

Be-A-Medic.com



National College of Technical Instruction Course Catalog

California

www.NCTI.edu

(Effective: January thru December – 2012)



Table of Contents

<i>Executive Director</i>	5
<i>National Business Manager</i>	5
MISSION STATEMENT	5
LOCATIONS & FACILITIES	6
EQUIPMENT UTILIZED	6
OPERATING SCHEDULE	6
APPROVAL DISCLOSURE STATEMENT	7
REGULATORY OVERSIGHT	7
ASSOCIATION MEMBERSHIP	8
ACCREDITATION	8
DISCRIMINATION	8
SATISFACTORY ACADEMIC PROGRESS	8
STUDENT CONDUCT	12
STUDENT DRESS CODE	12
CERTIFICATES OF COMPLETION	12
ASSOCIATE OF SCIENCE DEGREES	12
TRANSFERABILITY OF CREDITS	13
PLACEMENT ASSISTANCE	13
HOUSING SERVICES	13
STUDENT SERVICES	13
LIBRARY SERVICES	13
STUDY PRACTICES	13
RECORDS RETENTION	14
ENGLISH AS A SECOND LANGUAGE	14
SPECIAL NEEDS	14
MAXIMUM NUMBER OF ENROLLEES	14
VETERANS ADMINISTRATION	14
ACADEMIC CALENDAR	14
FINANCIAL AID & STUDENT LOANS	15
FINANCIAL CONDITION OF THE COLLEGE	15
STUDENT TUITION RECOVERY FUND	15
PARAMEDIC	16
Instructional Faculty	16
Course Description	16
Schedule of Training	16
Course Completion & Grading	16
Condition for Re-Enrollment	16
Attendance Expectations	16
To Qualify for Admission	17

Desirable Qualifications 17

How & When to Apply 17

Course Charges & Fees 17

Additional Course Fees & Texts 17

Tuition Payment Policy..... 17

Cancellation..... 17

Refunds & Refund Period 18

Course Withdrawal 18

Granting of Credit & Credit Transfer..... 18

Licensure Training..... 18

National Registry Exam..... 18

Paramedic Licensing..... 18

ADVANCED EMERGENCY MEDICAL TECHNICIAN – (AEMT) 19

Instructional Faculty 19

Course Description..... 19

Schedule of Training..... 19

Course Completion & Grading 19

Condition for Re-Enrollment..... 19

Attendance Expectations..... 19

To Qualify for Admission..... 20

Desirable Qualifications 20

How & When to Register 20

Course Charges & Fees 20

Tuition Payment Policy..... 20

Cancellation..... 20

Refunds & Refund Period 20

Course Withdrawal 20

Granting of Credit & Credit Transfer..... 20

Materials 21

Challenging the AEMT Course 21

Recertification Training..... 21

National Registry Exam..... 21

AEMT – Certification 21

EMERGENCY MEDICAL TECHNICIAN - (EMT) 22

Instructional Faculty 22

Course Description..... 22

Schedule of Training..... 22

Course Completion & Grading 22

Condition for Re-Enrollment..... 22

Attendance Expectations..... 22

To Qualify for Admission..... 23

Desirable Qualifications 23

How & When to Register 23

Course Charges & Fees 23

Tuition Payment Policy..... 23

Cancellation..... 23

Refunds & Refund Period..... 23

Course Withdrawal 23

Granting of Credit & Credit Transfer..... 23

Materials 24

Challenging the EMT Course 24

Recertification Training..... 24

National Registry Exam..... 24

EMT – Certification 24

VETERANS POLICY STATEMENT 25

Paramedic Only 25

EMT Only 28

Associate of Applied Science (AAS) Degree Option 31

Associate of Science (AS) Degree Option 32

California Instructional Faculty 33

Paramedic Instructional Faculty 33

EMT & AEMT Instructional Faculty 33

NCTI Addendums to the Catalog

National College of Technical Instruction

Administrative Office

333 Sunrise Avenue, Suite 500, Roseville, California 95661

(916) 960-6284 Fax (916) 960-6296 Toll Free (888) 609-6284

Lawson E. Stuart, RN, MBA, MICP

Executive Director, Chief Academic Officer

30 Years, Prehospital Emergency Care

28 Years, EMS Education

29 Years, EMS Administration

Mary Burghgraef

National Business Manager

23 Years, Business Administration

8 Years, EMS Educational Administration

23 Years, Healthcare Management

National College of Technical Instruction

is owned and operated by American Medical Response West, and is the managing affiliate of the

College of Emergency Services

MISSION STATEMENT

NCTI is dedicated to the delivery of high-quality education
in the field of Emergency Medical Services (EMS).

Its staff and faculty partner with students to achieve academic success.

Programs are designed to prepare students to function
as qualified entry-level healthcare professionals,
providing the cognitive, psychomotor and affective skills
necessary to successfully qualify for standardized
certification and licensing examinations
for EMS personnel throughout the United States.

LOCATIONS & FACILITIES

Roseville Campus / Administrative Offices *

333 Sunrise Avenue, Suite 500
Roseville, CA 95661
Phone: 916.960.6284 toll free: 888.609.6284
Fax: 916.960.6296

[Click here for map](#)

*Maximum Facility Capacity: 236
Maximum Classroom 1 Capacity: 42
Maximum Classroom 2 Capacity: 36
Maximum Classroom 3 Capacity: 16
Square Footage: 16,474*

Santa Barbara Campus *

5385 Hollister Avenue Suite 103
Santa Barbara, CA 93111

[Click here for map](#)

*Maximum Facility Capacity: 115
Maximum Classroom 1 Capacity: 50
Maximum Classroom 2 Capacity: 30
Square Footage: 4,000*

Livermore Campus *

7543 Southfront Road
Livermore, CA 94551

[Click here for map](#)

*Maximum Facility Capacity: 250
Maximum Classroom 1 Capacity: 44
Maximum Classroom 2 Capacity: 44
Maximum Classroom 3 Capacity: 44
Square Footage: 8380*

South Bay (Milpitas) Campus*

777 South Main Street
Milpitas, CA 95035

[Click here for map](#)

*Maximum Facility Capacity: 64
Maximum Classroom 1 Capacity: 24
Square Footage: 1200*

Hercules Campus*

1477 Willow Avenue
Hercules, CA 94572

[Click here for map](#)

*Maximum Facility Capacity: 150
Maximum Classroom 1 Capacity: 40
Square Footage: 4500*

Valencia Campus

24907 Avenue Tibbitts Suite D & E
Valencia, CA 91355

[Click here for map](#)

*Maximum Facility Capacity: 46
Maximum Classroom 1 Capacity: 30
Square Footage: 2,550*

Riverside Campus*

1737 Atlanta Avenue, #H3A
Riverside, CA 92507

[Click here for map](#)

*Maximum Facility Capacity: 47
Maximum Classroom 1 Capacity: 40
Maximum Classroom 2 Capacity: 17
Square Footage: 5,278*

San Diego Campus

2655 Camino Del Rio North Suite 330
San Diego, CA 92108

[Click here for map](#)

*Maximum Facility Capacity: 47
Maximum Classroom 1 Capacity: 36
Maximum Classroom 2 Capacity: 12
Square Footage: 4750*

Siskiyou Campus**

800 College Avenue
Weed, CA 92507

[Click here for map](#)

*Maximum Facility Capacity: 36
Maximum Classroom 1 Capacity: 36
Maximum Classroom 2 Capacity: 18
Square Footage: 4,000*

* **Campus eligible for VA Benefits**

** **Campus is a CA Community College**
(See COS catalog for program details)

All NCTI facilities meet the fire and life safety standards as outlined in the 1989 Uniform Fire Code, as well as local jurisdictional requirements.

EQUIPMENT UTILIZED

NCTI maintains a large inventory of state-of-the-art educational and training equipment specifically designed for the training of Emergency Medical Services (EMS) personnel. This equipment is representative of the types of equipment currently in use by front-line EMS providers throughout the state and nation for the current practice of EMS. This inventory includes specialized anatomical models and human-like training manikins and devices designed to simulate the human body in disease and injury. Cardiac monitors and defibrillators are available for hands-on training, and students will learn to manage airways, ventilate patients, support vascular status and treat shock, and in the advanced programs, start intravenous lines and administer medications as allowed by the state and national scope of practice.

OPERATING SCHEDULE

NCTI's administrative offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Staff and/or faculty members are available to answer questions and process enrollments.

