



School Policies

**3365 East Quad Park Court, Suite 102
Post Falls, Idaho 83854**

**Telephone: (888) 783-8495
Fax: (888) 449-8933**

**courses@emtfiretraining.com
www.emtfiretraining.com**

- Accredited by the Commission on Accreditation for Pre-Hospital Continuing Education
- EMS certification course approval by the Idaho EMS Bureau
- Registered as a Proprietary School with the Office of the Idaho State Board of Education

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SCHOOL INFORMATION

HISTORY of EMT & Fire Training, Inc.

EMT & Fire Training, Inc. was created in 2009 when four friends, who worked for three different Fire/EMS services in North Idaho, identified the need for an online training option for people who couldn't take the time away from work to attend traditional training. Online training was still looked at with suspicion and it took a lot of work and effort to bring together all of the components of a successful training program. The first EMT class was offered in late 2009 and was successful. Graduates of that first course have gone on to become career firefighter and/or paramedics and in fact, some are now instructors with EMT & Fire Training, Inc.

In 2011 we identified the need for online continuing education courses and became accredited by CECBEMS (Continuing Education Coordinating Board for Emergency Medical Services) to offer this training. We have continued to maintain organizational accreditation with CECBEMS, who just recently changed their name to CAPCE (The Commission on Accreditation for Pre-hospital Continuing Education). The school has grown from the original four founders to now include a robust support staff and cadre of excellent instructors. We have provided training to students from all 50 states plus about a dozen different countries. We are truly a global training center. We look forward to continuing to grow and strengthen our training programs over the coming years.

MISSION STATEMENT

EMT & Fire Training, Inc. (EFT) will be a leading provider of high quality EMS and firefighting educational programs. This will be accomplished by providing students with professional instruction, course flexibility, current technologies and learning tools integrated into classes that can be continually updated based on evaluation or regulatory changes.

EMT & FIRE TRAINING, INC. Values and Goals

In the accomplishment of its primary mission, EMT & Fire Training, Inc. actively directs its resources with the following values:

- **Commitment**
We value all students and their adverse backgrounds. We are committed to their learning and success in a global society.
- **Collaboration**
We value partnerships with businesses, government, educational systems, and our communities.
- **Trust**
We act with honesty, integrity, and fairness.
- **Service**

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We promote service to our campus, to local and global communities.

- **Respect**

We value a safe and cooperative work environment where individuals care for each other and grow through open communications.

- **Excellence**

We value working together to develop and continuously improve processes that support the creative pursuit of new ideas.

- **Academic Scholarship**

We strive for high standards in teaching, research and instructional presentations, and in the use of technologies commensurate with the scope and requirements of the programs offered.

- **Accountability**

We value the resources entrusted to us and will use them responsibly.

SCHOOL LOCATION AND FACILITY

Corporate Office
3365 East Quad Park Court, Suite 102
Post Falls, Idaho 83854

EMT & Fire Training Center (Templin's)
414 East 1st Avenue
Post Falls, ID 83854

Our support staff work remotely from home offices around the country. We have been working like this since 2009 and not as a result of COVID. This is always surprising to students, who have no idea when they call, that our staff are answering our phone system from multiple locations. When you come for hands-on training to our facility you will be staying at one of the leased hotels (or similar) facilities we use for the EMS or Fire Academy week. The training aids, psychomotor skill equipment, and student training equipment are stored in a custom trailer that our instructors can transport to any location we need to provide training at. This allows us to keep tuition lower for the students as well as offer greater flexibility based on the needs of the training we are delivering. Classroom sizes are chosen to provide adequate room based on class size. Students will always find plenty of space available to make the training atmosphere comfortable.

SCHOOL HOURS

Business Hours: 7:00 a.m. – 5:00 p.m. (Pacific Time)
(Monday – Friday)
EMS Academy Week: 8:00 a.m. – 9:00 p.m. (Pacific Time)
(Sunday – Thursday)
NREMT Psychomotor Exam 8:00 a.m. – 5:00 p.m. (Pacific Time)
(Fridays)

** Go to www.emtfiretraining.com to see dates for EMS Academy week and NREMT exam dates. **

If you wish to meet in person, we ask that you schedule an appointment. Most of our students engage with us online through our phone or chat systems. Instructors will be in contact with students by email, text, chat and phone – depending on the students preferred method of contact.

