West Coast Emergency Medical Training
EMT Education Program

2025
Course Catalog

January 1, 2025- December 31, 2025

Introduction

Welcome to the West Coast Emergency Medical Training EMT Training Program. This will outline various course policies for your reference. This manual will include sections to inform you about the various instructors and contact information, course completion requirements, and course expectations. You will also be asked to sign a certification at the end of this packet indicating that you have read and understand these policies governing participation in the program.

The EMT Education Program is devoted to developing highly skilled and educated pre-hospital care providers. West Coast Emergency Medical Training has created a program that is recognized for excellence in EMT Education. This basic premise is focused on high academic standards, a commitment to the field of pre-hospital emergency care, and a dedication to present and future students and EMTs. The program will strive to be attentive to student needs by creating a stimulating academic environment where learning will foster future academic growth and challenge preconceived notions.

With every program we expect our students to commit themselves to success by studying, participating in class discussions, approaching faculty or staff members concerning extra help or problems encountered in the program, and being prepared for class daily. In return, the student can expect that the program faculty will commit to listening to the student's needs as a learner, develop quality educational programs, study tips, and classroom presentations, and assist each learner in becoming successful.

This is an instructional program that prepares students for employment as EMT's SOC 29-2041 (Emergency Medical Technicians & Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions, using appropriate equipment and materials.

Our Training Locations

Classroom- Riverside County
1960 Chicago Avenue, Suite D-19
Riverside, CA 92507

Classroom- Orange County
1900 S. State College Blvd Ste 175
Anaheim, CA 92806

Classroom- Los Angeles County
19750 South Vermont Ave Ste 160
Torrance, CA 90277

Classroom- **San Diego County**
6155 Cornerstone Ct Ste 100
San Diego, CA 92121

Administration Office
1900 S. State College Blvd Ste 175
Anaheim, CA 92806

714-558-9604
Info@WestCoastEMT.com

Mission Statement

West Coast Emergency Medical Training is committed to offering the highest level of education and training to Emergency Medical Technicians.

Our Emergency Medical Technician course is specifically designed to prepare the student for a career as a professional Emergency Healthcare Provider in the pre-hospital setting. This course material is drawn from the new National Education Standards Curriculum. This program places a strong emphasis on academic achievement within the specified curriculum as well as a solid understanding of the importance of teamwork.

Bureau for Private Postsecondary Education

West Coast Emergency Medical Training is a private institution and has been approved by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in this chapter.

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 the address below. This catalog is viewable to the public and prospective students on our website at WestCoastEMT.com. This catalog is updated annually.

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 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov

Physical Address:

1747 N. Market Blvd Ste 225
Sacramento, CA 95798

Mailing Address:

PO Box 980818
West Sacramento, CA 95798-0818

Phone Number:

(916) 574-8900

Toll Free:

(888) 370-7589

Fax Number:

(916) 263-1897

Website:
www.BPPE.CA.GOV

EMT Program Information

General Course Description

This program is broken down into three phases: Didactic (Lecture), Practical (Hands-on Skills) and Clinical Observation (Hospital Clinical / Ambulance Ride-along Shifts). The course is comprised of a total of 188 hours broken down as follows: Didactic/Practical - 164 hours, Clinical– a minimum of 24 hours of total observation with a minimum of 10 patient contacts. Successful completion of this program requires completion of the four block exams, 4 Block quizzes, and final exam. In addition, the clinical / ride-along observation must be completed during the course.
4 Block Exams- (allowed 1 re-takes)
Final Exam- Pass/Fail *** No re-take ***
4 Block Quizzes
A minimum score of 80% is required to take the Final Written Examination.
West Coast EMT Training and its training programs are not accredited by an accrediting agency recognized by the United States Department of Education.

Required Textbook and Materials

The required materials for this course are available at West Coast Emergency Medical Training. The textbook is ***Emergency Care of the Sick and Injured, 12th Edition. AAOS***. Students are expected to have the textbook with them during class.

Internship/Ride Along

Each EMT student is required to complete 2 (two) ride alongs with an ambulance company for a total of 24 hours. During clinical shifts, students are expected to demonstrate professional conduct, arrive in uniform on time, and actively participate in patient care under the supervision of a preceptor. Students will be given an evaluation sheet to fill out and have their preceptor sign at the end of each shift and the evaluation sheets are to be turned in to receive credit.

The EMT ride along will be completed with one of our contracted ambulance providers, as required by the Local EMS Agency (LEMSA).

Upon completion of the scheduled ride alongs, each student will have their ride along sheet signed by an EMT with skills performed and how many patient contacts.

Students attending our:
Accelerated Program: will be scheduled Friday, Saturday and/or Sunday
Evening Program: will be scheduled Monday through Thursdays on days where class is not in session.
Saturday Program: will be scheduled Monday through Thursday

Appearance

Excellent personal grooming and a neat, clean appearance help instill confidence in patients treated by EMTs. Students must be in full West Coast EMT decorum with black boots and a black leather belt. Students may wear any approved West Coast EMT shirts during class. West Coast EMT polo must be worn on scheduled ride alongs and NREMT Skills days. Students must be in full West Coast EMT decorum to participate in scheduled ride alongs and NREMT Skills days. Men must be cleanly shaven every day in class; moustaches may be worn that do not pass the corner of the lips. All students must have hair kept so that it is off shoulders and not covering the ears. Hair must be of a natural hair color.

