of training that shall include but not be limited to the following:

1. Report to all training sessions on time
2. Attend all training sessions until completed or dismissed by instructor
3. Respect the rights of all instructors and fellow students to have a learning environment that is conducive and free of distractions
4. Actively participate in all training sessions
5. Criticize ideas and concepts but not people

Conduct which shall be grounds for immediate dismissal or suspension (until an investigation or trial has been concluded) from AHE training programs include but is not limited to the following;

1. Disregard for AHE student policies & procedures
2. Cheating or alleged cheating
3. Falsification of documents or property
4. Misrepresentation of property or work
5. Excessive absenteeism
6. Insubordination
7. Defiance of authority
8. Reckless disregard for safety
9. Suspected or actual drug or alcohol use while participating in AHE activities; classroom sessions, skills sessions, clinical or field rotations.
10. Suspected drug or alcohol abuse
11. Discrimination of age, gender, race, handicap, or sexual orientation
12. Assault or battery
13. Theft or robbery
14. Sexual assault or harassment

AHE reserves the right to immediately dismiss any student for conduct or behavioral issues that are illegal or present immediate danger to others.

Action to suspend or dismiss a student by AHE may be based upon accusations or allegations and may be in the form of an immediate written or verbal suspension until appropriate jurisdictional authorities have concluded an investigation and deliberation of charges.

Students may be held accountable for actions or accusations brought against them from incidents or the actions; or from authorities outside and not affiliated with AHE.

Students may be given a warning or counseling session prior to dismissal only at the discretion of the AHE Program Director.

Students suspended from an AHE program shall **continue to be responsible for all financial and tuition obligations** until such time as a decision has been made regarding the continuance or dismissal of the student.

Students who are dismissed from an AHE program for conduct shall be eligible for tuition refund. (See Program Cancellation, Withdraw and Refund)

- **STUDENT SERVICES**

Student is advised that AHE has academic tutoring for those students who feel they need it. The cost is \$50/hour with a two-hour minimum.

- **HOUSING**

AHE does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for the Dublin, CA area, rental properties start at approximately \$900 per month.

- **FINANCIAL AID**

Student is advised that AHE does not participate in any Federal or State financial aide program. If the student obtains a loan to pay for this educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. AHE does not require disclosure of the funding source.

If the student defaults on a federal or state loan the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

- **LEARNING & PHYSICAL DISABILITIES**

All facilities at AHE are handicap accessible and AHE complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Applicants who are persons with disabilities may apply for admittance into the program. AHE will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

- **LIBRARY & OTHER RESOURCES**

The library consists of over 150 books for the use by students and faculty. Because of the wide variety of topics within the field of Emergency Medical Services we also have a computer lab with that consists of 4 computers all with internet access. All books, computers, and class equipment are made available to students and faculty during normal business hours and by appointment for after business hours. Books can be checked out to the student or faculty but the computers and classroom equipment will remain in the building.

The Paramedic & EMT-B Program's use several different books in the delivery of the program. Our library has various books that give the student a well-rounded perspective of the different

concepts associated with being a Paramedic. The computer lab allows students to use technology when learning and studying. There are many online resources that provide an interactive approach for the student that aids in retention of the subject matter.

- **NON DISCRIMINATION**

Student has been advised that it is the policy of AHE to assure that no discrimination against any student or applicant shall occur due to race, religion, color, national origin, ancestry, physical or mental handicap, medical condition, marital status, age, sex or sexual orientation.

- **JOB PLACEMENT**

Student understands and agrees that AHE does **NOT** guarantee or represent any claim that completion of any training program will include job placement or assignment of gainful employment.

- **RULES AND REGULATIONS**

AHE will issue the Student Policy and Procedure Handbook to all students at the Orientation session. All students will sign an acknowledgement of receipt of the Handbook agreeing to all policies contained within.

- **ADVANCED CREDIT AND EXPERIENTIAL LEARNING CREDIT**

Student understands and agrees that AHE does **NOT** offer any advanced credit or experiential learning credits.

- **LANGUAGE**

Student understands AHE does **not** provide English-as-a-Second-Language programs or instruction. All students enrolling in these programs must be able to read, write and comprehend the English Language. All course instruction will be done in English.

- **TRANSFER OF CREDIT**

AHE considers credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). AHE has not entered into an articulation or transfer agreement with any other college or university in regards to the acceptance of credits earned at other institutions or through challenge examinations and achievement tests.

- **QUESTIONS OR COMPLAINTS**

Any past or present student; or customer; or consumer of goods or services of AHE may file a written complaint and shall receive a response.

### **PROCEDURE**

1. All complaints shall be in writing and are not required to take any particular or standard form or expression.
2. All complaints may be handed over in person or mailed to the following address;  
American Health Education  
7300 B Amador Plaza Rd  
Dublin, CA 94568  
Attn: Program Director

3. AHE shall review and respond to all written complaints within thirty (30) days after the complaint has been received or by the postage date listed on the mailing whichever is sooner.
4. If the complaint is not satisfactorily resolved the student/customer may request an appeal. (refer to policy # ST-027 Appeals)
5. If a complaint remains unresolved after appeal between AHE and the student/consumer, the student can write or contact the following agency for outside assistance.

