



# Course Catalog

January 1, 2013 – December 31, 2013

|                             |   |
|-----------------------------|---|
| <b>Name of Institution:</b> | <b>EMSTA, Inc. DBA EMSTA College</b>                                  |
| <b>Physical Address:</b>    | <b>11489 Woodside Ave.<br/>Santee, CA 92071</b>                       |
| <b>Mailing Address:</b>     | <b>P. O. Box 21894<br/>El Cajon, CA 92021</b>                         |
| <b>Telephone Number:</b>    | <b>619-593-6782</b>   |
| <b>Emergency Number:</b>    | <b>619-562-4664</b>   |
| <b>Fax:</b>                 | <b>619-593-6786</b>   |
| <b>Website:</b>             | <b><a href="http://www.emstacollege.com">www.emstacollege.com</a></b> |

Revised March 14, 2013

# Table of Contents

| <b>TOPIC</b>                                      | <b>PAGE</b> |
|---|-------------|
| Mission and Objective                             | 3           |
| General Information                               | 3           |
| Admissions  | 6           |
| Student Services                                  | 10          |
| Tuition, Fees and Refund Policy                   | 12          |
| Academic Policies                                 | 16          |
| Student Conduct Policies                          | 20          |
| Program and Courses                               | 25          |
| Administration and Faculty                        | 33          |
| Veteran or Eligible Person's Information Bulletin | 37          |
| Equipment and Materials                           | 39          |

The information contained in this catalog is true and correct in content and policy.

Rick Foehr  
Signature of School Official

January 23, 2013  
Date

## MISSION AND OBJECTIVE

San Diego County Local Emergency Medical Services Agency (LEMSA), who has recognized EMSTA College as a leader in pre-hospital education and training, maintains that the school is an advocate for the development of quality EMS care. We strive to positively impact the local EMS community by continually monitoring the effectiveness of our teaching methodology with each program we offer. EMSTA College offers Emergency Medical Educational and Allied Health programs to meet the needs of the general community at large.

Our mission is to prepare students to become competent and compassionate care givers in the field of emergency pre-hospital medicine and allied health fields, who will meet state and national expectations within those professions.

EMSTA College's objective is to train competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with or without exit points at the Advanced Emergency Medical Technician, Emergency Medical Technician, or Emergency Medical Responder levels.

## GENERAL INFORMATION

### Approval Statement, Accreditation & Legal Control

EMSTA College's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Approved training programs:

| <b>Program Name</b>        | <b>Hours</b> |
|----------------------------|--------------|
| Paramedic Training Program | 1,249        |
| EMT                        | 188          |
| Advanced EMT               | 182          |
| Phlebotomy Technician      | 120          |
| Advanced Phlebotomy        | 20           |
| ECG Technician             | 32           |

EMSTA College is approved by the California State Approving Agency to enroll veterans and other eligible persons.

The Point Loma Nazarene University/EMSTA College for EMS Consortium is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

EMSTA College is owned by EMSTA Inc., a California corporation.  
Rick Foehr – President, Connie Foehr – Secretary/Treasurer

## Location and Facilities

All courses are taught at 11489 Woodside Ave., Santee, CA 92071. The school consists of 10,000 square feet of classroom and office space specifically designed for a trade school. There are four administrative offices and eight classrooms. Two classrooms have a capacity for 40 students and six classrooms have a capacity for 30 students. The school has ample teaching equipment sufficient to meet educational needs (see list below). Two restrooms, one male and one female, are located within easy access of all classrooms and are equipped with handicap accommodations. There is also a lunchroom centrally located as well as an outside break area. Maximum capacity for each course is as follows:

| <b>Program Name</b>        | <b>Maximum Capacity</b> |
|----------------------------|-------------------------|
| Paramedic Training Program | 36                      |
| EMT                        | 36                      |
| Advanced EMT               | 36                      |
| Phlebotomy Technician      | <b>16</b>               |
| Advanced Phlebotomy        | <b>16</b>               |
| ECG Technician             | 20                      |

## Foreign Students

EMSTA College does not offer visa services to prospective students from other countries or English language services. EMSTA College does not offer English as a Second Language instruction. All instruction occurs in English.

## Consumer Information

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

EMSTA College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

EMSTA College has not entered into a transfer or articulation agreement with any other college or university.

EMSTA College does not participate in state or federal financial aid programs.

EMSTA College is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

## Academic Calendar

Enrollment is continuous, with start and expected graduation dates as follows.

| Program Name               | Start Date | Expected Graduation Date |
|----------------------------|------------|--------------------------|
| Paramedic Training Program | 1/8/13     | 1/24/14                  |
| EMT                        | 1/7/13     | 2/28/13                  |
| Phlebotomy Technician      | 1/15/13    | 2/22/13                  |
| ECG Technician             | 2/27/13    | 3/15/13                  |

## 2013 Holidays

|   |                                 |
|---|---------------------------------|
| Friday, March 29, 2013                                      | Good Friday, 12 Noon to closing |
| Monday, May 27, 2013  | Memorial Day                    |
| Thursday, July 4, 2013                                      | Fourth of July                  |
| Monday, September 2, 2013                                   | Labor Day                       |
| Monday, November 11, 2013                                   | Veteran's Day                   |
| Thursday, November 28 &<br>Friday, November 29, 2013        | Thanksgiving                    |
| Tuesday, December 24, 2013 to<br>Wednesday, January 1, 2014 | Christmas & New Year's Day      |

## Instructional Schedule

### Paramedic Training Program, 44 or 56 weeks

Monday, Wednesday, and Friday, **9:00 AM to 5:00 PM (44 weeks)**

Thursday is mandatory ALS ride-along or Mentor day

### Tuesday, Thursday, 9:00 AM to 5:00 PM (56 weeks)

Friday is mandatory ALS ride-along or Mentor day

### EMT, 8 weeks

Monday – Thursday, **9:00 AM to 1:00 PM**

or

Monday – Thursday, **6:00 PM to 10:00 PM**

**Advanced EMT, 16 weeks**

Tuesday and Thursday, 6:00 PM to 10:00 PM

**Phlebotomy Technician, 5 weeks Didactic and 2 to 6 weeks Externship, which is determined by the site.**

Tuesday & Thursday, 3:30 PM to 10:00 PM

**Advanced Phlebotomy, 5 days, 20 hours**

Tuesday & Thursday, 3:30 PM to 10:00 PM

**ECG Technician, 4 weeks**

Monday and Wednesday, 9:00 AM to 1:00 PM

**ADMISSIONS**

**General Policies**

- ❖ Prospective students must be 18 years of age or older
- ❖ Prospective students must provide a copy of their High School diploma, Certificate of completion or GED
- ❖ Prospective students must provide a copy of a current American Heart Association, Healthcare Provider or American Red Cross, Professional Rescuer CPR card. No other certifying organizations will be accepted.
- ❖ Prospective students must provide a copy of current medical insurance coverage (policy or wallet card). Students must maintain medical insurance throughout the Paramedic training course.
- ❖ Students must provide a copy of a valid driver’s license, State-issued identification card or other government-issued photographic identification

