



# 2023 Catalog

(Effective 01/01/2023 to 12/31/2023)

1141 Harbor Bay Parkway Suite 101 Alameda, Ca 94502

[www.BATAeducation.com](http://www.BATAeducation.com) / 800-701-7333

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# Facility Information

WELCOME!! To California's premier pre-hospital educational facility, Bay Area Training Academy (BATA). If you have been searching for a meaningful career or have a desire to help those in need, this is the school for you. Through our intensive program of study, we can teach you to respond to an emergency that may save a life. Whether you are looking to become a state certified Emergency Medical Technician or just curious about learning CPR, we can help. Our philosophy has always been to bridge the gap between academia and real- world experiences. From this simple philosophy, BATA was created by one of the oldest ambulance companies in the Bay Area. By becoming a student of BATA, you will learn first-hand from experts in the field of pre- hospital medicine.

## Bay Area Training Academy (BATA)

Admin Office: 1141 Harbor Bay Parkway Suite 101 Alameda, CA 94502

Satellite Classrooms:

- a. 1141 Harbor Bay Parkway Suite 101 Alameda, CA 94502
- b. 1709 S Main St Milpitas, CA 95035
- c. 2250 Boynton Ave Fairfield, CA 94533

Phone 800.701.7333 / Fax 510.614.1429 [www.bataeducation.com](http://www.bataeducation.com)

## Facilities

From our state-of-the-art classroom and skills laboratory students will have supervised access to all equipment necessary to perform their respective job function or areas of interest in the State of California. All classes will be held in large classrooms. Students will have access to equipment, which will enhance their understanding of pre-hospital emergency care. All written materials will be made available for students to purchase or loan if applicable upon enrollment. Clinical equipment will be made available only during periods of instruction where under strict instructor supervision a mentor will explain, demonstrate and educate the student in proper usage. Students will learn to use with proficiency emergency medical equipment such as Automatic External Defibrillator (AED), trauma dressings, splints, backboards, Kendrick Extraction Devices (KED) and many more.

## Libraries and Other Learning Resources

All library holdings will be made available at all times to BATA students. The library and its contents will be located in each location, which will remain unlocked. Students will be able to access the library and skills rooms during normal business hours by written request and approval from administrative manager. The contents of the library will cover a vast expanse of medical literature, which includes but is not limited to medical terminology texts, medical dictionaries, accredited journals and other visual aids. These resources will be offered at no charge to the students and can be used in conjunction with the online mybradylab.com, which can assist the student 24/7.

*This calendar is updated no less than annually and is available at our website: [www.bataeducation.com](http://www.bataeducation.com) or our campus Monday-Friday 9:00am-5:00pm located at 1141 Harbor Bay Parkway Suite 101 Alameda, CA 94502*



# Mission, Purpose and Objective

## Accreditation

The Bay Area Training Academy is private institution approved to operate by the Bureau of Private Post-Secondary Education. This means BATA is currently in compliance with the state standards as set forth in the California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician). Graduation from the school will not guarantee State certification, any form of Financial Aid or employment upon graduation. It will be up to the student to complete any and all additional requirements as indicated by the Local EMS Agency, State EMS Authority and the State of California. Bay Area Training Academy is not accredited by any Agency that is endorsed by the US Department of Education.

*"Learn, Teach, Provide, So Others May Live"*

The Bay Area Training Academy is a private post-secondary institution with NO pending petitions in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## Mission

The mission of the Bay Area Training Academy is to supply the prospective student with all applicable knowledge required to perform efficient job duties as a pre-hospital professional. Through education, enlightenment and critical thinking, students of BATA will become leaders in their industry and can aspire to demonstrate their actions through selfless deeds and not empty words.

## Purpose

Our purpose is to prepare students to be leaders in the Emergency Medical Services Industry as trained and capable healthcare practitioners.

## Objectives

Our objective is to deliver aid to those in need through training on specific objectives, enhanced clinical knowledge, recognition of clinical indicators and the delivery of expedient, compassionate pre-hospital healthcare to those in need anytime anywhere.

## Disclaimers

"Students have the right to learn unhindered in an environment that fosters education at all times. 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."

## Bureau for Private Post-Secondary Education

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:

1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



## **Prior to enrollment prospective students must be aware of the following:**

### *1) How to File a Complaint*

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

### *2) Transferability of Credits Notice*

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

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



# Admission

## Minimum Levels of Education

- No previous medical experience is necessary.
- Applicant must be at least 17 years of age.
  - There is no minimum age required for National Certification. However, California State EMS Office requires applicants to be 18 years old to qualify to obtain a CA EMT certification.
- Applicant must have completed a high school education with diploma or GED equivalent. Applicants must possess a high school level mastery of the English language in reading and writing. (No other language services will be offered at this time)

FOR EMT Academy students only: Prior to course admission, student must have a valid Basic Life Support (BLS) for Provider Cardiopulmonary Resuscitation certificate consistent with American Heart Association or American Red Cross.

## EMT Training Program Course Completion Challenge Process.

The Bay Area Training Academy will offer an EMT course completion certificate through an optional challenge process. The student must complete eligibility requirements as indicated by the State EMS Authority Title 22 section 100078. Bay Area Training Academy shall offer an EMT challenge examination no less than once each time an EMT course is in session. An eligible applicant for the EMT challenge examination shall include those who meet the minimum levels of education as defined above. These applicants shall be permitted to take the EMT course challenge examination only one (1) time. Failure to pass will result in the applicant being referred to enroll in the seven-week EMT training program.

## Eligibility Requirements for Challenge Only

The applicant must be currently licensed in the United States as a Physician, Registered Nurse, Physician Assistant, Vocational Nurse, or Licensed Practical Nurse.