Mailing Address:

Bureau for Private Postsecondary Education  
PO Box 980818  
West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

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 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.

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

- **BANKRUPTCY**

American Health Education does **NOT** have a pending petition in bankruptcy, is **NOT** operating as a debtor in possession, has **NOT** filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## **TUITION POLICIES, FEES & EXPENSES**

- **TUITION CHARGES AND FEES**

All programs offered by AHE shall have tuition, charges or fees, which are determined prior to enrollment by the Program Director. All tuition, charges and fees shall be disclosed to prospective students prior to enrollment and listed on the enrollment contract.

- **TUITION PAYMENT**

All tuition fees are due and payable in full prior to completing enrollment in any training program offered by AHE. Students can petition for a tuition payment plan.

**PARAMEDIC TOTAL TUITION, FEES & EXPENSES:** **\$13,425.00**

**Itemization of all charges and fees:**

Tuition Costs	\$10,595.00
Registration fee (non-refundable)	\$75.00
Equipment	\$300.00
Uniforms	\$200.00
Textbooks	\$480.00
Tutoring-hourly rate	\$50.00
Student Tuition Recovery Fund (non-refundable)	\$30.00
Fee to Transfer Credit	\$25.00
Insurance	\$500.00
Drug Test	\$65.00
Background Check	\$75.00
N95 Mask fit test, if required	\$30.00
Field Internship fee that may be paid to ALS provider agencies for the field internship portion of the training.	\$1000.00
<b>Total Tuition, Estimated Charges and Additional Fees</b>	<b>\$13,425.00</b>

**THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE- \$13,425.00**

**THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM- \$13,425.00**

**THE TOTAL CHARGES THE STUDENT IS REQUIRED TO PAY UPON ENROLLMENT- \$1,500.00**

**EMT-BASIC PROGRAM**

**TOTAL TUITION, FEES & EXPENSES:** **\$1,665.00**

**Itemization of all charges and fees:**

Tuition Costs	\$1137.00
Textbooks	\$105.00
Student Tuition Recovery Fund (non-refundable)	\$3.00
Insurance	\$250.00
Drug Test	\$65.00
Background Check	\$75.00
N95 Mask fit test, if required	\$30.00
<b>Total Tuition, Estimated Charges and Additional Fees</b>	<b>\$1,665.00</b>

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE- \$1,665.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM- \$1,665.00

THE TOTAL CHARGES THE STUDENT IS REQUIRED TO PAY UPON ENROLLMENT- \$795.00

- **TUITION REFUND**

The Bureau of Private Postsecondary Education (BPPE) in Sacramento California regulate refunds for tuition paid to AHE by students. Student therefore understands and agrees that if the student formally withdraws from the program after the first scheduled session of training but before the second training session or the seventh day after enrollment, whichever is later, the student is entitled to a refund of paid tuition less non-refundable charges. If the student withdraws after the first session of training the refund of paid tuition will be prorated. 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.

- **TUITION RECOVERY**

Student understands and agrees that if AHE should close the school or program before student completes, student may be entitled to a refund. Student should contact the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education in Sacramento, CA for more information.

Mailing Address:

Bureau for Private Postsecondary Education  
PO Box 980818  
West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

- **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 residency 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 Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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 the 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 this 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.

- **TRANSFERABILITY**

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

The transferability of credits you earn at American Health Education is at the complete

discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at American Health Education 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 American Health Education to determine if your certificate will transfer. There is a \$25.00 fee associated with sending transcripts to another institution.

- **RECORDS POLICY**

All records required by Article 9 of the Act will be kept in a locking file cabinet in either the Program Director's office or the EMT Coordinators office. The Paramedic files will be kept in the Program Directors office and the EMT-Basic files will be kept in the EMT Coordinator's office. Records are all stored in a fire resistant file cabinet. The documents contained in the files will be all registration/contract documents, all academic documents, and all financial documents. A hard copy of each document will be kept in each file. There will be one file per student. Files are also kept on all faculty and their current certifications.

AHE shall be the custodian of all student records. These records shall be considered strictly confidential and the exclusive property of AHE. AHE shall maintain, for each student granted a certificate by AHE, permanent records of all of the following:

- all registration/contract documents
- all academic documents
- all financial documents

#### PROCEDURE

1. AHE shall maintain all personnel, academic and financial records for students enrolled at AHE.
2. Students shall submit a "request for transcripts and information" form in order to have records forwarded. Transcripts are kept indefinitely.
3. Request for records can only be made in writing by the current or formerly enrolled student.
4. Students shall pay a customary fee (\$25.00) for having records forwarded or processed.
5. Access or forwarding of student records shall be automatically denied if any of the following conditions exist;

- Financial obligations have not been paid.
- Records do not exist in the format requested.
- Records have been sealed by court action.

All records will be kept at the following address for a minimum of five (5) years:

American Health Education  
7300 B Amador Plaza Rd  
Dublin, California 94568  
(800) 483-3615