**Program Specific Policies**

| <b>Paramedic Training Program</b>                   | <b>EMT</b>  | <b>Phlebotomy Technician</b>  |
|---|---|---|
| Prospective students must provide a current resume. | Prospective students must provide a record of updated records: <ul style="list-style-type: none"> <li>• Annual tuberculosis screening: Mantoux tuberculosis test or if positive, Health Departments guidelines for follow up</li> <li>• Positive titer to MMR (Measles, Mumps, Rubella) or vaccination against same or a physician’s statement of disease concerning MMR</li> <li>• Varicella immunity</li> <li>• Immunizations: tetanus immunization within the past 10 years</li> <li>• Vaccine/immunity</li> </ul> | Students are responsible for providing a criminal background check and a drug screen as follows: <a href="http://emstabackgroundcheck.com">http://emstabackgroundcheck.com</a><br>This background check covers residency over the past 7 years. An additional fee for out-of-state residences may be charged. This is the only background check EMSTA College will accept for Paramedic students. |

|   | Hepatitis B<br>(recommended) |   |
|---|------------------------------|---|
| Prospective students must possess and provide a copy of current EMT-B Certification, renewed within the past 12 months prior to beginning of class.   |                              | Prospective students must provide a record of updated records: <ul style="list-style-type: none"> <li>• Annual tuberculosis screening: Mantoux tuberculosis test or if positive, Health Departments guidelines for follow up</li> <li>• Positive titer to MMR (Measles, Mumps, Rubella) or vaccination against same or a physician's statement of disease concerning MMR</li> <li>• Varicella immunity</li> <li>• Immunizations: tetanus immunization within the past 10 years</li> <li>• Vaccine/immunity Hepatitis B (recommended)</li> </ul> |
| Prospective students are responsible for providing a criminal background check and a drug screen as follows: <a href="http://emstabbackgroundcheck.com">http://emstabbackgroundcheck.com</a><br>This background check covers residency over the past 7 years. An additional fee for out-of-state residences may be charged. This is the only background check EMSTA College will accept for Paramedic students.   |                              | Prospective students must successfully complete entrance testing: Wonderlic SLE Test with a passing score of 20   |
| Prospective students must provide a record of updated records: <ul style="list-style-type: none"> <li>• Annual tuberculosis screening: Mantoux tuberculosis test or if positive, Health Departments guidelines for follow up</li> <li>• Positive titer to MMR (Measles, Mumps, Rubella) or vaccination against same or a physician's statement of disease concerning MMR</li> <li>• Varicella immunity</li> <li>• Immunizations: tetanus immunization within the past 10 years</li> <li>• Vaccine/immunity Hepatitis B (recommended)</li> </ul> |                              |   |
| Prospective students must provide proof of at least one year, full-time equivalent, field EMT experience.   |                              |   |
| Prospective students must provide two letters of recommendation (Professional, i.e., Supervisor, Nurse, Doctor, Fire Chief, etc.).  |                              |   |
| Prospective students must provide a copy (firefighters exempt) DMV Ambulance Driver's License.  |                              |   |
| Prospective students must provide a copy (firefighters exempt) Medical  |                              |   |

|  |  |  |
|--|--|--|
| Examiner Certificate.  |  |  |
| Prospective students must successfully complete entrance testing: Wonderlic SLE Test with a passing score of 20.           |  |  |
| Prospective students must successfully complete a Paramedic Prep, or Paramedic Prep class at EMSTA College.                |  |  |
| Prospective students must successfully complete Anatomy and Physiology class, with lab, or Paramedic A&P at EMSTA College. |  |  |
| Prospective students must complete Admission Board review and skills demonstration/competency.                             |  |  |

## Procedure

Admission procedures include meeting with an Admissions Advisor to review career goals, programs offered, school policies and procedures (school catalog), the school performance fact sheet and graduation requirements. Each prospective student must provide all documentation required in the Admissions policies. EMSTA College does not admit ability-to-benefit students.

All foreign diplomas or transcripts must be evaluated and translated to demonstrate U.S. equivalency, at the cost of the prospective student.

Certain types of felonies may slow the certification process and/or prohibit acceptance into the program.

## Transfer of Credit Policy

Prospective students requesting credit earned for previous training at another post-secondary institution, must apply at the time of enrollment or prior to starting their program. For credit to be considered, the institution where the credit was earned must be accredited by an agency recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), or from the military and originate from a similarly titled course. EMSTA College does not accept credit earned through challenge examinations, achievement tests, or experiential learning.

Any courses for which applicants would like to request transfer credit must have been completed within the previous 5 years. To receive credit, students must have earned a grade of "B" or higher, and if required the prospective student may be required to take an exam to demonstrate that the requested knowledge and skills meet EMSTA College requirements. Official transcripts must be provided, as well as a course description from the school catalog, syllabus or outline. EMSTA College reserves the right to request additional course documentation as needed to complete a thorough evaluation. The maximum allowable transfer credit of hours that can be awarded are equal to the total didactic of hours in the program/course.

If credit is granted, the relevant course(s) will not be assigned a letter grade, but will be recorded with a grade of "T" for transfer, which will not affect the student's grade point average and will not affect the qualitative standard of satisfactory academic progress. The quantitative (pace) of the course, maximum time frame, one and one half times (150%) the program length is based on the total hours of the program taken at EMSTA College.

Tuition and fees, as applicable will be adjusted based on a prorated amount per hour in accordance to the credit granted. There is no charge for the evaluation of prior coursework.

The request to transfer credit must be initiated by the prospective student by providing the documentation listed above. EMSTA College's education department will evaluate the previous coursework and notify the applicant of whether credit has been accepted; rejected or further documentation is needed within 5 business days. Applicants may challenge this decision by submitting a written appeal with any supporting documentation to the Director. All decisions on appeals are provided within 5 business days and are final.

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

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

### **Americans with Disabilities Act**

EMSTA College does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the campus Program Director. You may request academic adjustments or auxiliary aids at any time. The Program Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the Program Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the

accommodation or auxiliary aid. The request should be made during the first week of class. You may contact the Program Director by telephone at 619-593-6782. The Program Director will respond within two weeks of receiving the request.

## **STUDENT SERVICES**

### **Mentoring Program**

The instructor acts as a mentor for the student in this capacity and will support the student through the didactic, **clinical and field** portions of the Program.

### **Placement Assistance**

EMSTA College does not guarantee employment for its graduates. We will assist students in their job search after they successfully complete their studies by offering information on job opportunities and guidance in resume preparation, interviewing techniques and assistance with interview appointments. The school will make a reasonable effort to satisfy the wishes of a graduate as to location. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in placement.

### **Housing**

EMSTA College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Santee/El Cajon/Lakeside, CA rental properties start at approximately \$800 per month.

### **Medical Research Library**

The Grossmont Healthcare District Library  
9001 Wakarusa  
La Mesa, CA 92041  
619-825-5010

Please utilize this resource as needed for your research needs. There is a librarian on duty to assist you. There is no charge to access the library, but you must comply with the hours of operation. Please call ahead prior to your arrival, although you need not make a reservation. There are computers, periodicals, and numerous reference textbooks available for your use.

### **Community Service (Paramedic Training Program only)**

Students enrolled in the Paramedic Training program will be afforded the opportunity to participate in community service volunteer work, as opportunities arise. Students will be notified in advance of all opportunities by the Clinical Coordinator.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833, or you may contact us at the following address:

### Student Record Keeping

EMSTA College maintains student records at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

EMSTA College shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

EMSTA College shall maintain, for each student granted a certificate by EMSTA College, permanent records of all of the following:

- The certificate granted and the date on which that certificate was granted.
- The courses and units on which the certificate was based.
- The grades earned by the student in each of those courses.

### Student Complaint/Grievance Procedure

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution does not occur, the student is to document the concern in writing and make an appointment to meet with the Director. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Director will review the written statement and any supporting documentation, gather facts, and provide a written response to the student within ten (10) working days. The Director's decision is final.

## TUITION, FEES AND REFUND POLICY

EMSTA College accepts 2 types of GI Bill benefits:

- The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days.
- The Montgomery GI Bill program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### PARAMEDIC TRAINING PROGRAM

| Registration<br><br>Non-Refundable | Student Tuition<br>Recovery<br>Fund**<br><br>Non-Refundable | Equipment &<br>Supplies*** | Module 1:<br>Didactic<br>Tuition | Module 2:<br>Clinical<br>Rotation<br>Tuition | Module 3:<br>Field<br>Internship<br>Tuition | Total Cost  |
|------------------------------------|---|----------------------------|----------------------------------|--|---|-------------|
| \$75.00                            | \$5.50  | \$1,944.50                 | \$8,175.00                       | \$300.00                                     | \$500.00                                    | \$11,000.00 |

\*Charges are for the period of attendance and the entire program.

\*\*Non-Refundable, \$.50 for every \$1,000 rounded to the nearest \$1,000.