The applicant provides documented evidence of having successfully completed an emergency medical service training program of the Armed Forces within the preceding two (2) Years which meets the United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994, which can be accessed through the U.S. Department of Transportation's website at: <http://www.nhtsa.gov/>

## Examination Requirements

This course will consist of a variety of examinations in order to test the applicant's ability to fulfill the role of the EMT. The course challenge examination shall consist of a competency-based written and skills examination to test knowledge of the topics and skills essential to EMT curriculum.

Bay Area Training Academy has not entered into any articulation or transfer agreements with any other college or university. Bay Area Training Academy will maintain a written record of previous education/training and if applicable, training period shortened proportionately, and the student notified accordingly.



# Program of Study

## Emergency Medical Technician Academy

Bay Area Training Academy offers vocational training in the Allied Healthcare field for a certificate course in Emergency Medical Technician-Basic. This course focuses on a combination hand on skills-based scenarios as well as traditional academic curriculum intended to fulfill State and National requirements for becoming a certified EMT. Bay Area Training Academy offers comprehensive course work that will exceed the minimum state mandated requirement for Emergency Medical Technicians. It is the goal of BATA to prepare the EMT student for successful testing for the National Registry of Emergency Medical Technicians examination. Through a combination of 170 hours of vocational training, Bay Area Training Academy will prepare the student to be directly placed (pending state certification) into a career as an EMT. The EMT Academy will be divided into the following course sections:

- A minimum of 146 hours of didactic instructions and skills laboratory
- A minimum of 24 hours of supervised clinical experience.
- All instructions shall comply with local, state and the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 0771, January 2009).

## The Graduation Requirements

Students will be required to complete each component of Bay Area Training Academy course curriculum, which will include at a minimum:

- Periodic competency-based examination
- Final competency-based examination
- Satisfactory performance in written examination
- Satisfactory performance in skills hands on examination

Upon successful completion of the afore mentioned topics students of BATA will be eligible for graduation if they complete all testing assignments with a score of no less than 80% and have completed all state mandated 170 hours of core curriculum. Bay Area Training Academy will prepare the prospective student to complete with competency all assigned job roles and requirements of an Emergency Medical Technician – Basic.

## Eligibility Requirements

If state licensure is the student's goal the following must be achieved:

- Completion with a passing score of an approved EMT Academy
- Completion of didactic and clinical assignments
- Achieving a passing score with the National Registry of Emergency Medical Technicians, which includes skills-based scenario and a computer-based examination.
- Certification by a Local Emergency Medical Services Agency (LEMSA)

## EMT Basic Academy 2023 Schedule

- EMT 107 (1/9 - 3/4)
- EMT 108 (1/16 - 2/16)
- EMT 109SC (2/7 - 4/2)
- EMT 110AL (2/20 - 4/15)



- EMT 111AL (3/7 - 4/30)
- EMT 112AL (3/13- 4/13)
- EMT 113SC (3/20 - 4/20)
- EMT 114AL Hybrid (3/28 - 5/5)
- EMT 115SC (4/11 - 6/4)
- EMT 116SC (4/22 - 6/14)
- EMT 117AL(5/2 - 6/25)
- EMT 118AL(5/8 - 6/8)
- EMT 119SC (5/15 - 6/15)
- EMT 120AL(5/20- 7/10)
- EMT 121AL(6/12 - 7/13)
- EMT 122SC (6/19 - 7/20)
- EMT 123SC (6/26 -8/19)
- EMT 124SC (7/9 - 8/29)
- EMT 125AL (7/09 - 8/29)
- EMT 126AL(7/12 - 9/2)
- EMT 127AL(7/17 - 8/17)
- EMT 128SC (7/31 - 8/31)
- EMT 129AL(8/21 - 9/21)
- EMT 130SC (8/28 -10/21)
- EMT 131AL (9/3 - 10/26)
- EMT 132SC (09/04 - 10/05)
- EMT 133SC (09/05 - 10/26)
- EMT 134AL (09/18 - 11/11)
- EMT 135AL (9/25- 10/26)
- EMT 136SC (10/16 - 11/16)
- EMT 137SC (10/29 - 12/21)
- EMT 138AL (11/20 - 12/21)

## Cost of Tuition

Estimated/Total Cost of Programs for EMT Academy:

Tuition	\$2,000.00	
Registration Fee	\$250.00	Not included in cost of tuition/Nonrefundable
Uniforms	\$120.00	Not included in cost of tuition/Nonrefundable
Textbook/eBook/Course Material	\$372.50	Not included in cost of tuition/Nonrefundable
STRF Fee	\$7.50	State of CA required, Nonrefundable
<b>ACADEMY TOTAL</b>	<b>\$2,750.00</b>	

Additional Fees: *Tutoring available at \$50 Per Hour if needed*

## Emergency Medical Technician Refresher Course

The Bay Area Training Academy offers a refresher course for Emergency Medical Technician- Basic. The course focuses on academic curriculum intended to fulfill the State requirements for recertifying as an EMT. Through a combination of 24 refresher hours of vocational training and a skills lab sign off, current Emergency Medical Field personnel will be qualified to recertify as an Emergency Medical technician within their state.





## EMT Refresher Course 2023 Schedule

The Bay Area Training Academy is not offering EMT refresher courses in 2023.

## Cost of Tuition

Schedule of Estimated/Total Charges for, the period of attendance are as follows

Tuition	\$297.50	Nonrefundable
Application Processing Fee	\$35.00	Nonrefundable
Nonrefundable STRF Fee	\$0.50	State of CA required
<b>CPR Provider Total</b>	<b>\$333.00</b>	

## Basic Life Support Cardiopulmonary Resuscitation

(BLS) Basic Life Support CPR: This class will focus on the management of patients who exhibit signs of Cardiac and Stroke symptoms. This course will prepare the professional responder to recognize appropriately treat symptoms of a heart attack, stroke or foreign body airway obstruction and take action. Upon successful completion of the skills based and written test an American Heart Association CPR Card will be issued. This course covers adult, infant and child CPR.