Attendance

Attendance during all phases of the Program is extremely important because of the nature of the material to be presented. During the program, all lectures and skills are based on material from prior lectures and skills sessions. Without having a strong foundation in this prior material, it is extremely difficult to attain and master the new material or skill. There are no make up days, students who miss class will be expected to study the missed chapters that were lectured on their own.

The following are the attendance requirements expected for students while in attendance of the program:

1. **Students failing to sign the session attendance sheet will be recorded as absent, regardless of whether they attend the class. If a student signs for another student, they may be terminated from the EMT Program immediately.**

2. Any absence requires advance notification of the Program Director, Program Coordinator and / or the Principal Instructor, in writing or by phone. Absences must only be in the event of severe medical illness, family emergency or comparable occurrence. Students who miss more than 8 hours of class will be released from the program.
3. (8 hours = 1 day of Accelerated, Weekend, 2 days of evening classes)

4. It is the responsibility of the student to obtain the information from any missed session.

5. Students arriving more than one hour late to class will be considered absent. This will count as a missed session for the purposes of the attendance policy set forth in item number 1, listed above.

6. Students must attend both the written final and practical final exam at a predetermined time by the primary instructor. If the student is more than 10 minutes late to the exam or if the student is a no call/ no show, they will not be allowed to test and will not complete the course. If the student has a family emergency or if they are ill, they must contact their primary instructor prior to the exam and provide documentation as such.

7. If students do not complete the Chapter Quizzes (homework) by the due date, it will result in an automatic zero.

8. Students who sleep in class may be recorded as absent. If you are having trouble staying awake, you are encouraged to stand in the back of the classroom, without obstructing or interfering with other students or the course instruction.

9. If an exam is missing due to tardiness or absence, the exam grade will be zero (0) and the student will then take the exam, as their retake, on the day retakes are administered.

10. If a quiz is missed due to tardiness or absence, the exam grade will be zero (0) and the student must make up the quiz on or before their next class session to receive partial credit. Highest grade of 50%

11. Students who have medical illnesses will be required to show proof from a California licensed physician of said illness.

12. In an emergency a class may be canceled by the Program Director. Confirmation of classes can be made by calling (714) 558-9604.

13. Reference page 13 regarding voluntary withdrawal and termination from the program.

Office Hours and Tutoring

School office hours are Monday through Friday, 0800 to 1700. Tutoring is not available.

Grading Policies

Successful completion of the EMT Program will be contingent upon completion of the following:

a) The student has a course total of 80% at the end of all block examinations (including retake)
b) The student successfully passes the final written examination
c) The student adheres to the attendance policy, completes and submits all course assignments.
d) The student successfully passes all final practical skill evaluation stations.
e) The student successfully completes clinical or field experience time.
f) The student obtains a successful affective domain evaluation.
g) **The student completes all pending course requirements within 30 days from the last day of the Didactic/Practical phases of the Program.**
h) Requests for exceptions must be made in writing and may only be granted by the Program Director.

The grading policy is as follows:

4 Block Exams- Pass/Fail (student allowed 1 retakes)
Final Exam- Pass/Fail * No re-take * (passing is 75%)
4 Block Quizzes
A minimum score of 80% is required to take the Final Written Examination.

Student Achievement Standards

1. Homework Assignments

Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.

2. Skills Participation

To gain proficiency in the skills of an EMT, students must practice. The skills participation is based upon successful completion of the "Record of Successful Skills Attempts" utilized in lab.

3. Course Participation

Attendance and participation are essential for EMT education and training. Attendance is mandatory.

4. Block Exams

A series of four exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length. One retest will be allowed for one block exam. All exam retakes will be taken on the scheduled retake exam session.

5. Final Examinations

The final exam will be given at the end of the Program and includes all subject areas from the entire program. The exam will be multiple choice and is Pass/Fail.
(150-question Final exam; passing is 75%) * No re-take of final *

6. Pass / Fail Assignments

All skills exams are counted as Pass / Fail items and must be successfully completed. Students must achieve 80 % of the possible points and no critical criteria failures. In addition, 24-hours of clinical observation with a minimum of 10 patient contacts must be completed. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

7. NO ELECTRONIC DEVICES ARE ALLOWED DURING TESTING. Any student engaging in any form of academic dishonesty on a quiz or the final exam will be immediately terminated from the program. ***Section1798.207 of the Health & Safety Code states that it is a misdemeanor to "communicate with an examinee during a test, copy answers, remove examination materials from the testing site, obtain or attempt to obtain test questions, impersonate an examinee, or procure an impersonator to take the exam on his/her behalf."*** In addition, students must request permission from the proctor to leave the testing area and are only permitted to do so for a restroom break not exceeding 5 minutes. No items are allowed on the desk during testing, including water bottles. Hats may not be worn.

8. Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

a) All homework assignments have been successfully completed.
b) 4 out of 4 block exams completed
c) Completed skills competency sheets have been submitted.
d) All practical skill labs have been completed.
e) The student has no more than 8 hours of absences (8 hours = 1 day of Accelerated, Weekend, 2 days of evening classes)

9. Students who do not successfully pass the psychomotor skills exams may review the skills sheets with the instructor. West Coast EMT policy does not allow the student to take home copies.

Students who successfully complete all aspects of the course will be recommended for certification. West Coast Emergency Medical Training will issue one course completion certificate. This is not an EMT certificate, but an acknowledgment of course completion.

Verification for NREMT and Issuance of Completion Certificates

Students completing the course and submitting all required paperwork on or before the last day of the course will have their course completion verified for the NREMT and Certificates of Completion issued within one week.