\*\*\*Equipment & Supplies includes textbooks/workbooks, online course access, class materials, uniforms, liability insurance and certifications.

### EMT

| Registration<br>Non-Refundable | Student Tuition<br>Recovery<br>Fund**<br><br>Non-Refundable | Text-books | Online Course Access | Classroom Materials | Uniform Shirts | Liability Insurance | Tuition  | Total Cost* |
|--------------------------------|---|------------|----------------------|---------------------|----------------|---------------------|----------|-------------|
| \$75.00                        | \$0.50  | \$135.00   | \$45.00              | \$74.50             | \$40.00        | \$10.00             | \$620.00 | \$1,000.00  |

\*Charges are for the period of attendance and the entire program.

\*\*Non-Refundable, \$.50 for every \$1,000 rounded to the nearest \$1,000.

### ADVANCED EMT

| Registration<br>Non-Refundable | Student Tuition<br>Recovery Fund**<br><br>Non-Refundable | Equipment & Supplies*** | NREMT Skills Test | Tuition  | Total Cost* |
|--------------------------------|--|-------------------------|-------------------|----------|-------------|
| \$75.00                        | \$0.50   | \$278.50                | \$280.00          | \$865.00 | \$1,499.00  |

\*Charges are for the period of attendance and the entire program.

\*\*Non-Refundable, \$.50 for every \$1,000 rounded to the nearest \$1,000.

\*\*\*Equipment & Supplies includes textbooks/workbooks, online course access, class materials, uniforms and liability insurance.

### PHLEBOTOMY TECHNICIAN

| Registration<br>Non-Refundable | Student Tuition<br>Recovery Fund**<br><br>Non-Refundable | Equipment & Supplies*** | NCCT or NHA Test | Tuition    | Total Cost* |
|--------------------------------|--|-------------------------|------------------|------------|-------------|
| \$75.00                        | \$1.00   | \$613.00                | \$110.00         | \$1,700.00 | \$2,499.00  |

\*Charges are for the period of attendance and the entire program.

\*\*Non-Refundable, \$.50 for every \$1,000 rounded to the nearest \$1,000.

\*\*\*Equipment & Supplies includes textbooks/workbooks, online course access, class materials, uniforms, liability insurance and certifications.

### ADVANCED PHLEBOTOMY

| Registration<br>Fee<br><br>Non-Refundable | Student Tuition<br>Recovery<br>Fund**<br><br>Non-Refundable | Textbook | Class Materials | Uniform scrubs | Tuition  | Total Cost* |
|---|---|----------|-----------------|----------------|----------|-------------|
| \$75.00                                   | \$.50   | \$65.00  | \$94.50         | \$35.00        | \$430.00 | \$700.00    |

\*Charges are for the period of attendance and the entire program.

\*\*Non-Refundable, \$.50 for every \$1,000 rounded to the nearest \$1,000.

## ECG TECHNICIAN

| Registration Fee<br><br>Non-Refundable | Student Tuition<br>Recovery Fund<br>Non-Refundable** | Textbook | Class Materials | NCCT or NHA Test | Tuition  | Total Cost* |
|--|--|----------|-----------------|------------------|----------|-------------|
| \$75.00                                | \$.50  | \$75.00  | \$39.50         | \$110.00         | \$300.00 | \$600.00    |

\*Charges are for the period of attendance and the entire program.

\*\*Non-Refundable, \$.50 for every \$1,000 rounded to the nearest \$1,000.

### Additional Fees, as applicable:

- Returned Check - \$ 15.00
- Additional Transcript - \$7.00
- CPR, ACLS, PALS - \$10.00
- NREMT Skills Test, Advanced EMT & Paramedic Training Program \$280.00
- NREMT Skills Test, EMT \$100.00
- Field Internship Remediation – Paramedic Training Program:
  - Refresher Course - \$450.00
  - Graded SIMMS - \$125.00
  - Clinical Rotation - \$300.00
  - Oral Boards - \$125.00
  - Field Internship/ Admin - \$700.00
- Paramedic Training Program Leave of Absence – Should a student take a Leave of Absence at anytime during the Clinical Rotation, the cost incurred upon returning to complete the Clinical Rotation is \$300.00. Likewise, if a student takes a Leave of Absence at anytime during the Field Internship, the cost incurred upon returning to complete the Field Internship is \$700.00.
- After successfully completing the Paramedic Course, to gain licensure in the state of California, the student is responsible for National Registry test application fees, licensure fees, and any additional fees that may be required.

### Refund Policy

#### ***STUDENT'S RIGHT TO CANCEL***

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: EMSTA, 11489 Woodside Avenue, Santee, CA 92071. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money

he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

## ***WITHDRAWAL FROM THE PROGRAM***

### **Paramedic Training Program**

Pursuant to the authority provided to the Bureau for Private Postsecondary Education (BPPE) in CEC β94921, the BPPE has determined that because of the unique way in which the Paramedic Training Program is offered and structured by EMSTA College, the following alternative to the requirements of CEC β94920(d), withdrawal refund calculation, is approved as follows:

- A student whom withdraws from the Program prior to completing 336 hours of the didactic portion of the program shall be entitled to a pro rata refund of the remaining didactic tuition as well as a full refund of the Clinical Rotation tuition and the Field Internship tuition.
- A student whom withdraws from the Program after completing 336 hours of the Didactic training and prior to starting the Clinical Rotation shall be entitled to a full refund of the Clinical Rotation tuition and the Field Internship tuition.
- A student whom withdraws from the Program at any point during the Clinical Rotation of the Program shall be entitled to a full refund of the Field Internship tuition
- A student whom withdraws from the Program at any point during the Field Internship will not receive a refund, the tuition is considered earned.

### **All Other Programs**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

### **Applicable To All Programs**

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution;

absences or tardiness in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

- The student has failed to attend class for more than 3 days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

### **Student Tuition Recovery Fund**

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program 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 school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## ACADEMIC POLICIES

### STANDARDS OF SATISFACTORY PROGRESS

All students are required to maintain satisfactory progress toward the completion of their program of study by meeting qualitative and quantitative measures. Progress is based on obtaining an 80% in each course (qualitative measure) and completing the program within 150% of the scheduled clock hours (quantitative measure).

Student progress is evaluated at the end of the each course, if the hours for the course are not earned the student has not meet satisfactory progress.

If a student fails to meet the satisfactory progress requirements, that student will be placed on probation, until the next satisfactory progress check.

If a student changes programs or enrolls in an additional program, EMSTA College will not include the hours attempted and grades earned from the prior program toward the student's current program.

### Grading Scale

|    |             |   |
|----|-------------|---|
| A  | 100-90%     | Excellent   |
| B  | 89-80%      | Good  |
| F  | 79% - below | Fail  |
| P  |             | Pass – successful completion of the course.                           |
| IC |             | Incomplete - a portion of the course has not been completed.          |
| T  |             | Transfer of Credit – program credit granted from another institution. |
| R  |             | Repeat  |
| RC |             | Remedial Course   |
| W  |             | Withdrawal – student has withdrawn from the course.                   |

Incomplete, Transfer of Credit, Repeat, Remedial Course, and Withdrawal course designations have no effect on the qualitative measure of satisfactory progress. When a course is repeated, the second grade is included in the cumulative grade average.

Hours attempted and designated as a Repeat, Remedial Course and Withdrawal are included in the qualitative measure of satisfactory progress. All hours attempted count towards the requirement of a student to complete the program within 150% of the scheduled clock hours.

## **Probation**

Failure to achieve an 80% in a course will result in the student being placed on probation.

Students that have been placed on probation may request an appeal with the Program Director, or designee, to develop an academic plan that will ensure the student is able to meet satisfactory progress standards by a specific time frame. The students' academic plan will be reviewed with the student during the probationary period as stated on the plan.