## BLS Healthcare Provider Course 2023 Schedule

- 1/6/2023
- 1/8/2023
- 1/17/2023
- 2/3/2023
- 2/17/2023
- 3/18/2023
- 4/15/2023
- 4/29/2023
- 5/19/2023
- 5/19/2023
- 6/18/2023
- 7/2/2023
- 7/2/2023
- 7/21/2023
- 7/29/2023
- 8/11/2023
- 8/25/2023
- 9/3/2023
- 9/16/2023

## Cost of Tuition

### CPR BLS for Healthcare Provider Initial

Schedule of Estimated/Total Charges for, the period of attendance are as follows:

Tuition	\$100.00	
Textbook (eBooks)	\$14.00	Mandatory - Purchas directly from American Heart Association
Nonrefundable STRF Fee	\$0.00	State of CA required
<b>CPR Provider Total</b>	<b>\$114.00</b>	Includes book
<b>CPR Provider Total</b>	<b>\$100.00</b>	Excludes book



## CPR BLS for Healthcare Provider Renewal (Refresher)

Schedule of Estimated/Total Charges for, the period of attendance are as follows:

Tuition	\$100.00	
Textbook (eBooks)	\$14.00	Mandatory - Purchas directly from American Heart Association
Nonrefundable STRF Fee	\$0.00	State of CA required
CPR Provider Total	\$114.00	Includes book
CPR Provider Total	\$100.00	Excludes book

## American Heart Association Disclaimer

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

## English as A Second Language/Language Proficiency

Bay Area Training Academy does not provide English as a second language of instruction or any English Language Services. All courses at Bay Area Training Academy are taught in English and all students must be able to read, write and understand English prior to enrollment at a high school level or higher. If English is a second language of the student, the student must demonstrate proficiency by means of the Test of English as a Foreign Language (TOEFL). Bay Area Training Academy does admit students from countries other than the United States; however, visa services are not provided.

## Visa Services

Visa Services are not provided at The Bay Area Training Academy and the institution will not vouch for student status.

## Student Tuition Recovery Fund

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by



the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

**Note:** Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

## Retention of Transcripts

All student transcripts shall be permanently kept unless indication from the Bureau of Post- Secondary Education states otherwise.



# Withdrawal Procedure

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or seventh day after enrollment whichever is later, less specified non-refundable fees. After the end of the cancellation period, the students also have the right to stop school at any time; and have the right to receive a Pro Rata refund as detailed below.

*Rejection: An applicant rejected by the school is entitled to a refund of all funds paid.*

## **WITHDRAWAL PROCEDURE:**

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Executive Officer (CEO). The notice must include the expected last date of attendance and be signed and dated by the student. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. If the leave of absence is approved, the withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so. Charges may apply based on the Pro Rata Refund Policy.

## **PRO RATA REFUND POLICY:**

Bay Area Training Academy follows refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. A student has the right to withdraw from a course of instruction at any time. When a student withdraws from a course after the period allowed for cancellation of the agreement set forth above, Bay Area Training Academy will issue a Pro Rata refund based on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: the amount owed equals the daily charge for the program total charge less specified non-refundable fees, divided by the number of days in the program, multiplied days student attended or was scheduled to attend prior to withdrawal, less the amount paid by student. The refund will be prorated if the student withdraws after the first-class session, or the seventh day after enrollment, whichever is later.

All refunds shall be submitted within 45 days of the determination of the withdrawal date. Tuition refunds will be determined as follows: (Please note that the following text provides the minimum refund policy, the school may exceed these standards and be more generous to students).

### **Pro Rata Refund Policy\***

Proportion of Total Program Taught by Withdrawal Date  
60% or less of the program

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

## **Schedule**

Schedule is subject to availability classes, which do not achieve a minimum number of students, may be subject to cancellation. Maximum number of students in each class is 40. Cancellations will be communicated in advance. Also, classes may be added to the schedule based on increased demand for services. Prospective students are encouraged to view the academic schedule on our website at [www.bataeducation.com](http://www.bataeducation.com)

## **Reentrance Following Dismissal for Unsatisfactory Progress**

Students who are dismissed from the program, shall not be re-enrolled.



# Student Information

## Disclaimer

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

## Faculty and Qualifications

**Erik Mandler – Program Director.** Mr. Mandler has been actively involved in Emergency Medical Services for over 35 years. Mr. Mandler started his career working as an EMT, eventually attending The University of California San Diego (UCSD) Mobile Intensive Care paramedic program and working as a City of San Diego 911 Paramedic for 10 years. During Mr. Mandler's tenure as a paramedic, he taught EMT School and worked as a field instructor for the UCSD Paramedic Program interning paramedics in a 911 setting. Mr. Mandler eventually returned to school to earn undergraduate and graduate degrees in business administration and management from the University of Redlands. Over the next 25 years, Mr. Mandler has built and managed over sixty 911 response systems throughout California including the City of San Diego, Riverside City, County, Ventura County and Los Angeles County. Mr. Mandler is the original founder of The Bay Area Training Academy and also owns Westmed Ambulance Service in the San Francisco Bay Area of California. Together with many of the industries very best instructors, Mr. Mandler has built one of the largest and most respected EMT training academy's in California, right in the center of one of the Bay Area best known ambulance companies. Erik is also available for private and small group tutoring.

**Nicky Bahr – Chief Executive Officer/Partner.** Nicky Bahr brings more than 10 years of experience in business development and client management with an Electrical engineering education background. As an established sales professional with a proven multi industry track record of establishing and growing sales in highly competitive environments, she founded her own business in the auto wholesaling industry and grew the business from inception into a highly successful established operation. She has joined the Bay Area Training Academy and Westmed Ambulance team since beginning of 2017 and has adapted quickly to the complex and often technical world of EMS. Since, with her hard work and dedication, Nicky has grown Bay Area Training Academy nearly by 500%. With her marketing and business development background, she oversees all aspects of marketing and social media development. In addition, Nicky oversees all financial and administrative tasks of the academy as well as payroll administration.