Class hours are 7:30 a.m. to 10:30 p.m., Monday - Friday, and Saturdays 8:00 - 5:00. Depending on the class schedule, instruction may be all day, part of the day, or evenings, and many include Saturday sessions. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (916) 960-6284, NCTI has voice mail capability for after-hours messages.

NCTI observes the following holidays (no courses conducted and the administrative offices are closed): New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

APPROVAL DISCLOSURE STATEMENT

National College of Technical Instruction (NCTI), 333 Sunrise Ave., Suite 500, Roseville, CA 95661 is a private institution approved *in* the State of California by the State of California, Dept. of Consumer Affairs, Bureau for Private Postsecondary Education. This approval means the institution complies with minimum standards established under applicable law for the operation of a school engaged in occupational instruction. It does not however imply any endorsement or recommendation by the state. Approval must be renewed periodically as required and is subject to continuing review.

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.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, 1-888-370-7589 or by fax (916) 263-1897.

Approved are the following courses (in clock hours):

**PARAMEDIC
1096-1336 Hours**

**ADVANCED EMERGENCY MEDICAL TECHNICIAN
(AEMT) – 128 Hours**

**EMERGENCY MEDICAL TECHNICIAN
(160 Hours)**

**EMERGENCY MEDICAL TECHNICIAN – REFRESHER
(24 Hours)**

**PARAMEDIC REFRESHER
(48- 72 Hours)**

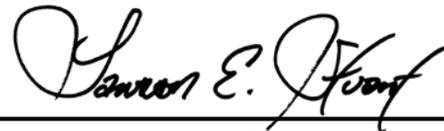
**911 EMERGENCY DISPATCH COMMUNICATIONS
(256 Hours)**

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements. This school's programs currently do not qualify for federal student financial aid, though from time to time other private sponsorship or scholarship programs are available from EMS employers, including NCTI's parent organization – American Medical Response. In some locations, grant funding is periodically available to qualified individuals to pay for or assist with tuition and/or fees.

Students with complaints should communicate verbally or in writing to any instructor, administrator, admissions personnel, or counselor. Formal complaints submitted in writing will receive a written response from the Institute Director, within 21 business days of the institution receiving the complaint. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 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

All information in the content of this school catalog is deemed current and correct as of the date of revision, and is so certified."



**Lawson E. Stuart, RN, MBA, MICP
Executive Director / Chief Academic Officer**

REGULATORY OVERSIGHT

The Local Emergency Medical Services Agency (LEMSA) approving authority for NCTI in the State of California is the Sierra-Sacramento Valley EMS Agency, Rocklin, CA. (www.ssvems.com)

ASSOCIATION MEMBERSHIP

The National College of Technical Instruction, College of Emergency Services is an institutional member and proud corporate sponsor of the National Association of Emergency Medical Services Educators (NAEMSE) – the only nationwide professional association dedicated to advancing the quality of EMS educational programs.

ACCREDITATION

NCTI operates Emergency Medical Technician – Paramedic courses that are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street
Clearwater, Florida 33756
(727) 210-2350 / Fax (727) 210-2354
www.caahep.org

Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)

4101 West Green Oaks Blvd., Ste. 305-599
Arlington, Texas 76016
(817) 330-0080 / Fax (817) 330-0089
www.coaemsp.org

NCTI's sponsoring partner is the College of Emergency Services (CES), located near Portland, Oregon. Through this partnership students have the opportunity to obtain college credits and/or earn an Associate of Applied Science (AAS) or an Associate of Science (AS) degree in Paramedicine. CES is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Accrediting Bureau of Health

Education Schools (ABHES)

7777 Leesburg Pike, Suite 314N
Falls Church, Virginia 22043
(703) 917-9503 / Fax (703) 917-4109
www.abhes.org

DISCRIMINATION

NCTI, its staff and instructors do not discriminate on the basis of race, ethnicity, gender, sexual preference or disability. Discrimination or acts of discrimination on the part of any student will not be tolerated.

SATISFACTORY ACADEMIC PROGRESS

The National College of Technical Instruction requires students who are attending the college to be making satisfactory academic progress toward the completion of the educational objectives for the program(s) in which they are enrolled. All students must meet the minimum standards set forth in the college's Satisfactory Academic Progress policy, or they shall be deemed not making satisfactory progress. Though NCTI is not a Title IV participating school for purposes of federal student financial aid, those students previously eligible for specific financial aid (such as Veteran's Administration funding) may be considered ineligible by their funding source until satisfactory standards are met. Standards for satisfactory academic progress in all programs at the National College of Technical Instruction meet or exceed guidelines set forth by the United States Department of Education.

POLICY

Standards for satisfactory academic progress shall be applied to all students in all courses and programs. Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, leaves of absence and maximum allowable program time, including the effect of failure to adhere to the standards as published, may be contained within separate, specific policies pertaining to each aspect. Where such policies exist, they will typically contain more detailed information and should be referenced as needed for application.

RESPONSIBILITY

It shall be the responsibility of the college's Program Director(s) and Lead Faculty, in cooperation with the assigned Educational Assistants and other administrative and business office staff to maintain student records that will allow monitoring of satisfactory academic progress.

PROCEDURE
Satisfactory Academic Progress

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the official course syllabi provided to students, in the college catalog, and also within the college's grading policies specific to each course or program. These requirements will be reviewed at a minimum at the end of each grading period, as well as continuously monitored throughout the course or program to determine if a student's CGPA is in compliance.

Rate of Progress toward Completion Requirements (Percent successfully completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the clock-hours and/or credits attempted to be considered to be making satisfactory academic progress. Clock-hours and/or credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. As with the determination of the CGPA, the percentage completion requirements will be reviewed at a minimum at the end of each grading period, as well as continuously monitored throughout the course or program to determine if a student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times or 150% of the number of clock-hours and/or credits in their program of study. Rate of progress measurements are to assure students are progressing at a rate that will enable them to complete their programs within the maximum time frame.

A National College of Technical Instruction student's progress is considered satisfactory when maintaining the following minimum requirements:

Program	% of Maximum Program Length that may be Attempted	Rate of Progress Earned/ Attempted	Minimum Cumulative GPA (CGPA)
EMT	24 weeks (150%)	75%	3.0

Paramedic	96 weeks (150%)	75%	3.0
-----------	-----------------	-----	-----

In addition to the above, the National College of Technical Instruction's policy requires students to maintain a minimum CGPA of 3.00 and a rate of progress of 75% at the end of their first academic year.

Should a student fail to maintain this standard, initially he/she will be placed on academic probation. Students are only allowed to be on academic probation once during the course or program. If they fall below the standard a second time, in accordance with the college policy they must be dismissed. However, limited provisions are made for documented mitigating circumstances such as a death in the immediate family, personal illness, personal tragedy, or other special circumstances as elsewhere described in policy.

Application of Grades and Credits

In calculating rate of progress, grades of "F" (Failure) and "W/F" (Withdrawal Failing) are counted as hours attempted but are not counted as hours completed. Pass/Fail grades are counted as hours earned but not hours attempted. Pass/Fail courses are not awarded grade points.

When a student repeats a course, the higher of the two grades is used in the calculation of CGPA and is indicated with the grade earned and an "R".

Transfer credits are not included in the calculation of CGPA; however, the original course credits remain included in the total number of hours attempted in order to determine the required levels of CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

For students who transfer between programs or seek an additional degree, all grades and credits attempted for courses common to both programs will transfer into the new program and be calculated in the satisfactory academic progress measurements of the new program. If a student graduates from one program and then enrolls in another program, all grades and credits attempted for courses common to both programs will transfer to the new program and be calculated in the satisfactory academic progress measurements of the new program.

An "I" grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of 15 business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point

average and calculated in the satisfactory academic progress measurement.

Academic Probation

A student will be placed on academic probation at any time during the semester or term when his/her rate of progress or cumulative grade point average (CGPA) is less than the minimum. During the period of academic probation student eligibility for funding is unchanged.

Students on academic probation are expected to show commitment to removing themselves from probationary status. Students may be asked to participate in academic advising or extra tutorial sessions. Upon completion of the probationary period or normally by the next major section exam, the student's progress will be reevaluated to determine if the student is making satisfactory academic progress. A student on academic probation who does not achieve the minimum rate of progress or cumulative grade point average (CGPA) at the close of the probationary or grading period will be dismissed and will no longer be eligible for certain forms of funding. Academically dismissed students are not allowed to make application for readmission for at least one full semester following dismissal.