## Appeals

A student who is on probation status can appeal within five (5) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Program Director, or designee, with a letter that includes:

- information about the circumstances or events which prevented the student from attaining satisfactory progress
- why the student failed to make satisfactory progress, and
- what has changed in order for the student to be successful

The Program Director, or designee, will review only the appeals that have the necessary documentation and are based on:

- severe illness, medical condition, or injury
- death of an immediate family member
- traumatic life-altering event, or
- military deployment/call to active duty

The Program Director, or designee, will then determine whether the student is eligible for an academic plan and can regain satisfactory progress within the maximum timeframe. The student will be notified in writing, within five (5) days, of the final decision. There are no additional appeals processes.

If the student is unsuccessful with the appeal, probation status conditions will continue until the student meets the satisfactory progress requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn. The student is ineligible for financial aid while on probation.

A student will be allowed one appeal of probation status for the length of the program.

At the end of the period of probation with or without an academic plan, if the student does not meet the minimum standards, the student will be terminated from EMSTA College.

Note: Students may also be placed on probation for a non-academic reason including but not limited to the following:

- Repeated and/or unexcused absence
- Repeated and/or unexcused tardiness
- Inappropriate and/or unprofessional conduct or behavior
- Failure to comply with the dress or behavior code

### **Re-entry**

Students who have been withdrawn from a program may request re-entry into the program. The student must meet with the Program Director and provide a written statement detailing the reasons for withdrawal. A re-entry request will be considered when evidence is shown that the reasons which caused the withdrawal have been rectified. Students who were withdrawn due to failed probation/academic plan will return under the same probation/academic plan at the time of withdrawal.

Should a student fail or withdraw from any portion of a program twice, he/she will be withdrawn from the program and not permitted to apply for re-entry.

### **Attendance**

Attendance is REQUIRED for all didactic sessions

A student will be allowed up to three (3) absences with prior approval of the primary instructor during the didactic segment of the program. A student will be allowed two (2), fifteen (15) minute tardies. Absences and tardies require the student to notify the School Director by appointment or telephone. Failure of the student to notify the Clinical Coordinator will lead to administrative probation. A student may be expelled from the program as a result of the fourth absence. A student will be placed on administrative probation after the third tardy, and then will be withdrawn from the program after the fourth tardy. This process will be held reviewable by the School Director.

**Phlebotomy Technician Program only:** 100% attendance is a mandatory requirement during the didactic portion. Should a student have one absence or tardy, he/she will be dropped and may be eligible to re-enter the Program with a succeeding class.

Faculty documents all absences and tardies.

It is the student's responsibility to obtain any information from all missed time.

Students who must miss a class due to medical illness will be required to show proof from a licensed physician in California of treatment for that documented illness. A maximum of four (4) medical absences will be allowed with notification of the primary instructor.

Students are required to remain in class until the end of the scheduled session. If the student must leave early, the student must notify the primary instructor prior to leaving.

The student is responsible for all materials/subject matter missed due to leaving prior to the end of class.

In an emergency, only the Director or the primary instructor may cancel a class. Students should confirm class cancellation by calling the Program Director.

### **Make-Up Work**

The primary instructor may require the student to perform additional assignments to make up information missed.

Quizzes missed due to tardiness will result in a grade of zero for that quiz. The student will be required to make up quizzes missed before the next class session. The score on those quizzes will not be included in the student's cumulative score.

### **Leave of Absence**

Requests for leave of absence may be granted for emergency reasons only. The student must submit a written request to the Program Director for approval. Supporting documentation may be required. A student may be granted a leave of absence not to exceed a total of 180 calendar days in a 12 month period. If a student does not return at the expiration of a leave, the withdrawal policy will apply.

Paramedic Training Program - Should a student start his/her LOA during the Field Internship, fees incurred upon returning to complete the Field Internship are: \$200.00 Mentor fee and \$500.00 Preceptor fee.

### **Withdrawal**

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- failure to maintain satisfactory progress;
- failure to abide by the rules and regulations of the institution;
- absences in excess of maximum set forth by the institution;
- failure to return from a leave of absence; and/or
- failure to meet financial obligations to the school.

### **Clock Hour**

EMSTA College utilizes clock hours as a measure of credit. A clock hour is defined as a 60 minute span of time with no less than 50 minutes of actual instruction.

### **Graduation**

A student will be eligible for graduation and receive a certificate upon meeting the following conditions:

1. Completed all required hours and program/course requirements;
2. Received a 80% cumulative GPA; and
3. Cleared all financial obligations.

## STUDENT CONDUCT POLICIES

### Student Conduct Policy

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be dismissed for:

- Unsatisfactory progress
- Cheating on any quiz, test, or block exam
- Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind
- Insubordination and/or intolerable conduct
- Making threats or engaging in physical violence
- Willful abuse of school equipment or property
- Excessive absenteeism
- Failure to make payments on dates due

### Smoking and Tobacco Products

Smoking and the use of any tobacco **or tobacco related** products are not allowed in any enclosed area of the facility.

### Use of Electronic Media

Access to the Internet and websites and to other types of School-paid computer access is intended for School-related business only. This policy includes personal computer access to the wireless system in the classroom setting. Cell phones/pagers are not allowed on campus, and the use of cell phones is prohibited at all times in the classroom. Rick Foehr, President, must approve any information about EMSTA College, its products or services, or other types of information that may appear in the electronic media regarding the School before the information is placed on an electronic information resource that is accessible to others. Misappropriation of proprietary digital media will result in immediate expulsion from the program.

### Unlawful Harassment

EMSTA College is committed to providing an environment free of unlawful harassment. School policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** The School's anti-harassment policy applies to all persons involved in the operation of the School and its students. It also prohibits unlawful harassment by any employee of the School, including staff and faculty, as well as vendors, customers, students, and any other

persons. It also prohibits unlawful harassment based on the perception that anyone has and of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- ❖ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- ❖ Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- ❖ Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- ❖ Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- ❖ Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to any School official or the President as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. Staff will refer all harassment complaints to the Administration or the Director of the School. The School will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the School determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or student determined by the School to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A School representative will advise all parties concerned of the results of the investigation. The School will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The School encourages all employees or students to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

### **Drug and Alcohol Abuse**

EMSTA College is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's or student's work performance, efficiency, safety, and health, and therefore seriously impair the employee's or student's value to the School. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees or students and exposes the School to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's or student's job performance and may seriously impair the employee's or student's value to the School.

The following rules and standards of conduct apply to all employees and students either on School property or during the workday (including meals and rest periods). Behavior that violates School policy includes:

- ☑ Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while engaged in any EMSTA College activity;
- ☑ Driving a School vehicle while under the influence of alcohol; and
- ☑ Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. EMSTA College also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, EMSTA College reserves the right to conduct searches of School property or employees/students and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee or student's conviction on a charge of illegal sale or possession of any controlled substance while off School property will not be tolerated because such conduct, even though off duty, reflects adversely on EMSTA College. In addition, the School must keep people who sell or possess controlled substances off School premises in order to keep the controlled substances themselves off the premises.

Any employee or student who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job or affect the safety or well-being of others, must notify school administration of such use immediately before starting or resuming work.

### **Dress Code**

Students must comply with the school's dress code at all times. This requirement is mandatory.

The intent of this policy is to promote a professional appearance of all of our students and instructional staff at EMSTA College. It is the goal of EMSTA College to promote an image to all the San Diego County Prehospital Agencies, Hospitals, and staff as well as the citizens they serve, that EMSTA College is a professional Emergency Medical Services (EMS) training program.

### **Uniform Standards**

While attending class or field/clinical experience, students shall wear a proper and clean uniform. Students must comply with the school's uniform standards. This requirement is mandatory.

### **Student Uniform**

A school-supplied t-shirt or polo with EMSTA logo (*EMT*).

- *Additional shirts may be purchased from the school.*

A school-supplied Class B uniform shirt, **t-shirt and pant** (*Paramedic*).

Navy blue dress slacks or EMS pants with black leather belt.

Black boots, black polished shoes or black tennis shoes (all with non-marking soles).