**Stephen Albright – Chief Clinical Officer.** As a primary lead Instructor for the EMT-Basic Course, instructor Albright has a long history in both public service and Emergency Medical Services. He served this country honorably in the U.S. Army, then went on to obtain his bachelor's degree of Criminal Justice at CSU-Sacramento. He has served Honorably in the U.S. Army as a Non-Commissioned Officer as well as several years as a volunteer firefighter for multiple fire departments and has spent over a decade serving the local community as a Paramedic. In addition to our EMT course, he also provides instruction in Cardiopulmonary Resuscitation and Advanced Cardiac Life Support through the American Heart Association. He has a true passion for teaching, and it comes across in his lectures.

**Chris Gregory – EMT and BLS CPR Instructor.** Chris Gregory has been working in EMS since 2014, as a Fire Fighter/EMT at the 'Lewisburg Fire Department' in Pennsylvania. Chris moved back to his home in the Bay Area in 2018 to begin the long road to pursue a medical degree. While taking study breaks, Chris works for Westmed Ambulance as an EMT. Chris Joined Bay Area Training Academy in 2019 as a EMT Instructor and



as well as a Certified BLS CPR instructor through American Heart Association. His hobbies mainly consist of Running, Scuba Diving (for which he is a certified Rescue Diver), and Theatre Lighting. Chris is currently teaching Theatre Lighting courses at a High School, a Middle School, and a Community Theatre, all on the Peninsula! Perhaps his most fun gig, however, is being a part of the Bay Area Training Academy, where he helps teach aspiring EMTs the ropes! His hope is to attend a medical school this year and eventually work in Emergency Medicine!

## **Student Achievement**

All students of the Bay Area Training Academy will be required to complete all exams above at or above an 80%.

## **Attendance**

Student attendance is required at all scheduled classes, including lab sessions. Due to the time constraints of an accelerated course, Tardiness is unacceptable in this program. The state requires a minimum of 170 hours of course work in order to satisfy the requirements for the State of California, therefore.

1. Absence - Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Interruption for Unsatisfactory Attendance - Students with three unexcused absences in any class will receive written notification of Disciplinary probation for a period of one week. Any unexcused absences during such probationary period will be a cause for interruption of the student's training program.
4. Cutting classes - Cutting of classes will be considered as unexcused absences.
5. Make-Up Work - Make-up work may be required for any absence.
  - For up to 10 hours of instructional class time absences, the student is obligated to make up at minimum 5 hours of instructional class time by participating in another of the EMT classes at Bay Area Training Academy. All make-up hours must be scheduled directly with the CEO.
  - Private tutoring with a BATA Tutor is highly recommended for any student who has been absent for 10 or more hours. All processes must go through the CEO. No student will be issued a Course Completion Certificate without meeting all of the CA State Mandated Minimum Hours.
6. Leave of Absence - Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

If a student is absent for any class session, he or she is responsible for any missed quizzes, exams, and material covered in that class session. Prompt arrival is expected at all class activities. It is the student's responsibility to sign in on the attendance roster. You are responsible when you are absent to contact a fellow student to obtain missed work. Please email [nicky@bataeducation.com](mailto:nicky@bataeducation.com) if you know you will not attend class.

*Note: There are no differentiations between excused or unexcused absences. They both account for total*



*time absent from the program. All absent hours must be made up prior to the completion of the current program.*

## **Probation and Dismissal Policies**

When a student obtains an average score of less than 80%, they will be placed on academic probation. Probation will continue for one week until the student raises the average to 80%. A student on academic probation will be required to complete additional assignments in the form of psychomotor skills testing, essay writing, presentations, written examinations and online education. The lead instructor for the Bay Area Training Academy will provide the program director with student progress reports during the third and fifth weeks and at the end of the course. If a student is found to be falling behind or below the average 80%, they will be placed on academic probation for one week and given a written agreement with an approved improvement plan. If during the next progress report week, the student is found to not make any significant change in his or her grades, they may at the discretion of the program director be dismissed from the academy.

## **Re-Enrollment Policies**

Students may be eligible to re-enroll after dismissal for unsatisfactory progress or withdrawal of the program. The school reserves the right at its sole discretion to determine if a student's behavior or inability to progress academically makes them ineligible for re-enrollment.

If eligible for re-enrollment, students will be withdrawn from the previous course and must sign up for a future course. All rules and policies indicated in the PRO RATA REFUND POLICY included in the enrollment agreement will apply and students may be required to pay additional fees.

## **Holidays with no class attendance**

Thanksgiving, 11/24/2022

Between 12/24/22 and 01/02/2023





# Students Rights

“Students have the right to learn unhindered in an environment that fosters education at all times. 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.”

- Students will be evaluated on an objective academic basis and not on anecdotal or second-hand information. Students will be responsible for learning course content related material for which they are enrolled.
- Students will receive information that is thoroughly prepared based on scientific research and will be responsible for retaining prepared presentations, lesson plans and activities consistent with course catalog.
- The faculty will inform students of course expectations and methods for obtaining scoring information and what is acceptable for passing scores.
- Students will be informed of any add/drop policy and any financial costs to the program for alteration of course curriculum.
- Students will receive graded examinations and papers in a timely fashion.
- If students have a learning disability and require specialized attention, they must inform the instructor before a grade has been issued so specialized arrangements can be made.
- Students have the right to meet and confer with the instructors regarding their grades. All records will be retained in accordance with state and local laws.
- Students will receive on time instructions unless an emergency exists that interrupts normal teaching hours.
- Faculty hours will be posted in order to accommodate student meetings.
- Students have the right to not be given additional work that is not approved curriculum.
- Students have the right to have their personal information retained in a secure manner and not disclosed to anyone without legitimate purposes of use of said information.
- Students will have freedom of speech.
- Students are free to organize or join associations to promote learning. Students will be free to discuss openly all questions of interest to them and to express their opinions publicly as long as they are not disruptive to other students learning or instructor teaching.
- Students and faculty have the right to safe and non-violent education; all acts of aggression are not tolerated.