HOLIDAYS

Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Thanksgiving Day	November 28, 2019
Christmas Day	December 25, 2019
New Years Day	January 1, 2020

PSYCHOMOTOR TESTING CENTER

EMT & Fire Training, Inc. has been hosting State of Idaho EMS and National Registry of EMTs psychomotor exams since 2010. We provide an excellent testing experience by utilizing well-trained exam proctors who currently work in the field and also understand the testing process. We provide candidates with practice sessions on the day before the exam (or at some prior time if the day before is not possible due to testing schedules). Our goal is to help reduce test anxiety and make the testing process as simple as possible. We even provide food, water, coffee and tea to the candidates during exams so they do not have to worry about bringing anything or going hungry.

SCHOOL ADMINISTRATIVE STAFF

President/CEO	Travis Holycross, BA
Director of Operations	Scott Reasor, NRP
EMT Program Director	Ryan Asher, A.A.S., NRP
Fire Program Director	Adam Knight, AEMT
Paramedic Program Director	Carolyn Stovall, B.S.Ed., NRP
Business Manager	Lani Meek
Admissions Administrator	Kathy Robinson, B.S., NREMT
Admissions Assistant	Jen Storro
IT Administrator	Rob Schanilec
Medical Director	Gordon Luther, MD

ADJUNCT INSTRUCTORS

- Matt Usher, Paramedic
- Joey Weigand, NRP
- Gretchen Hayes, NRP
- Dustin Labrousse, NRP
- Eric Foti, NRP
- Jarrod Pitts, NRP
- Blaine Porter, EMT

ACCREDITATION AND AUTHORITY

STATE APPROVAL

EMT & Fire Training, Inc. has EMS Certification approval by the Idaho EMS and is registered as a Proprietary School with the office of the Idaho State Board of Education.

Idaho EMS
PO Box 83720
Boise, ID 83720-0038
(208) 334-4000
1-877-554-3367
Fax: (208) 334-4015
IdahoEMS@dhw.idaho.gov

Idaho State Board of Education
650 West State Street, Suite 307
Boise, ID 83720
(208) 334-2270
Fax: (208) 334-2632
board@osbe.idaho.gov

ACCREDITATION

EMT & Fire Training, INC. is organizationally accredited by the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE). CAPCE is the recognized accrediting body for EMS continuing education.

CAPCE
12300 Ford Road, Suite 350
Dallas, TX 75234
(972) 247-4442
Mindy Millage, Review Coordinator
mmillage@capce.org

Developed 9/25/2017
Revised 8/28/2019

CURRICULUM & POLICY CHANGES

EMT & Fire Training, Inc. reserves the right to change internal academic and administrative policies at any time, schedules, tuition and fees, student rules, regulations and requirements at any time and without notice. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time.



PROGRAM LIST

- Emergency Medical Technician (EMT) Program
- Advanced Emergency Medical Technician (AEMT) Program
- EMT, AEMT and Paramedic Refreshers Courses
- Virtual Led Instructor Training (VILT) CAPCE F5 Online Courses
- Self-Directed CAPCE F3 Online Courses
- Complete Recertification Packages
- eACLS Courses

Students who successfully complete a course of study will be awarded a certificate of completion verifying the fact.

As a prospective student, you are encouraged to review this catalog, make an appointment with school personnel to discuss personal and educational plans prior to enrolling or signing the enrollment agreement. EMT & Fire Training, Inc. offers the following financing options:

- Private pay with VISA, MasterCard, AMEX, PayPal, eCheck, Check
- Payment Plan
- Currently EFT does not offer any Federal Student Financial Aid or student loans.