- *“Flip-flops”, clogs, excessively high heels, and slippers are not acceptable.*

### **Grooming Standards**

- ❖ It is also the goal of EMSTA College to provide a set of grooming standards that takes the safety of all students and staff into consideration, as well as addressing a professional EMS image.
- ❖ All students must be neatly groomed with clean hair, nails, and clothing.
- ❖ Students should avoid excessive use of cosmetics, perfume, and cologne or after shave lotion.
- ❖ Hair should be well groomed and of a natural color. All students must have their hair secured off the face and base of their neck while in class.
- ❖ Face/chin must be clean-shaven at all times.
  - *Chin is defined as the center portion of the lower jaw beginning at the lower lip (no goatees)*
  - *Mustaches are allowed but must be kept neatly trimmed at all times*
- ❖ Hair must not rest on the collar of a Class “B” or polo uniform shirt during any field/clinical experience. If hair must be secured (mechanically restrained) to meet these requirements, the device or method used to restrain must not interfere with the safe and proper use of personal protection equipment (PPE). It must remain restrained under all conditions of work or activity on all field/clinical rotations.
- ❖ In no event shall the length of facial hair (sideburns or the style of moustache) preclude the proper wearing of personal protection equipment (i.e. N95/P-100).
- ❖ EMSTA College staff shall have the complete authority to cause the above standards to be met. The burden of proof, should a conflict arise, shall be on the student.
- ❖ Deviations may be permitted only when facial characteristics are unusual, making stated regulations impossible to administer, or by special permission by the Program Director.

### **Appearance – Tattoo, Scarification, Branding and Piercings**

Many factors influence the community’s confidence in Emergency Personnel and in our training program. The image we present to the community must be one of professionalism. Our appearance is of utmost importance.

#### *Tattoos, Scarification, Branding*

- ❖ It is the **preference** of the College that should a student or instructional staff member have any tattoo, scarification, or branding, an attempt should be made to cover it/them by the approved uniform during all class meetings.

- ❖ Any tattoo, scarification or branding shall NOT be visible while on field/clinical rotations or representing the College in any official capacity. Tattoos, scarifications or brandings must be covered with the school-approved uniform, including, but not limited to, a long-sleeve shirt, jacket, sweater or turtleneck sweater.
- ❖ The display of a tattoo, scarification or branding considered inappropriate, unprofessional or offensive, regardless of its location, by any staff member or student of the College, while in class, performing field/clinical experience or representing the College in any official capacity is strictly prohibited.
- ❖ The following includes, but is not limited to, the types of tattoos, scarifications or brands prohibited by this policy:
  - Depictions of nudity or violence.
  - Sexually explicit or vulgar art, words, phrases or profane language.
  - Symbols likely to incite a strong reaction in the workplace, i.e., swastikas, pentagrams or similar symbols.
  - Initials, acronyms or numbers that represent criminal or historically oppressive organizations,
    - *i.e., AB, KKK, SS, MM, BFG, HA, MS13, 666 or any street gang names, numbers, and/or symbols.*

#### Piercings / Jewelry

- ❖ The following standards for piercing and jewelry are in place for student safety. Students, during skills lab and/or field/clinical experience, may suffer injuries to pierced areas during skills practice labs or patient encounters (i.e., combative/altered patients). These standards are also in place to aid in the professional appearance the community expects from EMS personnel.
  - Conservative jewelry is permitted.
  - Studded earrings only are permitted. The earrings shall be plain and no more than ¼” in diameter.
    - *Hanging, hoops or “plug” earrings are strictly prohibited.*
    - *Earrings may only be worn in the earlobes.*
  - While performing any field/clinical experience, all uniformed students may only wear one set of stud-type earrings with only one earring per ear.
  - The piercing and wearing of associated jewelry in all other visible parts of the body is strictly prohibited

## PROGRAM AND COURSES

### PARAMEDIC TRAINING PROGRAM

**Program Length:** 1249 hours, 44 or 56 weeks

**Award:** Certificate

#### Program Description

The Paramedic Training Program is a comprehensive program consisting of classroom (didactic), skills lab, clinical (hospital experience), and field internship components.

Upon completion of the entire course, a Certificate of Completion is issued. This certificate allows students to apply for the National Registry Certification/Licensure and subsequently for employment as an EMT-Paramedic. This course meets the requirements set forth in the State of California Health and Safety Code, Title 22, and conforms to the National Paramedic Curriculum, formulated by the U.S. Department of Transportation.

#### Program Objectives

Upon completion of this course, the student will be able to:

1. Conduct a primary and secondary survey and communicate information in brief, organized and accurate manner
2. Describe pathophysiology, signs/symptoms and appropriate pre-hospital care for disorders (medical and trauma)
3. Demonstrate correct knowledge of airway management procedures
4. Demonstrate and describe correct basic and advanced resuscitation procedures
5. Accurately take vital signs
6. Initiate, maintain and discontinue intravenous therapy via venipuncture techniques
7. Prepare and administer medications via intravenous, intramuscular, subcutaneous and intraosseous routes
8. Apply monitoring electrodes and accurately interpret the electrocardiogram rhythm observed, to include 12-Lead ECG interpretation
9. Demonstrate and accurately perform a neurological assessment
10. Demonstrate the procedure for lung auscultation and correctly interpret breath sounds
11. Identify and demonstrate the correct procedures for treating fractures and hemorrhage
12. Develop effective rapport with medical personnel
13. Instill patient confidence through the use of the appropriate communication techniques
14. Be sensitive to, and provide support for, the physical and emotional needs of both patient and family
15. Demonstrate thorough knowledge of Paramedic National Registry and local paramedic treatment protocols and medications

| Course Number | Course Title          | Didactic Classroom Hours | Didactic Skills Lab Hours | Clinical Hours | Field Internship Hours | Total Hours |
|---------------|-----------------------|--------------------------|---------------------------|----------------|------------------------|-------------|
| 200           | Didactic (Classroom)  | 369                      |                           |                |                        | 369         |
| 205           | Didactic (Skills Lab) |                          | 191                       |                |                        | 191         |
| 210           | Clinical              |                          |                           | 160            |                        | 160         |
| 220           | Field Internship      |                          |                           |                | 529                    | 529         |
| <b>Total</b>  |                       |                          |                           |                |                        | <b>1249</b> |

## Course Descriptions

### **200 Didactic (Classroom) – 369 hours**

*Prerequisite: 110 Paramedic Prep and 105 Paramedic A&P with Lab*

This is the classroom portion of the training program. This section consists of 369 hours of lecture presentations, discussion, and workshops. The didactic portion of the programs lasts approximately six (6) or eight (8) months, depending upon class format. Successful completion of the didactic section requires a minimum score of 80% on all written exams.

### **205 Didactic (Skills Lab) – 191 hours**

*Prerequisite: 110 Paramedic Prep and 105 Paramedic A&P with Lab*

This practical portion of the training program consists of skills training under controlled laboratory conditions and runs concurrently with the didactic section. It is designed to familiarize the students with the procedures associated with the practice of Para medicine. The student will utilize state-of-the-art equipment, view an autopsy (if possible), as well as practice on a SIMMS manikin with IVs, intubations, and needle thoracotomy before practicing on humans in the Clinical portion. Successful completion of the Skills Lab portion of Didactic requires a minimum score of 80% and no “critical errors” on the practical exams (Graded Simulations) and Field Readiness Interviews (Oral Board Exams).

### **210 Clinical – 160 hours**

*Prerequisite: Successful completion of courses 200 and 205*

This practical, “hands-on,” portion of the training program puts the student in direct contact with actual patients during controlled, in-hospital, training sessions. This portion requires the student to complete 160 hours of patient contact in a clinical setting. Students will work under the direct supervision of a preceptor at the facility and hone their skills learned in the Skills Lab. An EMSTA Mentor will also be assigned to monitor the students’ progress. Students may work with preceptors in the Emergency Department, Intensive and Cardiac Care Units, Surgery, Cardiac Cath Lab, Laboratory, Labor and Delivery, Nursery, and other related areas.