A student may appeal (see appeal/complaint procedure) academic dismissal beginning at the Campus Director level if he/she feels the academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstances. If the appeal is granted, the student will be entered on academic probation.

Reestablishing Satisfactory Academic Progress

Students returning to the National College of Technical Instruction following academic dismissal must submit an application for readmission. The campus director, program director and registrar must approve the readmission. If it is highly improbable or mathematically impossible for the student to improve above the minimum standards within the first semester of readmission, the student will not be readmitted.

Students readmitted after academic dismissal must maintain their CGPA or rate of progress up to the minimum standards continuously. If the student does not have a minimum CGPA of 2.00 at the end of the first grading period, he/she will be again placed on academic probation. Failure to correct the probationary status by the next grading period will result in dismissal. Should a student want to reapply to his/her initial program of choice at NCTI, the student must submit an application for readmission and be approved by the campus

director, program director and registrar.

Graduation and Completion Requirements

To graduate, students must have earned a minimum cumulative grade point average of 3.00 and successfully completed the required number of clock-hours and/or courses in their program of choice within the maximum number of credits that may be attempted. Upon satisfactory completion of their program, students will receive a **Certificate** or **Associate Degree**, or potentially both. No student will be allowed to graduate with an "F" in any required course without retaking the course and successfully completing it.

Cancellation and Withdrawal

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student **must** notify the office and instructor in writing. There are no exceptions. Refer to refund policy. **Non-attendance does not constitute official withdrawal.**

A drop/withdrawal from class after the end of the sixth week of a semester will be assigned a withdrawal/passing (W/P) or withdrawal/failing (W/F). Withdrawal/failing will be included in the calculation of the CGPA; withdrawal/passing does not affect the calculation of the CGPA.

NO course may be dropped the last two weeks of a semester.

Appeal and Grievance Policy

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the school to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc due to not making satisfactory academic progress. The student should first request consideration of a decision from the person who initiated the action. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include, but are not limited to: loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close

relative, etc that may affect a student's attendance or classroom performance.

Students who have appealed are expected to continue in their program until the appeal is decided, unless they have been otherwise suspended or dismissed. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step 1 Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within ten (10) working days, the student should present his/her complaint as outlined in step 2.

Step 2 A student may present the grievance to the program director (or campus director, as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another ten (10) working days, the student may proceed with Step 3.

Step 3 A student may then present the grievance to the National College of Technical Instruction president. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another twenty-one (21) working days, the student may pursue other administrative or legal recourse as may be available.

Attendance Policy

Student attendance is necessary to complete any program. Each program varies by credit hours or clock hours. Satisfactory progress towards earning an academic degree or certificate means students must meet academic and attendance requirements. Students must maintain attendance as described in the college catalog and as set forth in program or course-specific policy. Failure to maintain this standard will lead to dismissal. All applicable rules for attendance and tardiness, in accordance with published college policy, shall remain in force and effect at all times.

Leave of Absence Policy

The National College of Technical Instruction's programs are designed as uninterrupted programs. If it becomes necessary for a student to interrupt training due to mitigating circumstances, which can include but are not limited to, serious health issues or personal issues, a leave of absence (LOA) or permanent withdrawal must be approved by the campus director in accordance with college policy. The student must meet with the campus director and/or program director, provide documentation, if possible, and sign a written request prior to the leave of absence. If unforeseen circumstances prevent the

student from providing required documentation and signing a request prior to the LOA, an approved LOA may be granted, and the campus director will document his/her decision and collect written requests at a later time. The campus director will then determine if there is a reasonable expectation the student will be able to return to school. A release to return to school may be required. LOA is not counted as hours attempted.

If a permanent withdrawal is approved, the student will be permanently dropped from the program, and all monies required to be refunded to the student or to financial aid resources will be refunded within 30 days. A student who fails to return from a LOA on or before the date on the written request will be terminated from the program. As required by federal law and regulations, the student's last date of attendance prior to the approval of the LOA will be used to determine the amount of funds the institution earned and make any refunds required under federal, state, or institutional policy.

The effect the LOA has on satisfactory progress is dependent upon the length of the leave and timing of classes. Students considering requesting a leave of absence should be aware that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a LOA are not guaranteed that the class required to maintain progress in their program of choice will be available at the time of reentry.
- Students may have to wait for the program/class to be offered.
- Students may be required to repeat the entire semester from which they took a LOA prior to earning a final grade.
- Receipt of financial aid can be suspended during a LOA.

Due to the intensity of the EMT and Paramedic programs, a leave of absence is not permitted except as approved between phases of training.

Termination

A student may be terminated from class or a program due to excessive absenteeism, grade failure, conduct, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. The student will receive a refund according to the refund policy.

Readmission

Students who wish to reenter the National College of Technical Instruction after withdrawing due to mitigating circumstances or academic dismissal must submit an application for readmission. If accepted, a student in general programs (all programs except EMT and Paramedic) will reenter the semester from which they withdrew or were terminated (if returning on academic probation), please refer to "Reestablishing Satisfactory Academic Progress" section above).

Paramedic: Students reapplying to the Paramedic program immediately following a withdrawal or termination must follow general readmission policy and retake applicable entrance exams and procedures unless otherwise waived by the program director. A student may be required to take and successfully pass finals from semesters prior to their withdrawal if applicable. Any course resulting in a failing grade must be taken the first time the class is offered again. Program directors have at their discretion the right to request students to retake any course he/she deems necessary.

Repeating courses may have a direct impact on certain funding sources available to the student. Check with the Business Manager for further information.

Students reapplying for ANY program after being dismissed for disciplinary reasons will be readmitted ONLY at the discretion of the program directors, faculty and president

STUDENT CONDUCT

At the discretion of the school administration, a student may be dismissed from school for any of the following:

- Serious incident or repeated incident of an intoxicated or drugged state of behavior
- Possession of drugs or alcohol upon school premises
- Possession of weapons upon school premises
- Behavior creating a safety hazard to other persons at school
- Dishonesty pertaining to investigations, documentation, examinations, quizzes or testing events
- Disobedient or disrespectful behavior to other students, administrators, or faculty members
- Serious disruption of the class and failure to modify behavior when requested
- Falsification of documents

- Any other stated or determined infraction of conduct.

STUDENT DRESS CODE

Paramedic Program - Students are responsible for purchasing uniforms for the program. A uniform specification sheet will be provided with the student enrollment agreement once accepted into the program. If the uniform is ordered from an NCTI recommended supplier, the cost usually does not exceed \$200.

AEMT, EMT and 911 Dispatch students are required to wear the uniform shirt provided on the first day of class. Students should attend class in appropriate dress as required by the instructor. Students must wear shirts and shoes at all times, and may not wear T-shirts containing offensive or objectionable pictures or words.

CERTIFICATES OF COMPLETION

Upon satisfactory completion of all phases of the training course, including such testing as may be required by the institution, a certificate of course completion will be issued in the name of the student, bearing the official name and insignia of the institution where the course was completed. All tuition and fees must be paid in full in order to receive completion certificates.

This certificate serves only as evidence that all aspects of training set forth by the institution have been completed. It is not intended or implied that the certificate of course completion in any way licenses the student to perform the prescribed skills. Courses of training which prepare the student for professional licensing or certification will be labeled as such in the school catalog.

ASSOCIATE OF SCIENCE DEGREES

NCTI maintains a formal articulation and consortium agreement with the College of Emergency Services (CES) near Portland, Oregon, through which students have the opportunity to obtain college credits and/or earn an Associate of Science (A.S.) degree. This opportunity is available to all graduates of any California NCTI paramedic program. Because NCTI provides the on-campus paramedic program at CES utilizing consistent curriculum, an agreement was established to allow graduates from other NCTI campuses in California, upon presentation of their NCTI course completion certificate, to obtain the same college credits for the didactic and lab phase of training as would be issued to

a student who trained directly at CES through NCTI. (Approximately 38 semester credit hours). By completing or transferring in additional units of *general education* and satisfaction of all other CES graduation requirements, students can obtain an AAS or AS degree. CES does not require NCTI students to complete any minimum number of credits “in residence” at CES. This makes it possible for NCTI California graduates to earn credits and/or obtain the AAS or AS degree without ever physically being present at the CES campus. CES charges NCTI students separate fees for this opportunity in accordance with a current established fee schedule available on the NCTI website. (See pp 32-33 for a graphic illustration of the degree programs available) More information is available by contacting the NCTI administrative office or at:

www.NCTI.edu.