## Grievances and Due Process

A grievance may be initiated by contacting the program director via written notice, if a discrepancy has been identified. It will be the job of the program director to investigate the appeal or grievance and review all documents that relate or may potentially relate to the appeal or grievance.

If a student is not satisfied with the decision, the student may appeal in writing to the Chief Academic Officer or Chief Executive Officer, who will then further investigate original grievance in an appeal and announce the final decision via written notice.





# Anti-Harassment Policy

Bay Area Training Academy is committed to providing an educational environment free from unlawful discrimination and harassment. This policy prohibits sexual harassment and harassment based on pregnancy, childbirth, related medical conditions, race, religious, creed, color, national origin or ancestry; physical or mental disability; medical condition; marital status; age, sexual orientation or any other status protected by federal state or local law or ordinance regulations. All such harassment and discrimination are unlawful BATA's zero tolerance anti-harassment and anti-discrimination policy applies to all persons involved in the operation of the school and prohibits unlawful harassment and /or discrimination by any employee of the school including faculty, coworkers, or students.

Prohibited conduct includes but is not limited to:

- Verbal conduct such as derogatory remarks, jokes or other comments.
- Unwanted sexual advances invitations or comments.
- Visual conduct such as derogatory and or sexually oriented images, drawings or gestures.
- Any conduct that would be deemed inappropriate in a social media or electronic format.
- Physical conduct such as fighting, assault, unwanted touching, blocking of normal movement, interfering with education in any manner.
- Threats and demands to submit to sexual requests as a contention of continued success in return for favors.
- Retaliation for having reported or threatened to report harassment.

The following steps should be taken if at any time a student or faculty member feels harassment or violation has occurred.

1. The individual should first make an attempt to contact the Program Director immediately following an incident. If the harassment involves the Program Director, the CEO of BATA should be contacted directly.
2. The complaint should include a written statement of the details that have occurs names of the individual and witnesses.
3. Investigation of the event will commence.

If a student or faculty member thinks that he/she has been harassed or retaliated against for resisting or complaining about an incident the employee may file a complaint with the appropriate agency. The nearest agency office is listed in the telephone book or the World Wide Web. All harassment or violation of the learning environment will be dealt with swiftly and with resolution. Students or Faculty may be asked to leave the classroom setting at once with suspension of activities until a resolution has been made. Civil and or criminal action may be warranted for extreme cases involving a violation.



## Student Service

- Tutoring Services will be made available at student request within reason.
- Payment plans can be made available upon written request to the CEO.
- Career services are available for current students and alumni.
- Clinical placement services will be made available in order to comply with state requirements.

### Distance Learning

All classes will be taught on site. No distance learning will be offered. Students who wish to drop the course may elect to roll their tuition over into another future course in order to continue their education.

### Financial Aid

At this time no financial aid is offered at Bay Area Training Academy. Students may elect to make payments at the discretion of the CFO. If this occurs a written contract will be generated in order to clearly outline all payment dates, times and amounts.

### Housing Information

Bay Area Training Academy offers classes during regular business hours but does not provide student housing. We do have a kitchen and break room accessible to students during school or study hours. Please note that we do not endorse or provide lodging, either permanent or temporary.

For those interested in staying in the Bay Area, rooms can typically be rented for around \$750 per month, with one-bedroom apartments available for approximately \$1,200. Students who plan to travel to the Bay Area can inquire about rates at nearby hotels.

It is important to emphasize that Bay Area Training Academy EMT assumes no responsibility for students securing accommodation while enrolled in our programs.

### Job Placement Assistance

All graduating students of the Bay Area Training Academy are eligible for job placement assistance but are not guaranteed any job placements. Today's successful career placement relies on expertise, networking and resourcefulness's BATA is the one and only resource new Emergency Medical Technicians (Occupational Classification Code 29-2041) need in order to find a fulfilling career. Faculty members will work closely with students to prepare them for the current job market in the emergency medical services industry so that upon graduation students will be well prepared.

Bay Area Training Academy has already contacted several local ambulance providers in the San Francisco Bay Area for assistance with new student job placement. The local ambulance representatives are scheduled to appear as guest speakers during the final week of classes as a recruitment effort. These local ambulance representatives will be given the opportunity to speak about their respective Company background, their role in the local EMS system, current hiring needs and background on their expectations for new hires.

As an additional benefit of attendance at BATA, all graduated students will be eligible (if accepted) to interview with Westmed Ambulance Service for a position as an Emergency Medical Technician (Occupational Classification Code 29-2041).



# Record Keeping

## Security

At the Bay Area Training Academy student security is of the utmost importance. All student records will be maintained in lockable file cabinets behind a secure door, which has lock and key. The file room which houses the lockable cabinet is only accessible to the Chief Academic Officer and access is allowed only for purposes of filling, updating or storing of academic files. The record room is centrally located within the building, which is armed with security features such as external security cameras and security alarm systems. All student records will be digitally uploaded to secure cloud-based service as a backup. All student files will be retained for a period of five years.

## Safekeeping

Each student file will contain two distinct and separate sections the Academic and Financial file. The academic file will contain enrollment information, attendance, grading scores and course information including student grades. This file is to be maintained as classes' progress throughout the academic term. The Academic file is to be kept separate from all financial records, which will be maintained in a separate lockable cabinet. Financial files will contain all terms, receipt(s) of payment and or pending tuition costs for record keeping purposes and in compliance with all applicable tax required records.