### **220 Field Internship – 529 hours, twenty-two (22) 24-hour shifts or forty-four (44) 12-hour shifts**

*Prerequisite: Successful completion of courses 200, 205 and 210*

The internship is the final practical portion of the program, which consists of 529 hours, twenty-two 24-hour shifts, or forty-four 12-hour shifts. Students will be assigned to an active Field Preceptor with either a private ambulance service or fire department paramedic unit. The student will perform the full scope of practice of the EMT-Paramedic, under the direct supervision of their preceptor. An EMSTA Primary Instructor will also be assigned to monitor the students' progress on a shift-by-shift basis while in this rotation.

### **Licensing Requirements**

Before a graduate can obtain entry-level employment as a licensed paramedic, the graduate must take and pass the National Registry Certification computerized exam and the National Registry Practical Skills exam after graduation from the program. These two additional exams cannot be completed on the same day. The computer-based National Registry exam is offered on various dates at eight (8) Pearson Vue Educational Centers located throughout the State of California. The National Registry Practical Skills exam is scheduled approximately one month after graduation at EMSTA College, or the graduate can attend any other National Registry Practical Skills exam offered at various times at colleges throughout California. After passing the National Registry computer-based exam and Practical Skills exam, the graduate must obtain a State Paramedic license. This process can take as long as four weeks, depending on the workload of the specialist at the CA State EMSA office. Once the student receives the State Paramedic License, he/she can apply for a job as a licensed Paramedic. Following provides details for applicants when an application for licensure can be denied:

#### Title 22 Requirements, Section 100173 Denial/Revocation Standards

(a) The authority shall deny/revoke a paramedic license if any of the following apply to the applicant:

- (1) Has committed any sexually related offense specified under Section 290 of the Penal Code
- (2) Has been convicted of murder, attempted murder, or murder for hire
- (3) Has been convicted of two or more felonies
- (4) Is on parole or probation for any felony

(b) The authority shall deny/revoke a paramedic license if any of the following apply to the applicant:

- (1) Has been convicted and released from incarceration for said offense during the preceding fifteen years for the crime of manslaughter or involuntary manslaughter
- (2) Has been convicted and released from incarceration for said offense during the preceding ten years for any offense punishable as a felony
- (3) Has been convicted of two misdemeanors within the preceding five years for any offense relating to the use, sale, possession, or transportation of narcotics or addictive or dangerous drugs
- (4) Has been convicted of two misdemeanors within the preceding five years for any offense relating to force, violence, threat, or intimidation
- (5) Has been convicted within the preceding five years of any theft related misdemeanor

(c) The authority may deny/revoke a paramedic license if any of the following apply to the applicant:

- (1) Has committed any act involving fraud or intentional dishonesty for personal gain within the preceding seven years
  - (2) Is required to register pursuant to Section 11590 of the Health & Safety Code
- (d) Subsections (a) and (b) shall not apply to convictions that have been pardoned by the governor, and shall only apply to convictions where the applicant/licensee was prosecuted as an adult. Equivalent convictions from other states shall apply to the type of offenses listed in A and B. As used in this section, “felony” or “offense punishable as a felony” refers to an offense for which the law prescribes imprisonment in the state prison as either an alternative or the sole penalty, regardless of the sentence the particular defendant received.

## **Paramedic Training Program Policies**

### **Clinical Rotations**

Each student is required to complete 140 hours at the assigned Hospital and 20 hours at Rady Children’s Hospital. Failure to successfully complete this portion of the program will result in expulsion or reassignment to complete this portion with the next Paramedic class. If you are reassigned, you will not graduate with your class and you will not be allowed to treat pediatric patients during your Field Internship, e.g., ET tubes, IV’s.

### **Field Readiness Interview**

This interview process is intended for the paramedic student to show proficiency in the standard required topics that his/her preceptor would be asking on the first day of the Field Internship. The subject matter of the interview will be selected on a random basis by a panel of three EMSTA instructors. All questions have been verified as reliable and valid by the faculty prior to the interview. The student should prepare him/herself to answer questions such as: identification of ECG rhythm strips, pathophysiology, A&P, five parts of the run, and San Diego County drugs and protocols. Should a student score below 80% on the first attempt, the instructor will schedule a second attempt. Failure to score an 85% on the second attempt, a “no show” or late by 15 minutes will be considered a fail and will result in immediate expulsion from the program.

Students who fail the second attempt will be required to re-take the entire Paramedic Training Program from the beginning at their discretion. The school will offer a discount to those students who elect to return for a second time.

### **Field Internship**

Students are required to have a minimum of 40 Advanced Life Support contacts during this phase of training. The preceptors in this rotation have at least two years of full time EMT-Paramedic experience. Every effort is made to keep each student with his or her assigned preceptor through the entire field internship portion. If a student resides outside the direct service area of the school, he/she may apply to arrange preceptorship closer to his/her home. Please see the Clinical Coordinator for more details. Some field internship locations may charge the student to precept with their personnel. This charge is included in the cost of the course.

Didactic classroom sessions typically meet between the hours of 9:00 a.m. to 5:00 p.m. Monday, Wednesday, and Friday. Clinical sessions are arranged individually with the facility or preceptor. The Field Internship is arranged with the preceptor on a shift basis,

according to his/her regular schedule. The time allowed to complete the course is 11 months for the March class and 11 months for the September class.

The NREMT has recently implemented CBT (Computer Based Testing) for their written exam. Students will be eligible to take this exam as soon as they complete the Field Internship portion of the Program. Some students may finish the Field portion of the Program sooner, as a 24-hour unit assignment will complete in two months, while a 12-hour unit assignment will complete in three months, twenty-two 24-hour shifts vs. forty-four 12-hour shifts). It is the school policy to graduate the entire class together. Passing the NREMT Skills testing is required to obtain an NREMT Certification card. The school typically schedules this testing after graduation, which would eliminate the possibility of students finishing the Program ahead of others. The NREMT testing fees are not included in the course fee.

Although the State of California recognizes the National Registry Exam for EMT-Paramedic as the licensing examination, the individual counties may have restrictions on the paramedic practice within the respective county. The curriculum at EMSTA College is designed to provide education in both theory and skills consistent with the National Curriculum. We will be teaching protocols for San Diego County only.

### **Field Internship Remediation Policy**

Should a student fail the Field Internship portion of the program, he/she must be remediated prior to re-taking the Field. The student will remediate by:

- Successfully completing a 48-hour DOT certified Paramedic Refresher class at EMSTA
- Successfully completing three Graded Simulations including Medical, Trauma, and Mega Code.
- Successfully completing Clinical Rotations (if required)
- Successfully completing Oral Boards Examinations
- Successfully completing Field ride-alongs documenting a total of 30 ALS contacts.
- Successfully completing full Field Internship

Upon successful completion of these requirements, the student will be eligible to re-take the Field Internship with a new Preceptor. Upon successful completion of the Field re-take, the student then must complete a check-off ride with their original Preceptor to verify successful completion of the Field Internship. Failure to complete the Field re-take will result in the student's inability to complete the Program at EMSTA.

### **Additional Information**

The Point Loma Nazarene University/EMSTA College for EMS Consortium is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Commission on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The Commission may be contacted at the following address:

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756

## **EMT**

**Course Length:** 188 Hours, 8 Weeks

**Award:** Certificate

### **Course Description and Objective**

#### **105 Didactic & Skills Lab – 188**

*Prerequisite: CPR*

The Emergency Medical Technician (EMT) course is a hands-on, interactive experience. Upon successful completion of this course (188 lecture and field/clinical), and the NREMT Exam the student will be Nationally Certified and can apply to become certified at the state and local level. This can lead to employment in a wide range of job opportunities in the Pre-hospital (Ambulance, Fire Dept. etc.) and hospital settings as well as other healthcare related careers.

During the course students are required to do a 10-12 hour ride along with an ambulance crew transporting patients and/or complete an 8 hour hospital emergency room observation. During these clinical times, students perform patient assessments and assist with patient care (including CPR, C-Spine Immobilization, airway management, etc.)

The curriculum is based on NREMT, National Emergency Medical Services Education Standards, and Title 22 for the State of California. The course is 188-190 hours; including field/clinical experience.