TRANSFERABILITY OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CERTIFICATE CREDITS OR CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of certificate credits or credentials you earn at the National College of Technical Instruction (NCTI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate credits or credentials you earn through any of NCTI’s Emergency Medical Services-related programs is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate credits or credentials that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 NCTI to determine if your certificate, diploma and/or degrees will transfer.

PLACEMENT ASSISTANCE

While NCTI does not have an active Placement Office and does not represent itself as offering active placement assistance, the Programs Administrator, the instructors and the staff are available at any time to provide information on jobs available in the area. It is also important to note that graduation from NCTI courses will be looked upon favorably in job applications and interviews with American Medical Response –

NCTI's parent organization. However, no expressed or implied guarantee of placement is made by NCTI or any of its representatives.

HOUSING SERVICES

NCTI does not have under its control, operate or provide dormitory facilities or housing services of any type. For long-term programs, adequate monthly housing is readily available at students’ sole expense. For short-term courses, numerous weekly and daily hotels are available in close proximity to each campus. Students are encouraged to contact NCTI for short-term housing recommendations, as several can be provided where discounts are offered for enrolled NCTI students. Daily hotel costs in the area are estimated to be less than \$150.

STUDENT SERVICES

Counseling: Students are encouraged to seek the counseling services of any instructor, or the Institute Director. Counseling issues may include anything that impedes the student's success or potential success in the program. The Institute Director is also available for answering generalized questions about potential success in the program potential employment and / or employers in the EMS industry.

LIBRARY SERVICES

Due to the unique and specialized nature of the Emergency Medical Services education and training provided by NCTI, the college has developed and maintains its own *Virtual Library*. The NCTI *Virtual Library* is available to all enrolled NCTI students at all campuses, 24/7, and contains unlimited access to specialty resources and interactive patient simulators.

In addition, NCTI maintains a small physical library of media, materials and resources at each campus to augment the more robust, Virtual Library. At some campuses, arrangements also exist for students to have access to major university and medical school libraries during their time as an enrolled NCTI student.

STUDY PRACTICES

NCTI acknowledges the fact the programs offered are extremely challenging academic undertakings. Students need to dedicate many hours on a routine basis to study time outside the classroom. Typical expectation is two

hours of study for every one hour of classroom time. Students are also encouraged to group together for study purposes, which often facilitate semi-structured study time and present an opportunity to challenge and be challenged by fellow students. Equipment, supplies and classroom space are available for practice outside the normal labs if an NCTI instructor is present throughout the practice session.

RECORDS RETENTION

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a (5) five-year period. Letters of Confirmation of Course Completion/Transcripts will be retained indefinitely. These records are maintained at the main campus: 333 Sunrise Avenue, Suite 500, Roseville, CA 95661. Students may request copies of records or letters of confirmation of course completion/transcripts in writing. A copy of records or letters of confirmation/transcript of course completion fee may apply.

ENGLISH AS A SECOND LANGUAGE

National College of Technical Instruction does not provide instruction for English as a Second Language (ESL).

SPECIAL NEEDS

National College of Technical Instruction will provide reasonable and appropriate accommodations for students with documented disabilities. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify NCTI, in writing, of any diagnosed disabilities along with the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the program or course.

Publishes its academic calendar online and it is available at all times on www.NCTI.edu.

MAXIMUM NUMBER OF ENROLLEES

Location	Paramedic	AEMT	EMT	911 Dispatch
Roseville	42	N/A	28	15
Livermore	44	N/A	28	n/a

So. Bay	26	N/A	N/A	N/A
Hercules	40	N/A	N/A	N/A
Santa Barbara	40	N/A	28	N/A
Riverside	30	N/A	28	N/A
Siskiyou	36	N/A	N/A	N/A
San Diego	42	N/A	28	N/A
Valencia	N/A	N/A	28	N/A

VETERANS ADMINISTRATION

The Paramedic program offered by National College of Technical Instruction is accredited by the Commission on the Accreditation of Allied Health Education Programs, a nationally recognized accrediting association, effective October 2003, and is approved by the Veteran Administration for educational benefits. **The EMT**, a non-accredited program, is approved by the Veterans Administration for education benefits. The AEMT, 911 Emergency Dispatch Communication and the EMT Recertification are not approved by the Veterans Administration for education benefits.

ACADEMIC CALENDAR

National College of Technical Instruction publishes its full academic calendar on-line. It is available at all times for reference on the worldwide web at: www.NCTI.edu

Courses are scheduled from 9:00 a.m. to 10:00 p.m., Monday - Friday, and Saturdays 9:00 - 6:00. Depending on the class schedule, instruction may be all day, part of the day, or evenings, and many include Saturday sessions. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (916) 960-6284. NCTI has voice mail capability for after-hours messages.

NCTI observes the following holidays (no courses conducted and the administrative offices are closed):

New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

FINANCIAL AID & STUDENT LOANS

NCTI does not provide any form of student financial aid and does not participate in any federal or state financial aid programs.

Students are advised that if they obtain a loan to pay for an educational program, he or she will typically be responsible for repaying the full amount of the loan plus interest, less the amount of any refund applied. Additionally, for students that have received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

FINANCIAL CONDITION OF THE COLLEGE

The National College of Technical Instruction has been in operation continuously and without interruption since it was founded in 1988. As an institution, as of the date of publication of this catalog, it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

STUDENT TUITION RECOVERY FUND

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

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

1. The schools 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.

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

You are not eligible for protection by 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.

PARAMEDIC

Instructional Faculty

Instructional faculty members employed by NCTI are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Description

This course fulfills all of the training requirements set forth by the State of California for Paramedics. The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward licensure as a paramedic in the State of California. This licensure can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

The program consists of four component parts described as follows:

HS171 SEMESTER A:

1st Half of Didactic Phase (228 Hrs)

HS 172 SEMESTER B

2nd Half of Didactic Phase (228 Hrs)

HS 273 SEMESTER C

Hospital Clinicals (160 Hrs) &
1st 25% of Field Internship (120 Hrs)

HS 274 SEMESTER D

Remaining 75% of Field Internship
(360 – 600 Hrs)

Schedule of Training

NCTI begins a new paramedic program approximately every 3 months.

Didactic Phase – Scheduled as two (2), eight (8) hour instructional days per week.

Hospital Clinical Phase – Scheduled according to hospital availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10 or 12-hour shifts, for a period of 8-12 weeks. Students must be available for any scheduling possibilities during this portion of the program.

Field Internship Phase – Scheduled according to ALS provider agency availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10, 12 or 24-hour shifts, for a period of 16-20 weeks. Students must be available for any scheduling possibilities during this portion of the program.

General Education Phase – This is optional if students are pursuing the associate's degree path. Courses are available on-line through a variety of sources and recognized testing agencies and can be completed concurrently or after completion of the paramedic training program.

Course Completion & Grading

Completion of the Paramedic program at NCTI is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
3. Active participation in and successful completion of ACLS, PALS, PEPP, AMLS and ITLS, according to the pre-set guidelines of the course.
4. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Condition for Re-Enrollment

Request for re-enrollment will be approved only after evidence is shown to the director's approval that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 432 of the 456 hours of classroom time during the Didactic phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence); however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director and the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, by missing more than 24 hours of didactic classroom time will be dropped from the program.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also have an EMT or AEMT certification that is current or has expired less than 12 months prior to the start date of the program, and must have a current CPR card. Students who are accepted into the program must have proof of completing and passing an approved Anatomy and Physiology course within the past five (5) years prior to the first day of class. NCTI offers a Anatomy & Physiology course which fulfills this prerequisite. Students who take the Anatomy & Physiology course at a different school can submit the course syllabus for approval.

Desirable Qualifications

Prior experience as an EMT or AEMT with an ambulance or fire service provider agency is preferred, but not required.

How & When to Apply

Each applicant will be required to complete an Online Assessment Scholastic Level Exam (SLE-Q) and submit a completed application packet. A link to the online assessment will be included in the Application

Confirmation Email. The number of students accepted into each program is dependent on the site location.

NCTI also accepts alternates per program, provided students have both passed the entrance exam and submitted a complete application packet. Students will not be accepted without a completed application packet. Students may contact the Registration Office during regular business hours to request an application, or refer to our website at: www.NCTI.edu.