Initial Certification

After a student successfully completes our EMT program, the student receives an EMT Course Completion Certificate. To become certified as a professional EMT, applicants will be required to:
- Successfully complete a certified EMT training course *within two years of application for professional EMT certification*,
- pass the National Registry of EMTs computer adaptive test,
- undergo a background investigation, and
- meet any additional application stipulations as set forth by the local certifying agency for California.

Students will need to complete the online application for the National Registry certifying exam. This may be done **upon successful course completion** by going to **www.nremt.org.** Upon passing this examination, a National Registry certification card will be issued, qualifying for the graduate for State of California certification. The instructions for this certifying process will be

included with the Course Completion Certificate. Students must be certified by the State of California to work as an EMT in California. National Registry certification alone does not allow you to work in the State of California.

Recertification

Certification as an EMT is valid for two years throughout the State of California. Each certification card will indicate an expiration date. It is the responsibility of the "practicing" EMT to recertify before this two-year period has ended.

To recertify, students must successfully complete a prescribed Refresher Course or obtain (24) twenty-four hours of approved continuing education (CE) for the EMT. In addition to completing a refresher course every two years or meeting the continuing education requirements, EMTs must take the standardized State of California skills exam every two years.

Should the EMT fail to recertify before the expiration date, a two-year grace period is extended for recertification, with additional requirements based upon the length of lapse. During this two-year period, an EMT may ***NOT*** work as an EMT until the recertification process is completed. Should the two years lapse without successful recertification, the EMT must take the entire primary training program again.

Classroom Decorum

The following regulations concern classroom decorum:

1. No open-toed shoes are allowed in the practical skills labs.

2. Students should wear clothing that is appropriate for the practical lab setting. This includes properly fitting clothing that provides a full range of body movement without exposing the chest, torso, or buttocks or requiring frequent and/or untimely adjustments.

3. Minimal jewelry worn in the practical labs. Jewelry that may pose a significant risk of snagging or otherwise endangering the wearer or others should not be worn in during skills practice.

4. All personal electronic devices need to be turned to silent alert mode or turned off during class.

5. All electronic devices must be powered off and stored during exams and exam review sessions. Nothing will be allowed on the desk.

6. Regularly scheduled breaks will be given throughout the class period. Disrupting the class for any reason other than an emergency will not be tolerated.

7. Smoking / vaping is not permitted in the building or near its entrances. Smoking is only permitted in assigned areas and proper disposal of cigarette butts should occur

8. Students are not permitted to use facility equipment, including phones, fax machines, computers, or copiers. Students should not enter any faculty office or area without faculty permission. Certain areas of the facility are off limits.

9. While on breaks, students should respect other students, faculty, and staff with their activities. The facility is used for many other classes and activities. Please be respectful.

10. Students should respect the physical property of the facility and its cleanliness. All student areas should be neat and clean prior to leaving the facility at the end of class. At the end of all sessions, desks and equipment must be wiped down with the disinfectants provided. Please notify

the faculty or staff of any facility issues so that timely maintenance or repair can occur.

11. After all breaks, students should return to the classroom or skills groups in a timely fashion.

12. No food will be permitted in the classroom. Drinks are permitted, if they are not a distraction. All spills must be immediately cleaned up with provided supplies. Instructors will provide breaks for the class as needed.

13. Do not prop and/or leave unattended outside doors.

14. Classrooms and equipment are to be put back in their original configuration after skills as directed by the Skills Coordinator or Instructor.

15. Bicycles and other similar devices are not permitted in the classroom or building.

Disciplinary Action

Students placed on Academic or Disciplinary Probation will be notified in writing. A student who fails to comply with the terms of probation will be terminated from the Program.

Disciplinary Probation

Students may be placed on probation on disciplinary grounds at the discretion of the Program Director. Grounds for disciplinary probation include, but are not limited to:

• Failure to comply with the standards of ethics, professional behavior and conduct set forth in this Manual
• Failure to comply with the attendance policy (8 hours = 1 day of Accelerated, Weekend, 2 days of evening classes)
• Failure to comply with the decorum during the clinical / Ride-along phase of training
• Failure to comply with the rules of classroom, clinical site or field station decorum
• Failure to comply with the exposure control policy
• Failure to meet the documentation requirements of course requisites prior to start of clinical rotations

Termination from the Program

A student may be terminated from the Program for not satisfying the academic or disciplinary policies and rules outlined in the Course Catalog, with or without being placed on probation, as follows:

Academic Grounds

• Failure to meet academic standards as outlined in the grading policy
• Failure to meet course requirements during any phase of the Program

Disciplinary Grounds

• Substantial or repeated violation of the standards of ethics, professional behavior and conduct set forth in this Manual
• Repeated absences, tardiness or early departure as outlined in the Attendance Policy
• Repeated or substantial failure to comply with the rules of classroom, clinical site or field station decorum
• Continued verbal and/or written warnings probation
• Repeated or substantial failure to comply with the exposure control policy
• Failure to meet the documentation requirements of course requisites prior to start of clinical rotations

Upon termination, the student will be notified in writing of the reasons for the termination. This

documentation will also be placed in the student's file. The Program Director may require an exit interview at the time of termination.