## Custodian of Records

Bay Area Training Academy

Nicky Bahr

1141 Harbor Bay Parkway Suite 101

Alameda, Ca 94502

Phone: 949-899-3363 / Fax 510.614.1429

[nicky@bataeducation.com](mailto:nicky@bataeducation.com)



# Instructional Schedule

Bay Area Training Academy offers two options for Emergency Medical Technician course:

- a) 8-Week Program
- b) 5-Week Program

## 8-Week Program Instructional Schedule (170 Hours)

Date	Lecture/Skills	Exams	Skills
WEEK 1			
Day 1 (5 hours) (5pm to 10pm)	<u>Chapter 1</u> CHP1-Intro to Emergency Medical Care		Academy Overview Orientation to Student Binders
Day 2 (5 hours) (5pm to 10pm)	<u>Chapter 2, 3, 4</u> CHP2-The Well-Being of the EMT CHP3-Medical, Legal & Ethical Issues CHP4-Communication-Documentation		
Day 3 (10 hours) (8am to 12pm, 1pm to 6pm)	<u>Chapter 5, 6</u> CHP5-Medical Terminology CHP6-Anatomy Physiology		Gurney Ops, Pt Lifting & Moving, Vitals Assessments ( <i>Heart Rate, Pulses, BP, Respiratory rate, Pupils, Lung Sounds, Glucometry</i> ). EMT Patient Script
WEEK 2			
Day 4 (5 hours) (5pm to 10pm)	<u>Chapter 7, 8, 9</u> Chapter 7-Lifespan Development Chapter 8-Lifting & Moving Patients Chapter 9-Patient Assessment	Quiz #1 (Chapters 1- 6)	
Day 5 (5 hours) (5pm to 10pm)	<u>Chapter 10, 11</u> CHP10-Airway Management CHP11-Pharmacology	EMT Patient Script Quiz	
Day 6 (10 hours) (8am to 12pm, 1pm to 6pm)		Exam #1 (Chapters 1- 11)	Oxygen Administration (NC/NRB/BVM) Airway Management (OPA/NPA) Normal Childbirth Delivery Introduction to Patient Assessments
WEEK 3			
Day 7 (5 hours) (5pm to 10pm)	<u>Chapter 12, 13, 14</u> CHP12-Shock CHP13-BLS Resuscitation CHP14-Medical Overview		
Day 8 (5 hours) (5pm to 10pm)	<u>Chapter 15, 16</u> CHP15-Respiratory Emergencies CHP16-Cardiovascular Emergencies	Quiz#2 (12-14)	
Day 9 (10 hours) (8am to 12pm, 1pm to 6pm)		Exam #2 (Chapters 12-16)	CPR and BLS Resuscitation Spinal immobilization (Supine and Seated) Respiratory & Cardiovascular Scenarios
WEEK 4			
Day 10 (5 hours) (5pm to 10pm)	<u>Chapter 17, 18</u> CHP17-Neurologic Emergencies CHP18-Gastrointestinal & Urologic		
Day 11 (5 hours) (5pm to 10pm)	<u>Chapter 19, 20, 21</u> CHP19-Endocrine & Hematologic CHP20-Immunologic Emergencies CHP21-Poisoning and Overdose	Quiz#3 (17-18)	



Day 12 (5 hours) (8am to 12pm, 1pm to 6pm)		Exam #3 (Chapters 17-21)	Patient Assessments Head to toe exam Restraints, Treatment, and Safety of the psychologically impaired.
WEEK 5			
Day 14 (5 hours) (5pm to 10pm)	<u>Chapter 22, 23, 24</u> CHP22-Psychiatric Emergencies CHP23-Gynecologic Emergencies CHP24- Trauma Overview		
Day 15 (5 hours) (5pm to 10pm)	<u>Chapter 25, 26, 27</u> CHP25-Bleeding and Shock CHP26-Soft-Tissue Trauma CHP27-Face & Neck Injuries	Quiz#4 (22-24)	
Day 16 (10 hours) (8am to 12pm, 1pm to 6pm)		Exam #4 (Chapters 16-27)	Intro to Trauma Assessments , Bleeding control and Shock management , Injury Review of Airway and Breathing Field Medical Assessments
WEEK 6			
Day 17 (5 hours) (5pm to 10pm)	<u>Chapter 28, 29, 30</u> CHP28-Head & Spine Injuries CHP29-Chest Injuries CHP30- Abdominal Injuries		
Day 18 (5 hours) (5pm to 10pm)	<u>Chapter 31, 32, 33 (Begin)</u> CHP31-Orthopedic Injuries CHP32-Environmental Emergencies CHP33-Obstetric and Neonatal	Quiz#5 (28-29)	
Day 19 (10 hours) (8am to 12pm, 1pm to 6pm)		Exam #5 (Chapters 28-32)	Joint immobilization, Long Bone immobilization Head to Toe Assessment , Helmet Removal Field Trauma Assessments
WEEK 7			
Day 20 (5 hours) (5pm to 10pm)	<u>Chapter 33, 34, 35</u> CHP33-Obstetric and Neonatal CHP34 – Pediatric Emergencies CHP35– Geriatric Emergencies		
Day 21 (5 hours) (5pm to 10pm)	<u>Chapter 35,36, 39 Part 1 (IC)</u> CHP35– Geriatric Emergencies CHP36 – Pts. With special Challenges CHP39- Incident Command	Quiz#6 (33-35)	
Day 22 (10 hours) (8am to 12pm, 1pm to 6pm)	<u>Chapter 37, 38</u> CHP37-Transport Operations CHP38 - Vehicle Extrication & Rescue	Exam #6 (Chapters 33-36, 39)	Newborn Delivery review TRAUMA WARS MCI Drill
WEEK 8			
Day 23 (5 hours) (5pm to 10pm)	<u>Chapter 38, 39, 40, 41</u> CHP39-Hazmat CHP40-Terrorism Response CHP41-Team approach to Healthcare		General Skills Overview and Refresher
Day 24 (5 hours) (5pm to 10pm)	Final Exam		
Day 25 (10 hours) (8am to 12pm, 1pm to 6pm)	National Registry Psychomotor Exam		National Registry Psychomotor Exam