Course Charges & Fees

Registration Fee (\$150 of which is non-refundable in cancelling prior to first day of class)	\$500.00
Tuition Costs	\$6,750.00
Insurance	\$500.00
Equipment	\$900.00
FISDAP Software	\$75.00
Background Check	\$225.00
TOTAL	\$8,950.00

There may also be a fee of approximately \$950-\$2500 that must be paid to most ALS provider agencies for the field internship portion of the training. These fees are usually paid by the agency to the approved field preceptors that supervise that phase of the training.

Additional Course Fees & Texts

Students are responsible for purchasing required uniforms and textbooks for this paramedic program. A list of uniforms and textbooks will be provided with the student enrollment agreement once accepted into the program. Textbooks ordered through the NCTI Bookstore at www.NCTI.edu usually do not exceed \$650.00. Uniforms, if purchased through an NCTI-suggested provider, usually do not exceed \$200.00.

Tuition Payment Policy

Student's contracts indicate the payment schedule for tuition and fees.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a written, signed and dated copy of the "Notice of Cancellation" to the:

Business Manager, NCTI
333 Sunrise Avenue, Suite 500
Roseville, CA 95661

The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 45 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through attendance at the 1st class session or the 7th day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable portion of the registration fee, not to exceed \$250. Equipment, supplies, materials, etc. (if distributed by NCTI) must be returned if in new and usable condition.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements (either by submitting a written request to withdraw, or by the student's conduct, including but not necessarily limited to the student's lack of attendance), the refund shall be in the amount the student paid, less hours of instruction, registration fee, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit & Credit Transfer

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI will consider accepting applicable transfer credits from other institutions accredited by an agency

recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI does not offer advanced placement for entry into occupational or degree programs.

NCTI does not grant credit for prior experiential learning. Because prior experiential learning is not assessed, there is no appeal process for the institution's administrative decision in this regard and there are no associated fees.

Licensure Training

Re-licensure of Paramedics of the State of California requires 48 hours of Continuing Education and a recertification fee every two years (the National Registry requires 72 hours nationally). NCTI offers numerous courses applicable for portions of those hours required for re-licensure, including Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pediatric Education for Pre-hospital Paramedics (PEPP), Advanced Medical Life Support (AMLS), International Trauma Life Support (ITLS) and Pre-hospital Case Reviews. Continuing Education Certificates are provided upon successful completion of these courses. NCTI also provides complete refresher training programs (in some locations) for National Registry renewal.

National Registry Exam

After receiving a course completion certificate from an approved paramedic program in California, an individual must take and pass the National Registry exam for paramedics. NCTI administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.

Paramedic Licensure

Final paramedic licensure in the State of California is through the State Emergency Medical Services Authority, headquartered in Sacramento, CA.

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)

Instructional Faculty

Instructional faculty members employed by NCTI are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Description

This course fulfills all of the training requirements set forth by the State of California for Advanced Emergency Medical Technician (AEMT). The AEMT program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as an AEMT in the State of California. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance Intermediate, Firefighter Intermediate, Emergency Room Technician, private industry Intermediate, special functions standby Intermediate (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Schedule of Training

NCTI begins a new AEMT program at the Roseville, CA campus infrequently and only as needed & scheduled. NCTI can, upon sufficient group request, offer an accelerated program (Monday-Friday, 8-5 until all course hours are satisfied).

Didactic Phase – Scheduled as two, 4-hour instructional evenings per week and one 8-hour session on Saturday, for 8 weeks.

Hospital Clinical Phase – Scheduled according to hospital availability, and typically consists of pre-scheduled 8, 10 or 12-hour shifts, arranged concurrently with didactic class sessions. Students must be available for any scheduling possibilities during this portion of the program.

Field Internship Phase – Scheduled according to ALS provider agency availability, and typically consists of pre-scheduled 8, 10, 12 or 24-hour shifts. Students must be available for any scheduling possibilities during this portion of the program.

Course Completion & Grading

Completion of the AEMT program at NCTI is subject to the following criteria:

1. Successful completion of all major exams. Maintaining a 75% grade point average (GPA).
2. Completion of the course FINAL exam with a minimum grade of 75%.
3. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
4. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Condition for Re-Enrollment

Request for re-enrollment will be approved only after evidence is shown to the director's approval that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 184 of the 200 hours of classroom time during the Didactic phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence); however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class

and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 16 hours of didactic classroom time will be dropped from the program.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also have an EMT or AEMT certification that is either current or has expired less than 12 months prior to the start date of the program, and must have a current CPR card.

Desirable Qualifications

It is desirable for students to possess a general knowledge of anatomy & physiology, and first aid, and the ability to handle stressful situations; a desire to help people during medical emergencies; Interest /ability to devote time and attention to academic studies.

Prior experience as an AEMT with an ambulance or fire service provider agency is preferred, but not required.

How & When to Register

Visit the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.) or go on-line to www.ncti-online.com to register and reserve space in the next available class. Class size is limited to classroom size restrictions and enrollment is offered to interested and qualified candidates on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Registration Fee (not refunded)	\$100.00
Tuition Costs	\$2,010.00
Insurance	\$175.00
Textbooks	\$285.00
Syllabus	\$125.00
Uniforms	N/C
TOTAL	\$2,695.00

Tuition Payment Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a written, signed and dated copy of the "Notice of Cancellation" to the:

Business Manager, NCTI
333 Sunrise Avenue, Suite 500
Roseville, CA 95661

The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 45 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through attendance at the 1st class session or the 7th day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable portion of the registration fee, not to exceed \$250. Equipment, supplies, materials, etc. (if distributed by NCTI) must be returned if in new and usable condition.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements (either by submitting a written request to withdraw, or by the student's conduct, including but not necessarily limited to the student's lack of attendance), the refund shall be in the amount the student paid, less hours of instruction, registration fee, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit & Credit Transfer

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact*

area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI does not offer advanced placement for entry into occupational or degree programs.

NCTI does not grant credit for prior experiential learning. Because prior experiential learning is not assessed, there is no appeal process for the institution's administrative decision in this regard and there are no associated fees.

Materials

Students are responsible for purchasing required textbooks for this AEMT program. A list of textbooks will be provided with the student enrollment agreement once enrolled into the program.

Challenging the AEMT Course

State law allows provisions for certain individuals to challenge the AEMT course. To be eligible, challenge candidates must possess current licensure or certification as one of the following:

- MD, RN, PA, Paramedic or a member of the Armed Forces with training comparable to USDOT standards for AEMT

Candidates meeting the above criteria may request a course challenge, which will consist of the following:

- Successful completion of the NCTI AEMT written final exam with a minimum score of 75%
- Successful completion of the NCTI AEMT skills exam with a rating of "Pass" in all areas.

Course completion certificates provided upon successful completion will state "BY CHALLENGE" on the face of the certificate. The individual may then elect

to take the National Registry exam or pursue certification through a local EMS agency in California.

Recertification Training

Recertification of AEMT in the State of California requires 24 hours of Continuing Education and a recertification fee every two years (the National Registry requires 72 hours nationally). NCTI offers numerous courses applicable for portions of those hours required for recertification, including Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Pediatric Education for Pre-hospital Intermediates (PEPP), Advanced Medical Life Support (AMLS), Intermediate Trauma Life Support (BTLS) and Pre-hospital Case Reviews. Continuing Education Certificates are provided upon successful completion of these courses. NCTI also provides complete refresher training programs (in certain locations) for National Registry renewal.

National Registry Exam

After receiving a course completion certificate from an approved AEMT program in California, an individual must take and pass the National Registry exam for AEMT. NCTI administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.

AEMT Certification

Final AEMT certification in the State of California is through the Local Emergency Medical Services Agency (LEMSA), head-quartered in each county.

EMERGENCY MEDICAL TECHNICIAN – (EMT)

Instructional Faculty

Instructional faculty members employed by NCTI are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Description

This course fulfills all of the training requirements set forth by the State of California for Emergency Medical Technicians (EMT). The EMT program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as a in the State of California. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance, Firefighter, Emergency Room Technician, private industry, special functions standby (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Schedule of Training

NCTI begins a new EMT program approximately every 3 months. NCTI also offers (1) one accelerated program per year, at the Roseville Campus only (Monday-Friday, 9-6 for approximately 5 weeks).

Didactic Phase – Scheduled as two, 4-hour instructional evenings per week and one 8-hour session on Saturday, for 10 weeks.