SCHOOL POLICIES

NON-DISCRIMINATION POLICY

EMT & Fire Training, Inc. does not discriminate on the basis of race, creed, color, national origin, sex/gender, sexual orientation, age, religion, veteran or military status or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in admission to its programs, services, employment practices, treatment of individuals or any aspect of their operations. This does not guarantee that a student will be able to successfully complete the program or be eligible to sit for State or National exams.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

EMT & Fire Training, Inc. is committed to providing access, equal opportunity and reasonable accommodation in its services, programs and education for individuals with disabilities. Information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, EMT & Fire Training, Inc. will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program; some programs require medical documentation because of the rigors of the curriculum.

Students should review the Technical Standards Policy to better understand the required physical, emotional, and cognitive requirements of an EMS provider.

ADMISSION REQUIREMENTS

Admission is open to all individuals who have a high school diploma or GED. A home school diploma/certificate will be accepted. The required age for admission consideration is 18 years and older. The school does reserve the right to deny admission to applicants who are deemed to not have the minimum academic ability to successfully complete course requirements.

Admission Procedures – EMT & AEMT Initial Certification Programs

Prospective students are advised to contact school admissions staff prior to enrollment. EFT recommends prospective students to visit the school's website to learn more about the program curriculums and learning experience.

1. Complete the online program application; pay the non-refundable application fee of \$200.00. Applicants will be given access to the online application portal where the required documents, Criminal Background Check and other information can be uploaded and/or accessed.

For school transcripts and diplomas the Parchment Exchange System is the preferred system used by EMT & Fire Training, Inc. If your school does not use this system, you can upload the required documents directly into our application portal.

- You may also have the records sent electronically if your school uses the Parchment system. We accept Parchment system documents.
 - Documents and links for the Criminal Background Check are accessed through the Application Portal.
 - Prospective students will receive notification of admission decision within five business days after receipt of all required documents and Criminal Background Check results.
2. EMT & Fire Training, Inc. partners with TFC Credit Corporation to offer students an interest free payment plan solution. For students who opt for the payment plan program, the following forms are required to be submitted (no credit check is performed for the payment plan program):
 - Payment Plan Application
 - Automatic Checking or Savings Account Deduction Authorization – for students who choose to have their bank account automatically debited monthly
 - Payment Agreement Form
 3. Prospective students are required to review the provided school catalog, which details EFT's academic policies and procedures. The catalog is available online on the school's website and in the Application Portal.
 4. Once accepted, incoming students will receive an enrollment agreement detailing the school's policies on academic standing, attendance, grading, grievance, etc. Students are to read, acknowledge and initial where required as a symbol of agreement to the school policies. Once initialed and returned to EFT, an enrollment confirmation will be sent to the student within three business days.
 5. Payment and financing arrangements will be finalized at this stage of enrollment. Students who are applying for the financing plan will receive a financing contract.
 6. Once payment and enrollment documents are finalized, students will be given their first course assignment. This will be an essay on why they want to be in the EMS field. Once a student submits this assignment they will officially be started in the program and be given online access to the course material and Audiobook for their course. The physical textbooks will be mailed from the publisher to the student's home at this time.

Good to Know Information

Conditions that may adversely impact a student's ability to:

1. Benefit from the training
 - A. Not completing assignments, projects, quizzes, or exams as assigned
 - B. Not actively participating in the courses outlined in the program.
 - C. Not having a reliable computer and/or Internet service
 - D. Not having the required immunizations to attend clinical rotations and/or internship. The immunizations listed above are required by hospitals and agencies. This is for the student's protection; the patients and fellow staff the student will come into contact with.
2. Obtain certification/licensure
 - A. Not completing the program and receiving a certificate of completion.
 - B. Failure to meet National and/or State certification/licensure requirements (i.e. failing the Criminal Background Check due to felony convictions).
 - C. Not having current CPR-BLS recognition.
 - D. Not successfully completing the National Registry of Emergency Medical Technician Psychomotor and the Cognitive Computer Based Test (CBT).
3. Work in the Field
 - A. Not being physically, mentally and emotionally capable of performing the essential duties of an Emergency Medical Technician.
 - B. Not completing 1 and 2 above.

ABILITY TO BENEFIT

EMT & Fire Training, Inc. does not accept 'Ability to Benefit' students at this time. Minimum enrollment requirements apply for all vocational and avocational programs.