## **ADVANCED EMT**

**Course Length:** 182 Hours, 16 Weeks

**Award:** Certificate

### **Course Description and Objective**

#### **150 Didactic & Skills Lab – 182 Hours**

*Prerequisite: EMT certification with one (1) year of EMT experience*

The Advanced Emergency Medical Technician (AEMT) Course is a comprehensive program consisting of both classroom (didactic), skills lab, clinical (hospital observation) and field (ambulance observation) components. The curriculum follows lesson plans adapted from the EMSA #133 Advanced EMT Model curriculum (June 2008) and the AEMT National Standard Curriculum (January 2009).

Upon completion of the entire course, a certificate of completion is issued. This certificate allows students to take the NRAEMT exam. Upon successful completion of the NRAEMT exam, the student will become licensed as an AEMT nationally and in the State of California.

Once the student becomes certified in San Diego County, then they will be allowed to perform AEMT skills per San Diego County Protocols.

## **PHLEBOTOMY TECHNICIAN**

**Course Length: 120 Hours, 6 Weeks**

**Award:** Certificate

### **Course Description and Objective**

Phlebotomy Technician is a comprehensive course consisting of classroom (didactic), skills lab, clinical externship (hospital observation). The curriculum is based on the requirements set forth by the California Department of Public Health regulations and Title 22 for the State of California.

The Phlebotomy Tech course consists of 60 hrs. of lecture and lab. The students will learn:

- Infection control, lab safety and medical terminology
- Anatomy & Physiology
- Patient identification, specimens, and Order of Draw
- Advanced infection and biohazard control
- Post puncture care
- Proper disposal of sharps and biohazards

The certificate of completion will allow the graduate to receive his/her MMCI card (Multi-Skilled Medical Certification Institute, Inc.) for their National Center for Competency Testing (NCCT) exam (included in the tuition).

The course comprises a total of 120 hours of instruction, as follows:

*Didactic:*

Classroom = 40 hrs.

Skills Lab = 20 hrs.

*Clinical:*

Externship = 60 hrs.

### **Course Descriptions**

#### **Didactic**

*Prerequisite: None*

The course follows guidelines established by the Department of Health Services in preparation for the state phlebotomy technician certification exam and employment as a certified phlebotomy technician. The course focuses on state-identified topics of basic anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communicate with patients.

This classroom portion of the training program consists of 40 hours of lecture presentations, discussions, and in-class workshops. The didactic portion of the program lasts 10 days. Successful completion of the didactic section requires a minimum score of 80% on all homework assignments, written quizzes, and final exam. Students are required to pass the NHA exam prior to entering into the externship. It is also a state requirement for obtaining a license. The final exam will be given at the end of the didactic portion of the program and will include all subject areas from the entire program. The exam is multiple choices, and the minimum passing score is 80%. There are no retakes allowed for the final exam. Failure to pass this exam will result in expulsion from the program.

### **Skills Lab**

*Prerequisite: None*

This practical portion of the training program consists of 20 hours of skills training under controlled laboratory conditions and runs concurrently with the Didactic section. It is designed to familiarize the students with the procedures associated with the practice of Phlebotomy skills. The student will utilize all equipment required and to competently practice Phlebotomy basics before practicing on humans in the field.

### **Clinical Externship Experience**

*Prerequisite: Skills Lab*

This practical, “hands-on,” portion of the training program puts the student in direct contact with actual patients during controlled, in-hospital/clinical training sessions. This portion requires the student to complete \*60 hours of patient contact in a clinical setting. This experience may be as an observer as well, depending on the assignment given by the preceptor. Students will be required to have their sign-off of various blood draws and time/attendance sheet completed prior to the end of clinical externship.

\*The externship can be 60, 90, or 120 hours, depending on the site. The school has no control over this facility externship requirement. Students will be required to complete the externship within a set time frame depending on location (see Externship Completion Policy).

## **ADVANCED PHLEBOTOMY**

**Course Length:** 20 Hours, 1 Week

**Award:** Certificate

### **Course Description and Objective**

*Prerequisite: Advanced students must supply proof of a minimum of 1050 hours of phlebotomy experience within the last five (5) years. The form can be provided upon request or obtained on the Lab Field Services website (California Statement of Phlebotomy Practical Experience).*

Advanced students will join in on the fifth day of the Phlebotomy Technician program at 8:00 a.m. and participate in five (5) days of didactic to meet California state requirements of 20 hours minimum didactic review, completing homework assignments and daily

quizzes and taking the final exam. Advanced students are not required to go to skills lab or an externship.

Advanced students are not required to take the NCCT exam unless their national license (or equivalent as accepted by California) has expired. Advanced students who wish to take the NCCT test on the same day with the Basic students may schedule and pay for the test independently.

### **Phlebotomy Certification Requirements**

Upon completion of the classroom and lab training, students will take the NHA (National Healthcareer Association) exam and then begin their externship working with licensed Phlebotomy laboratory technicians (CPT-1) at local hospitals or clinics in the San Diego area. Upon successful completion of the externship portion of the program, the student must submit required paperwork to the State to obtain their CPT-1 license. Any prospective or active student that has or obtains a misdemeanors or felony is required to conduct the Department of Health Services to determine is certification can be obtained.

## **ECG TECHNCIAN**

**Course Length:** 32 Hours, 4 Weeks

**Award:** Certificate

### **Course Description and Objective**

*Prerequisite: None*

Electrocardiograph (EKG or ECG) Technicians operate equipment that records and measures heart activity. These measurements are used to assist cardiologists and other physicians in diagnosing and treating cardiac (heart) and peripheral vascular (blood vessel) problems. An EKG technician first obtains a patient's medical history and medication use. Then they prepare a patient by attaching electrodes to the chest, arms, and legs. These electrodes will measure trace electrical impulses transmitted by the heart in order to obtain a printout that can be used by the physician. These tests are often done as part of routine examinations before surgeries, especially on older patients or those that have a history of cardiovascular problems. With additional on-the-job training or experience, EKG technicians may specialize in areas such as cardiac catheterization, Holter monitoring, phonocardiography, stress testing, and vectorcardiography. EKG technicians must be able to recognize emergencies and assist the physician in responding to them. This program prepares students perform the duties of an ECG Technician.

## **ADMINISTRATION AND FACULTY**

### **Administration**

Rick Foehr, President

Connie Foehr, Treasurer/Secretary, V.A. Certifying Official

Ted Chialtas – Paramedic Program Director

Rodney Geilenfeldt – EMT Program Director

Lu Ann Howard – Allied Health Program Director

Dana Williams, Office Manager, V.A. Certifying Official

## **Faculty**

Basinski, Joe, Paramedic  
6 years ALS working experience  
EMT Primary Instructor and TA  
Paramedic TA

Brainard, Criss, Paramedic  
AS degree in Fire Science, Miramar Community College  
BA in Public Administration, San Diego State University  
34 years ALS working experience  
Paramedic Primary Instructor

Chialtas, Ted, Paramedic  
BA in Psychology, University College of San Diego  
22 years ALS working experience  
Paramedic Primary Instructor  
Paramedic Training Program Clinical Coordinator

Cochran, Jennifer, RN  
BSN, Point Loma Nazarene University  
BA in Psychology, University of Redlands  
BS in Biology, University of Redlands  
15 years ALS/Nursing experience  
Paramedic Primary Instructor

Fiehler, John, Paramedic  
18 years ALS working experience  
EMT Primary Instructor  
Paramedic and EMT TA

Foehr, Rick, Paramedic  
BA in Business, National University  
30 years ALS working experience  
Paramedic Primary Instructor  
Paramedic Program Director  
Owner/President EMSTA College

Gain, Carolyn, Paramedic  
AAS in Paramedic Education, Camden County College  
21 years ALS working experience  
Paramedic Primary Instructor

Gall, Jessica, Paramedic & RN  
AA in Nursing, Kaplan College  
12 years ALS working experience  
Paramedic Primary Instructor

Geilenfeldt, Rodney, Paramedic  
BS in Occupational Studies/Emergency Services, Long Beach State University  
12 years ALS working experience  
Paramedic Primary Instructor  
EMT Primary Instructor  
EMT Program Coordinator