## 5-Week Program Instructional Schedule (170 Hours)

	Week 1 (8am to 12:30pm-1pm to 4pm)		
Day 1 (8 hours)	Introduction and Overview		Group Overview of Chapters 1 to 3
Day 2 (8 hours)	<u>Chapter 1, 2, 3, 4</u> <ul style="list-style-type: none"> <li>Intro to Emergency Medical Care</li> <li>The Well-Being of the EMT</li> <li>Medical, Legal &amp; Ethical Issues</li> <li>Communication/Documentation</li> </ul>		<u>Chapter 5, 6</u> <ul style="list-style-type: none"> <li>Medical Terminology</li> <li>Anatomy / Physiology Human Body</li> </ul>
Day 3 (8 hours)	<u>Chapter 7, 8</u> <ul style="list-style-type: none"> <li>Lifespan Development</li> <li>Lifting &amp; Moving Patient</li> </ul>		<u>Chapter 9, 10, 11</u> <ul style="list-style-type: none"> <li>Patient Assessment</li> <li>Airway Management</li> <li>Pharmacology</li> </ul>
Day 4	Vital Signs PCR Gurney operations	Quiz 1 (1-11)	Intro to Patient Assessment Turn over report
	Week 2 (8am to 12:30pm-1pm to 4pm)		
Day 5 (8 hours)	<u>Chapters 12, 13</u> <ul style="list-style-type: none"> <li>Shock</li> <li>BLS Resuscitation</li> </ul>	Exam 1	<u>Chapters 14, 15</u> <ul style="list-style-type: none"> <li>Medical Overview</li> <li>Respiratory Emergencies</li> </ul>
Day 6 (8 hours)	Lifting and Moving Medical assessment		Airway Management (OPA, NPA, Suction) Oxygen (NC, NRB, BVM) Meds/Admin
Day 7 (8 hours)	<u>Chapter 16, 17</u> <ul style="list-style-type: none"> <li>Cardiovascular Emergencies</li> <li>Neurological Emergencies</li> </ul>	Quiz 2 (12-19)	<u>Chapter 18, 19</u> <ul style="list-style-type: none"> <li>Gastrointestinal &amp; Urologic Emergencies</li> <li>Endocrine &amp; Hematologic</li> </ul>
Day 8 (8 hours)	Combi-tube/king tube/LMA to oxygen Shock		CPR /AED Medical assessment Complication and Treatment of Respiratory Patients

	Week 3 (8am to 12:30pm-1pm to 4pm)		
Day 9 (8 hours)	<u>Chapter 20, 21</u> <ul style="list-style-type: none"> <li>Immunologic Emergencies</li> <li>Poisoning and Overdose Toxicology</li> </ul>	Exam 2	<u>Chapter 22, 23, 33</u> <ul style="list-style-type: none"> <li>Psychiatric Emergencies</li> <li>Gynecologic Emergencies</li> <li>Obstetric and Neonatal</li> </ul>
Day 10 (8 hours)	Glucometer Neuro Assessment Patient Assessments		FIELD PATIENT ASSESSMENTS (MEDICAL) Use of Restraints, Holds
Day 11 (8 hours)	<u>Chapters 24, 25</u> <ul style="list-style-type: none"> <li>Trauma Overview</li> <li>Bleeding and Shock</li> </ul>		<u>Chapters 26, 27</u> <ul style="list-style-type: none"> <li>Soft-Tissue Trauma</li> <li>Face &amp; Neck Injuries</li> </ul>
Day 12 (8 hours)	Newborn Delivery practice Assessment, Treatment, and Safety of the psychologically impaired. Obstetrical Emergencies	Quiz 3 (20-27, 33)	Trauma Assessment Bleeding and Shock management Narcan/activated charcoal



	Week 4 (8am to 12:30pm-1pm to 4pm)		
Day 13 (8 hours)	<u>Chapter 28, 29</u> • Head & Spine Injuries • Chest Injuries	<b>Exam 3</b> and Worksheets (20- 27,33)	<u>Chapter 30, 31</u> • Abdominal Injuries • Orthopedic Injuries
Day 14 (8 hours)	Head to Toe Assessment Supine Spinal Immobilization Seated Spinal Immobilization		Helmet Removal Injury Stabilization Burns
Day 15 (8 hours)	<u>Chapter 32, 34</u> • Environmental Emergencies • Pediatric Emergencies		<u>Chapter 35, 36</u> • Geriatric Emergencies • Pt's w/Special Challenges
Day 16 (8 hours)	Trauma Scenarios Airway Management recap Long Bone and Joint Splinting	Quiz 4 (28-39)	FIELD PATIENT ASSESSMENTS (TRAUMA)

	Week 5 (8am to 12:30pm-1pm to 4pm)		
Day 17 (8 hours)	<u>Chapter 37, 38, 39</u> • Transport Operations • Incident Management • Vehicle Extrication & Rescue	<b>Exam 4</b> and Worksheets (28-41)	Chapter 40, 41 • Terrorism Response • A Team approach to Healthcare
Day 18 (8 hours)	<u>NREMT Psychomotor Practice</u>		Mass Casualty Incident Drill
Day 19 (8 hours)	<u>NREMT Psychomotor Testing</u>		<u>NREMT Psychomotor Testing</u>
Day 20 (8 hours)	<u>Final Written Exam</u> Chapters 1 - 41		