Appeal of Disciplinary Termination / Grievance

If a student is terminated on disciplinary grounds, he or she may file a written appeal with the Program Director at West Coast Emergency Medical Training. The appeal must be filed within (10) ten days of the effective date of the termination. It must include an explanation of the circumstances of the termination, and specific and detailed reasons why the student believes the termination was unjustified. The student may also submit any relevant witness statements. An appeal lacking this information will be summarily denied without further action. The Program Director will review the appeal and take any action reasonably necessary to reach a decision, including interviewing the student and any relevant witnesses. The Program Director will issue a decision on the appeal within 45 days of the date it is filed. The decision will be final and binding.

If a student has a grievance regarding any component of their time as West Coast EMT, they may contact their immediate instructor and/or the Program Director.
West Coast EMT Training recommends filing the appeal and complaint with the Program Director, however you may file a complaint with the Bureau for Private Postsecondary Education at any time. Please use the contact information below.
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 or by completing a complaint form, which can be obtained on the bureau's internet website at www.bppe.ca.gov.

Condition for Re-Enrollment

Re-enrollment or re-entrance will be approved only after evidence is shown to the satisfaction of the Program's faculty that the conditions that caused the students' probation and/or termination have been rectified. A student is not guaranteed re-enrollment into his/her original enrollment program, but if re-enrollment is granted, he/she may have to enroll in the next available program.

Voluntary Withdrawal

1. A student wishing to voluntarily withdraw from the Program may discuss his/her decision with the Principal Instructor or the Program Director.

2. All requests for withdrawal must be made in writing and signed with an original signature.

Leave of Absence

The student may request a leave of absence due to unforeseen circumstances.



Program Staff and Faculty

West Coast Emergency Medical Training, Torrance Campus
19750 South Vermont Avenue Suite 160
Torrance, California 90502
Phone: 714-558-9604
www.WestCoastEMT.com

President

Ryan Hertzberg, Paramedic

Program Director / Clinical Coordinator

Matt Horan
Paramedic (2009)
Teaching since 2010
Developed EMT Program / Daily Operations

Faculty/Principal Instructors

Joel Ver Velde, Paramedic (2005) Teaching since 2023
Kristopher Seitz, Paramedic (2005) Teaching since 2022
Amber Ottosen, EMT (2023) Teaching since 2024

Admissions

West Coast Emergency Medical Training students will have the option to enroll for the course online, www.WestCoastEMT.com, in person, or by phone (714) 558-9604.

Documentation of Program Eligibility

To Be Provided at Start of Course and / or Clinical Rotations
Prior to the Start of the Program:

1. **Eligibility for EMT Training**: Students who successfully complete the course will be issued a Course Completion Certificate. Those pursuing professional EMT certification must be at least 18 years of age, meet additional requirements at the time of application for local certification. Individuals may enroll in class six months prior to their 18th birthday with the understanding that their certification will be withheld until age requirements are met.
2. **BLS Certification**: Provide a copy of your current Basic Life Support for Healthcare Providers CPR card from the American Heart Association (AHA). Students may elect to obtain the BLS card during the program for an additional fee
3. **Recommended Preparation:** Completion of medical terminology and/or EMT Preparation Course.

Prior to the Start of the Clinical Rotation(s):

4. **Health Insurance**: Students must maintain individual health insurance or worker's compensation insurance for the clinical / ride-along portion of the program and furnish proof of insurance. Students are responsible for all payments for medical care related to hazardous exposures, injuries and/or illnesses.
5. **Proof of the following immunizations / Examinations**:

• Hepatitis B vaccine/immunity. *Note*: If the Hepatitis B vaccine/immunity series has been started but not yet completed, proof that you have started the series must be provided when your application is submitted. Students electing not to receive the HBV vaccination must sign a waiver or provide documentation of HBV immunity (titer).
• Tuberculosis: A negative TB test or chest x-ray within six months prior to the beginning of the Clinical portion of the course.

Ride-along or clinical shifts done without meeting these requirements or done at locations not authorized by our the EMT Program Director will not be accepted and may subject the student to disciplinary action up to and including termination from the program.

West Coast Emergency Medical Training is not associated with a college or university therefore college credit is not earned.

Refund Policy

STUDENT'S RIGHT TO CANCEL- The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later minus a $250.00 application fee. Once the course has begun, students who have withdrawn from the course and have completed 30 percent or less of the period of attendance shall be issued a pro rata refund.

An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)((8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.

Except as provided herein, all amounts that the student has paid shall be subject to a refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than $250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

Payment Plans-

The student is to pay a $600 registration fee. The student will sign a payment plan agreement, which indicates payment plan due dates, amount due, and credit card information. If the student voluntarily withdraws or gets terminated from the program, the remaining balance is due. If the student fails to pay the remaining balance due, the account will be sent to a collection agency.

Cancellation steps: You will have to appear in person to cancel your registration. We will not accept a cancellation via phone or email. If a refund is due, it will be issued within 30 days. You may cancel in person at the following address:

1900 S. State College Blvd Ste 175 Anaheim, CA 92806

Office hours 8 am- 5 pm Monday through Friday

Fee Schedule

EMT Training Program
Course Fee-$1095
Schedule of Total Charges- $1095
Estimated Schedule of Total Charges- $1095
The textbook is the student's responsibility to obtain for the course. Estimated cost $75-$160

The required polo decorum is approximately $35 and can be obtained from any of our locations

Financial Aid

West Coast Emergency Medical Training does not participate in federal and state financial aid programs.

Acceptable forms of payment:

- Credit Card
- Check
- Cash

A receipt will be given to the student when the transaction is completed.

Loans

West Coast Emergency Medical Training does not offer any loans to pay for any educational program.