Hospital Clinical Phase – Scheduled according to hospital availability, and typically consists of pre-scheduled 8, 10 or 12-hour shifts per program, arranged concurrently with didactic class sessions. Students must be available for flexible scheduling possibilities during this portion of the program.

Field Internship Phase – Scheduled according to ALS provider agency availability, and typically consists of

pre-scheduled 8, 10, 12 or 24-hour shifts. Students must be available for any scheduling possibilities during this portion of the program.

Course Completion & Grading

Completion of the EMT program at NCTI is subject to the following criteria:

5. Maintaining a 75% grade point average (GPA).
6. Completion of the course FINAL exam with a minimum grade of 75%.
7. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
8. Compliance with all attendance requirements.

Grading		
Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Condition for Re-Enrollment

Request for re-enrollment will be approved only after evidence is shown to the director's approval that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 150 of the 160 hours of classroom time during the Didactic phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence); however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work.

Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 10 hours of didactic classroom time will be dropped from the program.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicants must also have a current American Heart Association Healthcare Provide card prior to the first day of class.

Desirable Qualifications

It is desirable for students to possess a general knowledge of anatomy & physiology, and first aid, and the ability to handle stressful situations; a desire to help people during medical emergencies; Interest /ability to devote time and attention to academic studies. Prior experience as a volunteer or association with an ambulance or fire service provider agency is preferred, but not required.

How & When to Register

Go on-line to www.ncti-online.com to register and reserve space in the next available class or contact the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.). Class size is determined by the program location, and is offered on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Roseville & Livermore Campus

Registration Fee (non-refundable)	\$100.00
Tuition Costs	\$1,475.00
Insurance	\$300.00
Uniforms	N/C
TOTAL	\$1,875.00

Riverside, Valencia, Santa Barbara, & San Diego Campus

Registration Fee (non-refundable)	\$100.00
Tuition Costs	\$775.00
Insurance	\$300.00
Uniforms	N/C
TOTAL	\$1,175.00

Tuition Payment Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a written, signed and dated copy of the "Notice of Cancellation" to the:

Business Manager, NCTI
333 Sunrise Avenue, Suite 500
Roseville, CA 95661

The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 45 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through attendance at the 1st class session or the 7th day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable portion of the registration fee, not to exceed \$250. Equipment, supplies, materials, etc. (if distributed by NCTI) must be returned if in new and usable condition.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements (either by submitting a written request to withdraw, or by the student's conduct, including but not necessarily limited to the student's lack of attendance), the refund shall be in the amount the student paid, less hours of instruction, registration fee, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit & Credit Transfer

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact*

area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI does not offer advanced placement for entry into occupational or degree programs.

NCTI does not grant credit for prior experiential learning. Because prior experiential learning is not assessed, there is no appeal process for the institution's administrative decision in this regard and there are no associated fees.

Materials

Students are responsible for purchasing required textbooks for this EMT program. A list of textbooks will be provided with the student enrollment agreement once enrolled into the program.

Challenging the EMT Course

State law allows provisions for certain individuals to challenge the EMT course. To be eligible, challenge candidates must possess current licensure or certification as one of the following:

- MD, RN, PA, Paramedic or a member of the Armed Forces with training comparable to USDOT standards for EMTs

Candidates meeting the above criteria may request a course challenge, which will consist of the following:

- Successful completion of the NCTI EMT written final exam with a minimum score of 75%
- Successful completion of the NCTI EMT skills exam with a rating of "Pass" in all areas

Course completion certificates provided upon successful completion will state "BY CHALLENGE" on the face of the certificate. The individual may then elect

to take the National Registry exam or pursue certification through a local EMS agency in California.

Recertification Training

Recertification of EMTs in the State of California requires 24 hours of Continuing Education and a recertification fee every two years (the National Registry requires 72 hours nationally). NCTI offers numerous courses applicable for portions of those hours required for recertification. NCTI also provides complete refresher training programs (in some locations) for National Registry renewal.

National Registry Exam

After receiving a course completion certificate from an approved EMT program in California, an individual must take and pass the National Registry exam for EMTs. NCTI administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.

EMT Certification

Final EMT certification in the State of California is through the Local Emergency Medical Services Agency (LEMSA), head-quartered in each county.

VETERANS POLICY STATEMENT

Paramedic Only

1. Evaluation of previous education/training, CFR 21.4253. *need the right symbol*

This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

2. Standards of Progress CFR 21.4253

- a. Maintaining a minimum test score average of 75% throughout the course to continue with the Paramedic program. Any student who does not maintain this minimum average will be placed on academic probation until the next major exam. If the overall test average does not increase to 75% upon completion of the next major exam, the student will be dismissed from the program without exception. There will be no opportunity to retest on any quiz or major exam. No student is permitted to be on academic probation more than once during the didactic phase of the program.
- b. If a student misses a quiz or major exam due to absence from the class, a make-up quiz or major exam will be given within two calendar days (48 hours) of the student's return to class. The student will only be allowed this single make-up opportunity. The instructor will schedule the test location and time. The student must accommodate this schedule or receive a 0% on the make-up test. The make-up test will not be given during regular class time or during any scheduled class break.
- c. The make-up quiz or major exam will consist of different test items although the items will be of similar proportions. The level of difficulty and the number of test items will be the same on the make-up test.
- d. A student will only be allowed to miss two quizzes and one major exam during the course of the didactic phase of training. If a student misses a third quiz or a second major exam, they will be dismissed from the program without exception.
- e. Successful completion of the final written comprehensive exam with a minimum score of 75% is required. There will be no opportunity to retake final exams. No student will be admitted late to a final exam. There will be no exception to this requirement.
- f. If a student misses the final exam due to absence, there will be no make-up exam offered, except in cases of the following life-altering events:
 - i. Serious, debilitating personal illness or injury
 - ii. Death of an immediate family member
 - iii. Receiving CISM services in the 24 hours prior to the exam or activation to provide CISM services the day of the exam
 - iv. Active Military Reserve or National Guard obligations
 - v. Mandatory activation for an Office of Emergency Services strike team

In the event of one of these situations, the student must present the appropriate verifying documentation with a cover letter to the Primary Paramedic Instructor. The cover letter must provide explanation of the circumstances, including the NCTI staff that the student contacted by phone (e.g., primary instructor, the Educational Assistant, etc.), the student's current contact information and an approximate date when the student expects to be available to take the final exam.

This notification must be provided in advance, with the exception of personal illness or injury in which case the documentation is due within 72 hours of the final exam. Any deviation from this requirement will eliminate the student's opportunity to take the final exam.

- g. Successful completion of the final practical skills exam with a minimum, final score of 100% is required. Students must pass all stations, which will be rated as wither “Pass” or “Fail”. No student will be admitted late for the final practical skills exam.
- h. Any student that does not initially (i.e., on the first attempt at each station) achieve a 100% pass rate on all final practical skills exam testing stations will be subject to the following pertaining to re-tests:
 - 1. If more than 25% of the required testing stations were marked as “Fail”, the student will have failed the final practical skills exam and will be dismissed without the opportunity to re-test on any stations.
 - 2. If less than 25% of the required stations were marked as “Fail”, the student will be provided the opportunity to re-test the failed station one time only (each) further subject to the following:
 - 3. For required testing stations failed that were *non-scenario-based* stations (i.e., isolated skill stations), the student will be allowed one re-test on the station. Such re-test will be administered by a *different* instructor or proctor than the one who initially failed the student on that station. Re- tests must be completed on the assigned testing date at the assigned location, at the discretion of the primary instructor, and once assigned will not be subject to reschedule at a later date, time or different location.
 - 4. For required testing stations failed that were *scenario-based* stations (i.e., oral judgment stations, megacode, medical or trauma management, etc.), the student will be allowed one re-test on the station. Such re-test will be administered *only* by the program *physician* medical director, or his/her *physician* delegate present on the date of testing.
 - 5. No single skill testing station may be attempted more than twice. Failure of any required testing station a second time (i.e., failing it initially, then failing it upon re-test) will end the exam. The student will be determined to have failed the final practical skills exam and will be dismissed from the program.
 - 6. If the student with a re-test available leaves the final practical skills exam or refuses to complete the re-test when offered and as scheduled, the student will forfeit the opportunity for the re-test and will be dismissed from the program.
- i. Successful completion of ACLS, PALS/PEPP and ITLS. There will be no opportunity to retake or make up these courses within the didactic portion of the paramedic program. There will also be no opportunity to take any of these courses outside of this didactic program. Course completion cards or certificates from previous courses will not be honored as equivalent to the requirement to attend these courses within the didactic portion of this paramedic program.