Hamblin, Jonathan, Paramedic  
15 years ALS working experience  
Primary Instructor for EMT  
Paramedic and EMT TA

Haney, Marsi  
BS in Biology and Communication, Cal State San Marcos  
4 years working experience  
EMSTA College Marketing and Admissions Specialist

Hardenburger, Dave, Paramedic  
BS in Occupational Studies, California State University, Long Beach  
16 years ALS working experience  
Paramedic Primary Instructor  
Paramedic and EMT TA

Hotka, Brian, Paramedic  
16 years ALS working experience  
EMT Primary Instructor  
Paramedic and EMT TA

Howard, LuAnn

Northrup, Josh, Paramedic  
AA in General Studies, Southwestern Community College  
2 years ALS working experience  
EMT Primary Instructor and TA

Parkhill, Robert, Paramedic  
2 years ALS working experience  
EMT Primary Instructor and TA

Scott, Eugene, Paramedic  
BA in Business Administration, Texas A&M University  
16 years ALS working experience  
Paramedic Primary Instructor and TA

Williams, Dana  
BA in Sociology, San Diego State University  
5 years working experience

EMSTA College Office Manager

Witucki, Pete, MD

Medical School, Loyola University of Chicago

12 years working experience as an Emergency Medicine Physician

EMSTA College Medical Director

Zauss, Kyle, Paramedic

3 years ALS working experience

EMT Primary Instructor and TA

**Medial Advisor**

Pete Witucki, M.D.

**VETERAN OR ELIGIBLE PERSON'S INFORMATION BULLETIN**

**TRANSFER OF CREDIT**

EMSTA College will inquire about each veteran or eligible person's previous education and training, and requires that each prospective student request transcripts from all prior institutions, including military training, traditional coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The active military members, veterans or eligible person and the Department of Veterans Affairs will be notified of the evaluation result and EMSTA College will maintain the written records.

**LEAVE OF ABSENCE**

If an active military member, veteran or eligible person is granted a leave of absence the VA will be promptly notified and benefits will be terminated for the duration of the leave.

**SATISFACTORY PROGRESS**

If an active military member, veteran or eligible person is withdrawn for not meeting Satisfactory Progress the VA will be promptly notified and benefits will be terminated.

**VETERANS AND ELIGIBLE PERSONS - CANCELLATION AND WITHDRAWAL FROM THE PROGRAM**

***STUDENT'S RIGHT TO CANCEL***

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: EMSTA, 11489 Woodside Avenue, Santee, CA 92071. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

***WITHDRAWAL FROM THE PROGRAM***

The refund policy for veterans and other eligible persons shall be calculated at 100% pro-rata throughout the duration of the program, less \$10.00 registration fee.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

If an active military member, VA student or eligible person is withdrawn the VA will be promptly notified.

## **REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**

For information or for resolution of specific veteran benefit payment issues, the veteran or eligible person should call the Department of Veteran Affairs nationwide toll-free number at 1-800-827-1000.

|                             |   |
|-----------------------------|---|
| <b>Name of Institution:</b> | EMSTA, Inc. DBA EMSTA College           |
| <b>Physical Address:</b>    | 11489 Woodside Ave.<br>Santee, CA 92071 |
| <b>Mailing Address:</b>     | P. O. Box 21894<br>El Cajon, CA 92021   |
| <b>Telephone Number:</b>    | 619-593-6782                            |
| <b>Emergency Number:</b>    | 619-562-4664                            |
| <b>Fax:</b>                 | 619-593-6786                            |

**Active Military Member, Veteran or Eligible Person Attestation**

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment, which contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Enrolled by (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EQUIPMENT AND MATERIALS**

| <b>ITEMS</b>                           | <b>NUMBER AVAILABLE</b> |
|--|-------------------------|
| CPR Mannequins, adult and baby         | 40 each                 |
| Intubation mannequins, adult           | 6                       |
| Intubation mannequins, pediatric       | 6                       |
| Airway Bag                             | 10                      |
| O2 cylinders                           | 10                      |
| Flow meter                             | 10                      |
| O2 masks and nasal cannulas            | 20 each                 |
| Suction equipment, Jr. Escort          | 6                       |
| Suction tubing                         | 6                       |
| Rigid and flexible suction catheters   | 6                       |
| Pocket mask                            | 8                       |
| One-way valve CPR mask                 | 40                      |
| Bag-valve-mask, adult                  | 20                      |
| Bag-valve-mask, pediatric              | 10                      |
| Demand-valve-mask resuscitator         | 1                       |
| Oral and nasal airways, various sizes  | 20                      |
| Combitube                              | 12                      |
| Endotracheal tube                      | 12                      |
| Traction splint, Sagar                 | 4                       |
| Traction splint, Hare                  | 2                       |
| Extrication device, KED                | 6                       |
| Backboards                             | 8                       |
| Head immobilizers                      | 6                       |
| Cervical collars, various sizes        | 15                      |
| Obstetrical mannequin                  | 6                       |
| OB kits                                | 6                       |
| Tourniquets                            | 20                      |
| Various bandages and splints           | 20                      |
| IV tubing and solution - Normal Saline | 12                      |
| Anti-shock garment                     | 8                       |
| Zoll, Cardiac monitor/defibrillators   | 6                       |
| B/P cuffs and stethoscopes             | 25                      |
| AED equipment for training             | 6                       |
| Medications in current scope           | Numerous                |
| Scoop stretcher                        | 4                       |
| Stryker Gurney                         | 1                       |
| Rhythm generator                       | 6                       |
| Glucometer                             | 2                       |
| Bite stick, plastic                    | 10                      |
| KY jelly                               | 1 package               |

|   |               |
|---|---------------|
| Defibrillator Pads                        | 12            |
| EKG recording paper                       | 2 cases       |
| Electrodes, adult                         | 1 package     |
| Mask, molded, surgical                    | 10            |
| Goggles                                   | 2 boxes       |
| Alcohol preps                             | 4 boxes       |
| IV dressing, venigard                     | 2 boxes       |
| Needle safety glide, various sizes        | Numerous      |
| Syringe, various sizes                    | 1 box of each |
| Tubex injector                            | 6             |
| Bag infuser                               | 1             |
| Cold pack                                 | 1 case        |
| Hot pack                                  | 1 case        |
| Irrigation solution, 500 ml Normal Saline | 1 case        |
| Irrigation solution, 500 ml Sterile Water | 1 case        |
| Sam splint                                | 8             |
| Transpore tape, 1"                        | 2 boxes       |
| IV cath, angiocath 14Ga x 2"              | 8             |
| IV cath, 20 Ga., 22 Ga., 24 Ga.           | 2 boxes each  |
| Trauma shears                             | 6             |
| B/P cuff, thigh                           | 1             |
| Disposable pen lights                     | 4             |
| Sharps biosafety container                | 6             |
| Tubular stockinet (baby cap)              | 4             |
| Thermometer, oral                         | 6             |
| Triage tags                               | 15            |
| Wash basin                                | 4             |
| Gloves, assorted sizes                    | 2 each        |
| Pulse oximeter                            | 1             |
| Pulse Ox finger probe                     | 1             |
| Batteries, various sizes                  | Numerous      |
| Drug box                                  | 6             |
| Mobile radio, walkie-talkies              | 12            |
| Trauma bag                                | 6             |
| Pediatric bag                             | 6             |
| Pediatric immobilizer splint              | 2             |
| Computers                                 | 20            |
| Desks/Tables                              | 60            |
| White boards                              | 12            |
| SIMMS mannequin                           | 1             |
| IV arms and leg                           | 6 each        |
| Skeleton on a stand                       | 1             |
| Heart model                               | 0             |
| Multi-media cart                          | 1             |
| Lap top                                   | 1             |
| IO needles                                | 6             |
| Cardiac pacing pads                       | 1 Box         |

|              |   |
|--------------|---|
| Broslow tape | 6 |
| IV Stands    | 4 |