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

Bankruptcy

West Coast Emergency Medical Training does not have a pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Placement Services

West Coast Emergency Medical Training does not provide placement services for employment.

Payment Plans

Students can enroll in the EMT course by signing the payment plan agreement. The $600 initial payment is required for registration. The balance due payment is due on the first Friday after the course begins. Please refer to the payment plan agreement for questions.

Office of Student Assistance and Relief

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589, option #5 or by visiting osar.bppe.ca.gov."

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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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, 1747 N. Market Blvd Ste 225, Sacramento, CA 95798, (916) 574-8900 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 more than 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 noncollecting 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.

Transfer Out

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION"

The transferability of credits you earn at West Coast Emergency Medical Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the 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 course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending West Coast Emergency Medical Training to determine if your certificate will transfer.

Emergency Medical Technician certificate is not transferable nor is it college or university credit. Upon completion of the course, the student will receive a course completion certificate.

Facilities & Equipment

Training Location:

Riverside County Location
1960 Chicago Avenue, Suite D-19
Riverside, CA 92507

Orange County Location
1900 S. State College Blvd Ste 175
Anaheim, CA 92806

Los Angeles County Location
19750 S. Vermont Ave Ste 160
Torrance, CA 90277

San Diego County Location
6155 Cornerstone Ct. Ste 100
San Diego, CA 92121

Equipment*:*

The equipment in the course consists of Title 22 EMT Training guidelines.

I. Airway
   a. Oropharyngeal Airways (Infant, Child, and Adult sizes)
   b. Nasopharyngeal Airways (Infant, Child, and Adult sizes)
   c. Bag-Valve Mask Resuscitators(Infant, Child, and Adult sizes)
   d. Oxygen Delivery Devices
      i. High Concentration Mask (Adult and Pediatric)
      ii. Nasal Cannula (Adult and Pediatric)
      iii. Simple Mask (Adult and Pediatric)
      iv. Venturi mask
      v. Oxygen Supply Tubing
      vi. Pocket Mask
      vii. Portable Oxygen tank w/regulator
      viii. Suction Unit
      ix. Suction Catheters (Soft and Rigid) (Various Sizes)
      x. Suction Tubing

II. Cardiac
   a. AED Trainer (With Pads)

III. Bandages and Dressings
   a. Abdominal Pad
   b. Elastic Bandage (Various sizes)
   c. Adhesive Bandage with a non-stick center
   d. Elastic gauze
   e. Burn Sheet (Sterile) or Clean Wrapped Sheets
   f. Gauze Pads (Sterile and non-sterile) (4X4 and 2X2)
   g. Multi-Trauma Dressing
   h. Scissors
   i. Sterile Eye Pads
   j. Triangular Bandage
   k. Petroleum Gauze
   l. Adhesive Tape - Assorted sizes

IV. Immobilization
   a. Splints - Arm and leg (various types)
   b. Cervical Collars - Assorted sizes or adjustable
   c. Head Stabilization Devices
   d. Long Spine Boards w/3 straps
   e. Scoop Stretcher
   f. Short Immobilization Device (Vest type)
   g. Pediatric Immobilization Device
   h. Traction Splint (Adult and Pediatric)

V. Pharmacological
   a. Poison Antidote Kit w/ Activated Charcoal)
   b. Epi-Pen Trainer

VI. Diagnostic
   a. Blood Pressure Cuffs (Infant, Child, Adult, and Large Adult)
   b. Stethoscope and Trainer Stethoscope
   c. Glucose Monitoring Device w/strips
   d. Pulse Oximeter
   e. Penlight

VII. Body Substance Isolation
    a. Gloves- Assorted sizes (latex and latex-free)
    b. Face and Eye Protection
    c. Hepa and N95 Masks
    d. Gowns- Assorted sizes

VIII. Mannequins/Simulators
    a. Airway Mannequins- (Infant, Child, and Adult sizes)
    b. CPR Mannequins (Infant, Child, and Adult sizes)
    c. OB Mannequin
    d. Defibrillation Mannequins
    e. Anatomical Charts and Models
    f. Moulage Kit

IX. Weapons of Mass Destruction
    a. Mark I Auto-Injector Trainers
    b. Escape Hoods/PAPR's
    c. Disaster Tags

X. Communications
    a. Portable Radios(Two-way)

XI. Miscellaneous
    a. Alcohol Prep Sponge
    b. Aluminum Foil
    c. Ambulance Patient Care Reports (PCR's)
    d. Bite Stick
    e. Blankets
    f. Blood Lancets
    g. Cold and Hot Chemical Packs
    h. Sharps Container
    i. Cotton Swabs
    j. Emesis Container
    k. Flashlight
    l. Water Based Lubricant
    m. Jump Kit
    n. Linen
    o. Positive Pressure Ventilation Device
    p. Motorcycle Helmet (Open and Closed)
    q. Multi-level Stretcher w/ straps to include shoulder harness and pediatric device
    r. OB Kit
    s. Pillow
    t. Pneumatic Anti-Shock Trousers
    u. Restraints- 1 set (Ankle and Wrist)
    v. Stair Chair
    w. Syringe (Bulb)
    x. Tongue Depressor
    y. Irrigation Fluid (maybe expired)

Libraries

West Coast Emergency Medical Training does not offer online instruction for the EMT students. EMT students are required to bring the 12th Edition, Emergency Care and Transportation of the Sick and Injured textbook. The EMT students will always have personal access to the above-mentioned textbook.