# Clinical Experience Forms

## BATA CLINICAL SHIFT EVALUATION WORKSHEET

STUDENT NAME		DATE		EDUCATIONAL PROGRAM		CLINICAL SITE: Santa Clara, San Leandro, etc.							
Page 1 of 2		TIME IN:	TIME OUT:	Preceptor:									
<p><b>DIRECTIONS:</b> Each contact must be rated by the student FIRST, and rated by the preceptor SECOND. Mark student ratings in the row marked "S" and preceptor's in row "P." Comment on any discrepancies on back. Preceptors complete shaded sections</p> <p><b>RATINGS:</b> NA = Not applicable - not needed or expected. 0 = Unsuccessful - required excessive or critical prompting, includes "not attempted" when student was expected to try. 1 = Marginal - inconsistent, not yet competent. 2 = Successful/competent - no prompting</p>													
Patient: Age Gender	Impression and/or Differential Diagnosis	LOC, Complaints, Event/ Circumstances	Summary of treatments rendered successfully by student	S P	Clinical Objectives							Preceptor Initials	COMMENTS and IMMEDIATE PLAN FOR IMPROVEMENT FOR NEXT CONTACT
					Size + I/O + I/O	Physical Exam	Immunization Status	Psychiatric Status	Communication	Professional Behavior	Professional Judgment		
0. EX 22 Y/O F	Fem pt lying in hosp bed,	A&O x4 PPTE, Comp: Pain Hip, SOB	Vital Signs, Transfer to & from stretcher via sheet pull O2 Admin	S P	2 2	2 2	2 2	2 2	2 2	2 2	2 2	AA	Great Job on assessment of pt. Gained a full overall hx. of pt. and treated relevant complaints. Took initiative and
1.				S P									
2.				S P									
3.				S P									
4.				S P									
5.				S P									
6.				S P									

## BATA CLINICAL SHIFT EVALUATION WORKSHEET

Comment on any unsatisfactory ratings or discrepancies:	
EX) Great job overall with assessment, be a little more attentive to patient's needs and more interactions with patients in order to get them to trust you. Be friendly and respectful. Don't be shy and timid or too rough.	
Overall plan for improvement for future shifts:	
EX) Practice taking vital signs	
<b>PRECEPTOR PLEASE FILL OUT THE FOLLOWING:</b>	
Student reported <input type="checkbox"/> on time, <input type="checkbox"/> well groomed, <input type="checkbox"/> in uniform and prepared to begin the shift <input type="checkbox"/> Yes <input type="checkbox"/> No	Student knows equipment location and use. <input type="checkbox"/> Yes <input type="checkbox"/> No
Behavior was professional: <input type="checkbox"/> Accepts feedback openly <input type="checkbox"/> Self-motivated <input type="checkbox"/> Efficient <input type="checkbox"/> Flexible <input type="checkbox"/> Careful <input type="checkbox"/> Confident	Student helps clean up and restock, unprompted. <input type="checkbox"/> Yes <input type="checkbox"/> No
Student asked relevant questions and participated in learning answers, used downtime to its highest potential. <input type="checkbox"/> Yes <input type="checkbox"/> No	Student left site early (did not complete shift). <input type="checkbox"/> Yes <input type="checkbox"/> No
Preceptor would appreciate <input type="checkbox"/> phone call or <input type="checkbox"/> email from the instructor (please provide contact info below). <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>STUDENT SIGNATURE</b>	I agree to the above ratings: <b>PRECEPTOR SIGNATURE</b>
<p><b>Clinical Objectives:</b></p> <p><b>Pt Interview/Hx Gathering:</b> Student completes an appropriate interview and gathers appropriate history, listens actively, makes eye contact, clarifies complaints, respectfully addresses patient (s); demonstrated compassion and /or firm bedside manner depending on the needs of the situation.</p> <p><b>Physical Exam:</b> Student completes an appropriate focused physical exam specific to the chief complaint and/or comprehensive head-to-toe physical examination.</p> <p><b>Communication:</b> Student communicates effectively with team, provides an adequate verbal report to other health care providers, and completes a thorough written patient narrative.</p> <p><b>Impression + Tx plan:</b> Student formulates an impression and verbalizes an appropriate treatment plan.</p> <p><b>Professional Behavior Objectives:</b> Student demonstrates they are:</p> <p><b>Self-motivated:</b> Takes initiative to complete assignments and improve/correct problems, strives for excellence, incorporates feedback, and adjusts behavior/performance.</p> <p><b>Efficient:</b> keeps assessment and treatment times to a minimum, releases other personnel when not needed, organizes team to work faster/better.</p> <p><b>Flexible:</b> makes adjustments to communication style, directs team members changes impressions based on findings.</p> <p><b>Careful:</b> pays attention to detail of skills, documentation, patient comfort, set-up and clean-up, completes tasks thoroughly.</p> <p><b>Confident:</b> makes decisions, trusts and exercises good personal judgment, is aware of limitations and strengths.</p> <p><b>Accepts feedback openly:</b> listens to preceptor and accepts constructive feedback without being defensive (interrupting, giving excuses).</p>	
<p><b>RATINGS:</b> NA = Not applicable- not needed or expected; This is a neutral rating. (Example: Student expected to only observe, or the patient did not need intervention). 0 = Unsuccessful - required excessive or critical prompting, includes "not attempted" when student was expected to try; This is an unsatisfactory rating. 1 = Marginal - inconsistent, not yet competent; This includes partial attempts. 2 = Successful/competent - no prompting. *NOTE: Ideally, students will progress their role from observation to participation in simple skills, to more complex assessments and formulating treatment plans. Students will progress at different rates and case difficulty will vary. Students should be active and ATTEMPT to perform skills and assess/treat patients early even if this results in frequent prompting and unsuccessful ratings. Unsuccessful ratings are normal and expected in the early stages of the clinical learning process when student needs prompting. Improvement plans MUST follow any unsuccessful or inconsistent ratings.</p>	



## Acknowledgement of Receipt of Catalog

I, , hereby acknowledge receipt of the school's catalog dated on  /  / , which contains information describing programs offered, and equipment/supplies provides. The school catalog is included as part of the enrollment agreement, and I acknowledge that I have received a copy of this catalog.

Date (MM/DD/YY):

Student full legal name

Student Signature