Completion of the entire Paramedic Program, and receiving a course completion certificate, also depends on the following:

- a. Successful completion of the clinical portion of the training program, including a minimum of 160 hours training in the hospital setting, with satisfactory completion of all required skills and satisfactory completion of a final clinical evaluation by a hospital Preceptor, is required for each student. Each student must also successfully complete a clinical review with a school representative prior to proceeding to field internship.

The clinical portion of training must be completed within 3 months of the start of the clinical rotation. Every reasonable effort will be made by the staff at NCTI to accommodate the requests of each student for preferred clinical placement locations and schedules. Students may not personally solicit Clinical Hospitals or specific Preceptors due to the complex political, organizational and legal issues involved in establishing clinical internship opportunities.

Due to the complexity of this scheduling and the effort expended by the participating hospitals to provide these clinical internships, a student may not refuse or reject a clinical placement or

assignment. Failure to report to the clinical location and designated Preceptor on the assigned dates and times twice will result in immediate dismissal from the program.

- b. Successful completion of the field internship portion of the training program, including a minimum of 480 supervised field hours, 40 advanced life support patient contacts (defined as advanced life support interventions) on a transporting unit, and achieving ratings of "3" in all categories on the final major evaluation that is completed by the field Preceptor, is a requirement for each student in this paramedic program.

Every reasonable effort will be made by the staff at NCTI to accommodate the requests of each student for preferred field internship locations and schedules.

Due to the complexity of scheduling and competition for field internships with ALS provider agencies, a student may not refuse or reject a field internship placement or assignment. Failure to report to the field shift and designated Preceptor on the assigned dates and times twice will result in immediate dismissal from the program.

The MAXIMUM number of ours allowed by NCTI for field internship is 720 hours. The field internship portion of training must be completed within 6 months of the student's first shift date in their field internship. Requests for exception to these requirements due to extreme hardship must be submitted in writing to the Primary Paramedic Instructor.

- c. The only excused absence from a clinical or field internship will be for the following life-altering events:
 1. Serious, debilitating person illness or injury
 2. Death of an immediate family member
 3. Receiving CISM services in the 24 hours prior to the exam or activation to provide CISM services the day of the exam
 4. Active Military Reserve or National Guard obligations
 5. Mandatory activation for an Office of Emergency Services strike team

In the event of one of these situations, the student must present the appropriate verifying documentation with a cover letter to the NCTI Primary Paramedic Instructor. The cover letter must detail the shifts that will be missed or that have been missed, who the student contacted by phone (e.g., primary instructors, the Educational Assistant, the hospital or field Preceptor, the AMR Internship Office, etc.) currently contact information for the student and an approximate date when the student expects to contact NCTI to determine how they will resume the internship.

This notification must be provided in advance, with the exception of personal illness or injury in which case the documentation is due within 72 hours of the first missed shift. Any deviation from this requirement will result in immediate dismissal from the program.

93% - 100%	= A
83% - 92%	= B
75% - 82%	= C
74 and below	= F

3. Refund Policy for Accredited Courses, CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course of withdraws, or is discontinued there from at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rate portion of the total

charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

4. Maximum Class Size:

Roseville Campus:	Maximum 42 Students
Livermore Campus:	Maximum 40 Students
Santa Barbara Campus:	Maximum 28 Students
Milpitas (So.Bay) Campus:	Maximum 24 Students
Hercules Campus:	Maximum 40 Students
Riverside Campus:	Maximum 28 Students
San Diego Campus:	Maximum 40 Students

5. VA Approved Campus Locations

Roseville Campus

333 Sunrise Avenue, Suite 500
Roseville, CA 95661
Phone: 916.960.6284
Toll Free: 888.609.6284

Milpitas (So. Bay) Campus

777 South Main Street
Milpitas, CA 95035

San Diego Campus (Pending)

2655 Camino Del Rio North Suite 330
San Diego, CA 92108

Santa Barbara Campus

5385 Hollister Avenue, Suite 103
Santa Barbara, CA 93427

Hercules Campus

1477 Willow Ave
Hercules, CA 94547

Livermore Campus

7543 Southfront Road
Livermore, CA 94551

Riverside Campus

1737 Atlanta Ave., Suite H3A
Riverside, CA 92507

EMT Only

1. VA Benefits

The NCTI EMT Program is approved to train eligible veterans for the Emergency Medical Technician (EMT) Program. Please contact our Business Office for filing assistance.

2. Evaluation of previous education/training CFR 21.4254(c) (4).

This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

3. Standards of Progress, CFR 214254(b)(6)

- a. Maintaining a minimum test score average of 75% throughout the course to continue with the EMT program. Any student who does not maintain this minimum average will be placed on academic probation until the next major exam. If the overall test average does not increase to 75% upon completion of the next major exam, the student will be dismissed from the program without exception. There will be no opportunity to retest on any quiz, midterm, final exam or final

skills testing. No student is permitted to be on academic probation more than once during the didactic phase of the program.

- b. If a student misses a quiz due to absence from the class, a make-up quiz will be given within two calendar days (48 hours) of the student's return to class. The student will only be allowed this single make-up opportunity. The instructor will schedule the test location and time. The student must accommodate this schedule or receive a score of zero on the make-up test. The make-up test will not be given during regular class time or during any scheduled class break.
- c. The make-up quiz or major exam will consist of different test questions, although they will be of a similar format and will cover the same subject matter in similar proportions. The level of difficulty and the number of test items will be the same on the make-up test.
- d. A student will only be allowed to miss one quiz during the course of the didactic phase of training. Student missing a third quiz or a second major exam will be dismissed from the program without exception.
- e. Successful completion of the final written comprehensive exam with a minimum score of 75% and a minimum overall grade of 75% in the class is required. There will be no opportunity to retake final exams. No student will be admitted late to a final exam. There will be no exception to this requirement.
- f. If a student misses the final exam due to absence, there will be no make-up exam offered, except in cases of the following life altering events;
 - 1. Serious, debilitating personal illness or injury;
 - 2. Death of an immediate family member;
 - 3. Receiving CISM services in the 24 hours prior to the exam or activation to provide CISM services the day of the exam;
 - 4. Active Military, Military Reserve, or National Guard obligations
 - 5. Mandatory activation for an Office of Emergency Services strike team

In the event of one of these situations, the student must present the appropriate verifying documentation with a cover letter to the Primary Instructor. The cover letter must provide explanation of the circumstances, including the NCTI staff that the student contacted by telephone (e.g. primary instructor, the Educational Assistant, etc.), the student's current contact information, and an approximate date when the student expects to be available to take the final exam.

This notification must be provided in advance, with the exception of personal illness or injury, in which case the documentation is due within 72 hours of the final exam. Any deviation from this requirement will eliminate the student's opportunity to take the final exam.

- g. Successful completion of the final skills exam will be rated as pass or fail. There will be no retest or make-up test opportunities, and no student will be admitted late for these practical exams under any circumstances.

Completion of the entire Emergency Medical Technician Program and receiving a course completion certification also depends on the following:

- a. The only excused absence from completion of a ten-hour ride-along will be for the following life-altering events:
 - 1. Serious, debilitating personal illness or injury;
 - 2. Death of an immediate family member;
 - 3. Receiving CISM services in the 24 hours prior to the exam or activation to provide CISM services the day of the exam;
 - 4. Active Military, Military Reserve, or National Guard obligations
 - 5. Mandatory activation for an Office of Emergency Services strike team

b. Students will be graded on the following scale:

93% - 100%	=A
83% - 92%	=B
75% - 82%	=C
74% and below	=F

3. Refund Policy for Non-accredited Course, CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

Note: The maximum non-refundable registration fee allowed by the VA is \$10 for non-accredited schools.