There is no other learning resources required to complete the EMT course.

If the EMT student loses or misplaces the textbook, they will be required to purchase a new one.

Multiple copies of the textbook are available before, during, and after the course to ensure the student has adequate access of the required curriculum.

The copies of the textbooks are available in the training classroom located at:

1900 S. State College Blvd Ste 175 Anaheim, CA 92806

Office Hours: 8:00 am to 5:00 pm

Student Services

Housing

The school has no facilities to house students. The responsibility for completing the housing arrangements rests with the student. There are, however, numerous hotels in the area which charge anywhere between $60-$120 a night. According to Zillow.com, average rent for a 1-bedroom apartment is anywhere between $2,300.00 to $3,100.00 a month plus security deposit of first and last months rent.

Students with Disabilities

West Coast Emergency Medical Training may provide reasonable accommodations during a program to students with disabilities (including learning disabilities). Reasonable accommodations are defined as accommodations that do not fundamentally alter the Program. All students are required to meet the Program's enrollment requirements.
If you require special accommodation, please submit your written request along with your program registration. Upon receipt, you will be contacted by our Client Services Manager to discuss your request and obtain your current disability evaluation.

For assistance with any questions concerning special accommodation, please contact the

Program Director at 714-558-9604

Ethics and Standards of Conduct

Due to the high standards of the EMT Education Program and the EMS Profession, student conduct must reflect professionalism, integrity and responsibility always. The following section sets forth ethical standards, standards of conduct, and examples of misconduct subject to disciplinary action (including probation or termination from the Program).

Ethical Standards

Students are expected to meet the following ethical standards while in the Program:
• EMTs are health care professionals regardless of whether they receive monetary compensation for their work. Thus, an EMT is bound by the highest standards of professional conduct and

ethics. The EMT Education Program will not tolerate a breach of these standards by its students.

• Students must conduct themselves in an ethical manner throughout the classroom and clinical phases of the Program. Failure to adhere to these standards may result in termination by the Program. Violation of these standards includes, but is not limited to, stealing, cheating, and breach of a patient's confidentiality.

Professional Behavior

The conduct of the EMT student reflects upon the individual, his or her agency, West Coast Emergency Medical Training Education Program, and the EMS Profession. Therefore, the student must always conduct him/herself in a professional and responsible manner, as described below.

Professional Behavior/Attributes include:

• **Appearance.** Excellent personal grooming and a neat, clean appearance help instill confidence in patients treated by EMTs. Respond to the scene in neat, clean, and complete decorum or appropriate dress. This will help to effectively portray the positive image you want to communicate. Remember, you are on a medical team. Your appearance can send the message that you are competent and can be trusted to make the right decisions. You must be in decorum during lectures and clinical settings. Failure to abide will result in infractions, which may result in termination from the program.

• **Knowledge and skills.** To practice as an EMT, you need to successfully complete the basic training we are providing. In addition, you will also need to know:

- How to use and maintain common emergency equipment, such as suction machines, spinal immobilization equipment, Automatic External Defibrillators, splints, O.B kits, and various tools to gain access to the patient.
- How and when to assist with the administration of medications approved by medical control.
- How to clean, disinfect and sterilize non-disposable equipment.
- Safety and security measures for yourself, your partner, and other rescuers, as well as for the patient and bystanders.
- The territory and terrain within the service area to allow expedient response to the scene and to the appropriate receiving facility.
- State and local traffic laws and ordinances concerning emergency transportation of the sick and injured.

• **Physical Demands.** Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry and balance at times in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patients, the EMT's, and other workers' well-being must not be jeopardized. Prior to professional employment, all EMT candidates must qualify for a Medical Examiner's Certificate by passing the physical examination specified by U.S. Department of Transportation standards. Individual employers may have additional requirements.

• **Temperament and abilities.** In times of crisis, patients will look toward someone to reestablish order in a suddenly chaotic world. Chances are that someone will be you. It can bring out the best in you as well as cause you a great deal of stress. To be as effective as you can be as and EMT, you should have the following characteristics:

- ***A pleasant personality***. As an EMT you will often be required to perform skills and procedures while speaking in a reassuring and calming voice to a patient who may be agitated, in shock or in a great deal of pain.
- ***Leadership ability***. You must be able to assess a situation quickly, step forward to take

control when appropriate, set action priorities, give clear and concise directions, be confident and persuasive enough to be obeyed, and carry through with what needs to be done.

- ***Good judgment.*** You must be able to make appropriate decisions quickly, often in unsafe or stressful situations involving human beings in crisis.
- ***Good moral character.*** While there are many legal constraints on the profession, you also have ethical obligations. You are in a position of public trust and that can never be wholly defined by statute or case law alone.
- ***Stability and adaptability.*** Being an EMT can be quite stressful. Exhaustion, frustration, anger and grief are part of the package. You must be able to learn how to delay expressing your feelings until the emergency is over. Just as important, you must also be able to understand that intense emotional reactions are normal and that seeking support from coworkers, counselors, friends, and family are important aspects of keeping yourself mentally and physically fit.

Misconduct

Students are subject to disciplinary action up to and including termination from the Program Director for misconduct, including but not limited to:

• **Academic Dishonesty**. All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty. For the purposes of this policy, the following definitions apply:

Cheating. Cheating includes, but is not limited to, the use of unauthorized materials, leaving the testing area without permission or a prolonged period of time, information, or study aids in any academic exercise; or helping another student commit an act of academic fraud; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).

Fabrication. Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

Plagiarism. Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own; including but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work; or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.

Multiple Submissions. Multiple submissions includes, but is not limited to, the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.

Other Forms of Dishonesty. Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency to the program or to program officials acting in the performance of their duties.

• **Forgery**. Forgery, alteration, or misuse of any Program document, record, key, electronic device, or identification. This policy applies to any individual for whom the Program maintains records, regardless of current student status.

• **Theft**. Theft of, conversion of, misappropriation of, or damage to or destruction of any property

of the Program premises or at official Program functions; or possession of any property of the Program or others stolen while on Program premises or at official Program functions.

• **Computers**. Theft or other abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or Program official; use of computing facilities to interfere with a Program computing system.

• **Unauthorized Conduct**. Unauthorized possession of, receipt of, duplication of, or use of the Program's name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any Program properties, equipment, resources, or services. Selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, or using them for any commercial purpose, without the express permission of the instructor.

• **Physical Abuse**. Physical abuse, including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.

• **Rape**. Rape refers to "rape" as defined by the California Penal Code (as it may be amended from time to time). Among other acts, the Penal Code prohibits the following acts:
-Sexual intercourse against a person will be accomplished by force or threats of bodily injury.
-Sexual intercourse against a person's will where the person has reasonable fear that she (or he) or another will be injured if she (or he) does not submit to the intercourse.
-Sexual intercourse where the person is incapable of giving consent, or is prevented from resisting, due to alcohol or drugs, and this condition was known, or reasonably should have been known by the accused.
-Sexual intercourse where the person is incapable of resisting because she (or he), at the time, is unconscious or asleep, and this is known to the accused.

• **Sexual Assault**. The act of sexual assault includes forced sodomy (anal intercourse); forced oral copulation (oral-genital contact); rape by foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal). These also include situations when the accused sexually assaults a complainant incapable of giving consent, including where the complainant is prevented from resisting due to alcohol or drugs and this condition was known, or reasonably should have been known by the accused.
Note
Forced intercourse or other unwanted sexual contact is defined as rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant.
Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

• **Sexual Harassment**. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
-Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other Program activity.
-Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
-Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive Program environment.
In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

• **Stalking**. Stalking is behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

• **"Fighting Words."** The use of "fighting words" by students to harass any person(s) on Program property, on other property to which these policies apply, or in connection with official Program functions or Program-sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether they do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue his or her education or otherwise to participate fully in Program programs and activities.

• **Hazing**. Hazing or any method of initiation or pre-initiation activity which causes, or is likely to cause, bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any student or other person.

• **Obstruction or Disruption**. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other Program activities.

• **Disorderly Conduct**. Disorderly or lewd conduct.

• **Disturbing the Peace**. Participation in a disturbance of the peace or unlawful assembly.

• **Failure to Comply**. Failure to identify oneself to, or comply with directions of, a Program official or other public official acting in the performance of their duties while on Program property or at official Program functions or resisting or obstructing such Program or other public officials in the performance of or the attempt to perform their duties.

• **Controlled Substances**. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State laws or regulations.

• **Alcohol**. Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol, which is unlawful or otherwise prohibited by, or not in compliance with, Program policy or campus regulations.

• **Destructive Devices**. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

• **Weapons**. Except as expressly permitted by law, possession, use, storage, or manufacture of a firearm or other weapon capable of causing bodily injury.

• **Program Properties**. Using Program properties for the purpose of organizing or carrying out unlawful activity.

• **Violations of Law**. Violation of Federal, State, or local laws.
Students subjected to disciplinary action for

Students subjected to disciplinary action for misconduct may appeal the sanction as provided in

the appeal policy set forth in this manual.

Exposure Control Policy

Students are at risk of exposure to infectious disease during the Program because they may:
1. Have direct physical contact with patients
2. Work with blood (i.e. venipuncture) and other body fluids
3. Potentially have any contact with blood or other bodily fluids

UNIVERSAL OR STANDARD PRECAUTIONS

Universal or standard precautions must be taken when in contact with patients and where there is potential for contact with body fluids. Appropriate barrier precautions must be used to prevent skin and mucus membrane from exposure to blood and other body fluids.
1. Gloves must be worn for:
• Touching blood and/or body fluids, mucus membranes or non-intact skin of all patients.
• Protection of cuts or open lesions on the hands (of health the care provider).
• Gloves must be changed when soiled, torn, or punctured and after contact with each patient.
2. Protective eyewear and face masks must be worn during tasks that are likely to generate droplets of blood, saliva, sputum or other body fluids.
3. Protective barriers must be used to minimize the need for emergency mouth-to-mouth resuscitation, such as pocket masks or BVM.
4. Puncture-resistant sharps containers must be used to dispose of needles and other disposable sharp implements.

CLEAN UP OF BLOOD OR OTHER BODY FLUID SPILL

Prior to initiating clean up of any bodily fluids or other potentially hazardous substance, students must report the incident to an instructor during class or practical skills lab or to their direct supervisor during clinical/ride-along sessions. Any potentially hazardous exposure where such a substance enters the body must be immediately reported to the Administrator on call (see "Evaluation of Exposure Occurrences and Follow-up" section on page 32.
1. Gloves must be worn.
2. Wipe up spill with a clean, dry absorbent material, then discard in biohazard container.
3. Vigorously wipe contaminated surface with 10% bleach solution, or an equivalent disinfectant, for a minimum of 30 seconds.
4. Solutions for cleaning must be mixed fresh daily, following the manufacturer's instructions or by mixing 1/4-cup bleach with a gallon of water.