4. Maximum Class Size:

Roseville Campus:	Maximum 42 Students
Livermore Campus:	Maximum 40 Students
Santa Barbara Campus:	Maximum 28 Students
Riverside Campus:	Maximum 28 Students

5. VA Approved Campus Locations

Roseville Campus

333 Sunrise Avenue, Suite 500
Roseville, CA 95661
Phone: 916.960.6284 | Fax 916.960.6296
Toll Free: 888.609.6284

Santa Barbara Campus

5385 Hollister Avenue, Suite 103
Santa Barbara, CA 93111

Livermore Campus

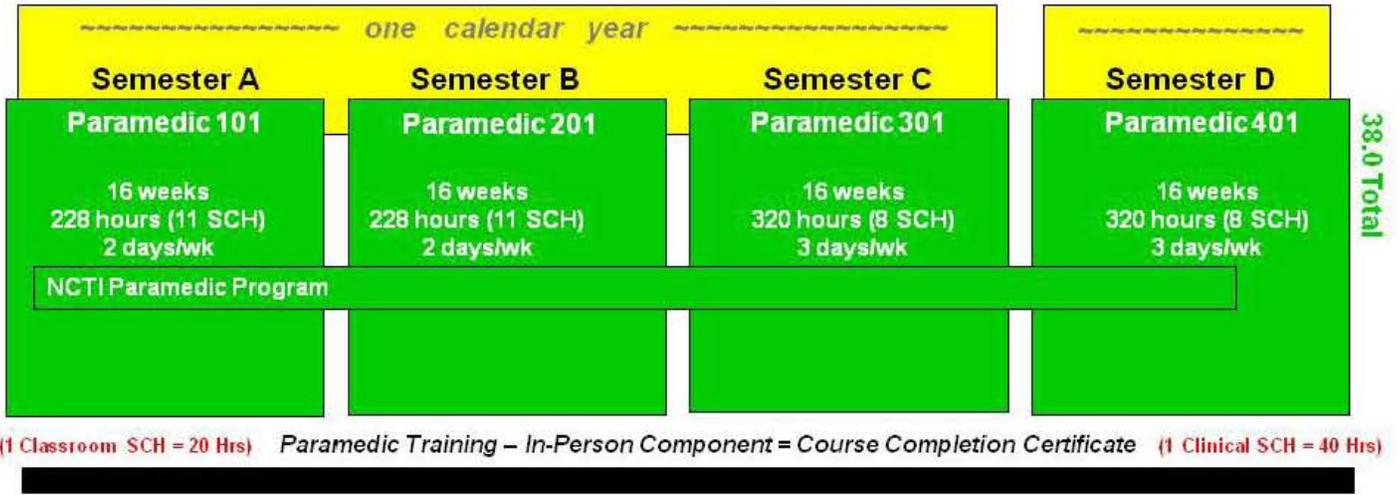
7543 Southfront Road
Livermore, CA 94551

Riverside Campus

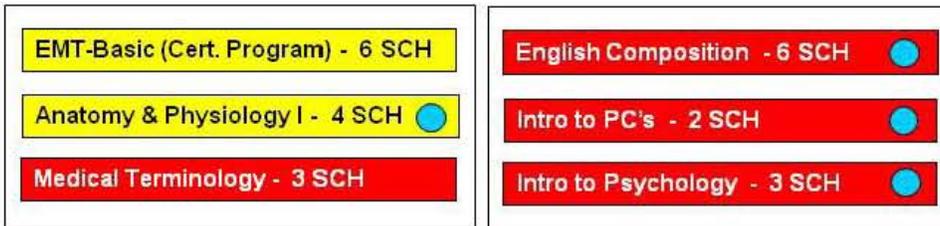
1737 Atlanta Ave., Suite H3A
Riverside, CA 92507

College of Emergency Services - Oregon
 Associate of Applied Science (AAS) Degree Option

Associate of Applied Science Degree - Paramedicine



General Education – On-Line or Credit Transfer Component



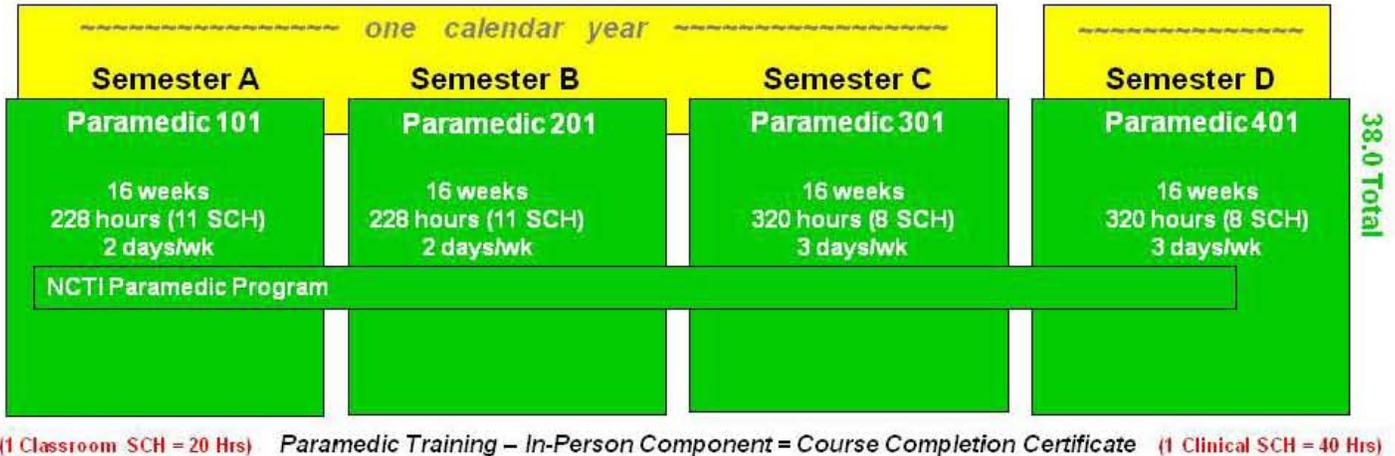
AAS

Summary:
 EMT-P = 38 SCH
 General Ed = 15 SCH
 Other = 9 SCH
Total AAS Degree = 62 SCH

■ = Pre-requisite ■ = Required for Degree ● = Gen. Ed.

College of Emergency Services - Oregon
 Associate of Science (AS) Degree Option

Associate of Science Degree - Paramedicine



General Education – On-Line or Credit Transfer Component

- EMT-Basic (Cert. Program) - 6 SCH
- Anatomy & Physiology I - 4 SCH
- Anatomy & Physiology II - 4 SCH
- General Elective - 3 SCH
- Medical Terminology - 3 SCH

- English Composition - 6 SCH
- Intro to PC's - 2 SCH
- Intro to Psychology - 3 SCH
- EMS Pharmacology - 2 SCH
- Mathematic Equivalent - 3 SCH

36.0 Total

AS

Summary:
 EMT-P = 38 SCH
 General Ed = 24 SCH
 Other = 12 SCH
Total AS Degree = 74 SCH

 = Pre-requisite
 = Required for Degree
 ● = Gen. Ed.

California Instructional Faculty

Paramedic Instructional Faculty

Beth Watt, BS, Paramedic
Primary Paramedic Instructor
Weed (Siskiyou County)

Jason Manning, BS, Paramedic
Primary Paramedic Instructor
NCTI Roseville (Placer County)

Mira Lisa Scharff, CCEMT-P, FP-C
Manager / Paramedic Instructor
NCTI San Francisco Bay Area

Allan Patterson, Paramedic
Primary Paramedic Instructor
NCTI San Francisco Bay Area

Steve Murdock, Paramedic
Paramedic Instructor
NCTI San Francisco Bay Area

Ray Bakker, Paramedic
Paramedic Instructor
NCTI San Francisco Bay Area

James Goss, MHA, MICP Manager /
Primary Paramedic Instructor NCTI
Southern California

Kristen Clements, BA, MICP
Primary Paramedic Instructor
NCTI Riverside (Riverside County)

Helen Faithfull, BA, Paramedic
Primary Paramedic Instructor
NCTI Santa Barbara (Santa Barbara County)

John Nicolaisen, BA, Paramedic
Primary Paramedic Instructor
NCTI San Diego (San Diego County)

EMT & AEMT Instructional Faculty

Daniel Ziem, Paramedic
Primary EMT Instructor
Roseville, CA

Mira Lisa Scharff,
CEMT-FP-C
Primary EMT Instructor
Livermore, CA

Mike Hill, Paramedic
Bobby Beall, Paramedic
Primary EMT Instructors
Valencia, CA

Terry Flores, Paramedic
Primary EMT Instructor
Riverside, CA

Helen Faithfull, BA, Paramedic
Primary EMT Instructor
Santa Barbara (Santa Barbara County)

John Nicolaisen, BA, Paramedic
Primary EMT Instructor
San Diego (San Diego County)