SAFE WORK PRACTICES

Students must use safe work practices designed to minimize the chance of exposure to blood-borne diseases:

1. Students who have, or recently have had, any type of infectious disease should refrain from participatory skills until they are considered well. Examples of diseases include, but not limited to:
• Open cuts, weeping skin lesions, or sores on face, mouth, or hands
• Respiratory infection
• Flu-like symptoms, cough, sore throat, fever
• Active, acute hepatitis
• Mononucleosis
• Tuberculosis
• Active infections, i.e. herpes, shingles, fungi, conjunctivitis

2. Hands and other skin surfaces (as applicable) must be washed:

• Before and after direct patient contact.
• After removal of gloves.
• After any accidental contamination with blood or other body fluids.

3. Students must wear appropriate personal protective equipment according to guidelines set forth by West Coast Emergency Medical Training, the individual hospital clinical site, or the Fire/EMS agency.

4. Procedures must be performed in such a manner as to decrease the chance of splashing or spraying of blood or other body fluids.

5. Reusable instruments contaminated by blood or other body fluids (such as Stethoscopes) must be placed in designated containers containing disinfectants, for a minimum of 10 minutes.

INFECTION CONTROL EDUCATION AND TRAINING

Students must attend an education and training program on Infectious Disease Control. This program provides information on:
1. Epidemiology – modes of transmission of HBV and HIV, symptoms.
2. Infection control methods including universal precautions, work practices, and personal protective equipment.
3. Vaccinations.
4. Method of reporting an exposure incident and follow-up

HEPATITIS B VACCINATION

1. Students must submit proof of having received the HBV vaccine series, which must be completed prior to the start of the clinical phase.
2. Students electing not to receive HBV vaccination must sign a waiver or provide documentation of HBV immunity (titer).
3. The student will be responsible for the cost of the vaccine.

Evaluation of Exposure Occurrences and Follow-up

POLICY

1. It is the student's responsibility to follow safe work practices and infection control guidelines.
2 Appropriate medical evaluation and testing will be done according to current Centers for Disease Control Guidelines, current medical standard of care for infectious disease exposure, or hospital policy.
3. Students are responsible for maintaining medical health coverage, and for all physical examinations, laboratory testing, and treatment due to exposure, illness, or injury.

PROCEDURE

An in-house unusual occurrence report must be written by the exposed student.
1. This report should document the route of exposure, the circumstances of exposure, and, if known, the HBV and HIV status of the patient.
2. This report must be given to the Program Director or designee within 24 hours or as soon as possible after the occurrence.

LIABILITY

Students of the EMT program are covered by West Coast EMT's general and professional liability policy to the extent that the student is acting in the course and scope of his or her education or training. Additional coverage, and uninsurable events including gross negligence, are the responsibility of the student. The student's employer may provide an additional insurance policy for the student as well. The student can purchase private supplemental insurance at his/her own cost.

VISA

West Coast Emergency Medical Training does not admit students from other countries and will not vouch for student status.

Language Proficient Information

The student must have the ability to read and write English at the level of a graduate of an American high school. The level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), will be accepted. The TOEFL passing score of 72 is required to meet the English language proficiency. West Coast EMT does not offer ESL instruction currently.

Experiential Credit

West Coast Emergency Medical Training offers a certificate program that does not participate in experiential credit like a degree program. At this time, we do not offer experiential credit.

Approval

West Coast Emergency Medical Training EMT Training program is a private institution that is approved to operate by Orange County Emergency Medical services, Riverside Emergency Medical Services Agency, the Los Angeles County EMS Agency, San Diego County EMS and the Bureau for Private Post Secondary Education. Approval means West Coast Emergency Medical Training is in compliance with the California Private Postsecondary Education Act of 2009

Distance Education

West Coast Emergency Medical Training does not offer distance education currently.

Records

West Coast Emergency Medical Training will maintain a student file for each student that enrolls, regardless of completion, in a fire/waterproof filing cabinet. The files shall maintain the following:

- Personal information regarding a student's age, gender, and ethnicity if the student has voluntarily supplied that information.
- Copies of all documents signed by the student, including contracts.
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.
- A document showing the total amount of money received on behalf of the student and the date or date on which the money was received.
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
- Copies of any official advisory notices or warnings regarding the student's progress.
- Complaints received from the students.

Maintenance of Records

- The institution shall maintain indefinitely a transcript as prescribed by Section 71920(b)(5) of this chapter.
- A copy of each current record required by the Act or this chapter shall be maintained. Current records include records required by Section 71920 of this chapter for students who are attending the institution, who graduated or withdrew from the institution within the preceding one year, or for whom a refund is owed. Current records may be

maintained in either printed form or on a computer disk so long as they are available for inspection.

- A record that is no longer current may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all the following apply:
    - The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act.
    - The institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices should be maintained in reasonably proximity to the stored records at the institution's primary administrative location in California.
    - The institution has personnel scheduled to always be present during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records.
    - Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents ($.10) per page.
- The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (d), are maintained in a manner secure from damage or loss. An acceptable means of storage under this subsection would include fire resistant cabinets.
- All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Council and any entity authorized to conduct investigations under Section 94339 of the Code.
- If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (d), during normal business hours
- Academic and Financial records are maintained in separate files. Academic files are maintained in 1(one) file cabinet and financial records are maintained in the 1 (one) cabinet. They are not filed together.

Review of Documents

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.