CERTIFICATION AND LICENSING

The vocational and avocational programs offered by EMT & Fire Training, Inc. meet or exceed the National Emergency Medical Services Standards to prepare the student for successful completion of the national psychomotor and cognitive examinations through the National Registry of Emergency Medical Technicians (NREMT). These examinations are required by most States prior to the student gaining state certification and/or licensure. It is recommended students research their local EMS website to understand their State requirements for certification and/or licensure.

An Advanced Level Psychomotor examination is hosted by EMT & Fire Training, Inc. and open to students who have completed the Advanced Emergency Medical Technician Program and have received a certificate of completion.

The Emergency Medical Technician program completes the mandatory psychomotor examinations throughout the EMS Academy Skills Week as required by the State of Idaho and the results are reported to the NREMT as required.

The Computer Based Test (CBT) is a mandatory component of the national certification process. This examination is taken once the student has successfully completed his or her program and has received a certificate of completion. This examination is taken at a Pearson Vue Testing Center.

Fees for both examinations are included in program fees.

EMT & Fire Training, Inc. offers test prep materials for any student who is having difficulty successfully passing the national CBT (cognitive) examination. If a student is required to complete remedial training for unsuccessful attempts at the psychomotor examination an instructor will be assigned to the student to work one-on-one with the student.

VARIANCE POLICY

Variance One – High School Diploma:

EMT & Fire Training, Inc. allows a variance for potential students who are 18 years of age but have not graduated from High School.

Potential students may start the Emergency Medical Technician Program or the Advanced Emergency Medical Technician Program prior to graduating High School but must be a graduate prior to applying for certification and/or licensure in their home state. Some states require the potential student and/or educational institutional to request a variance at the state level for a person who does not meet the minimum requirements.

Variance Two – Lapsed Certification

One minimum requirement to apply for the Advanced Emergency Medical Technician (AEMT) course is a current State and/or National Registry of Emergency Medical Technicians (NREMT) certification/licensure. EMT & Fire Training, Inc. will accept a student into the AEMT course, contingent on his or her Criminal Background Check, and assist the student to get his or her certification/license to active status while enrolled in the AEMT course.

The student will be required to complete the State and/or NREMT requirements to bring his or her certification/licensure to active status before he or she will be allowed to participate in EMS Academy Skills Week, Clinical Rotations, Field Internship and the NREMT Psychomotor or Cognitive exams.

EMT & Fire Training, Inc. will provide an online Emergency Medical Technician (EMT) Refresher Course and offer the opportunity to complete the EMT Psychomotor Exam at our Training Center in Post Falls, ID during a regularly

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scheduled EMS Academy Skills week, schedule is available on our website at www.emtfiretraining.com.

The student will be responsible for his or her own transportation, lodging and meals.

The student should check with his or her home State for the lapsed certification/licensure requirements.

NREMT requirements for lapsed certification:

- Complete State and/or CAPCE approved EMT Refresher Course
- Successfully pass a State administered Psychomotor Exam
- Successfully pass the NREMT Cognitive Exam
- Hold a current AHA Healthcare Provider BLS CPR Card or its equivalent

TECHNICAL STANDARDS

In order to achieve the curriculum objectives, a student must be able to:

- Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
- Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath or inside a vehicle, and in vehicles with electrical hazards.
- Walk, stand, lift, carry and balance in excess of 125 pounds without assistance, (250 pounds with assistance) while lifting, pulling, pushing and carrying a patient.
- Stoop, kneel, bend, crouch or crawl on uneven terrain to gain access to a patient.
- Climb stairs, hillsides and ladders to gain access to a patient.
- Communicate verbally in person, via telephone and radio equipment.
- Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments, implement treatment and calculate weight and volume ratios under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while remaining calm.
- Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
- Perform fine motor movements to perform procedures within the students Scope of Practice while in stressful situations and under threatening time constraints,
- Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, long bone immobilization devices, etc.

CRIMINAL CONVICTION POLICY

This policy outlines the background check requirements and potential causes for denial of course enrollment due to prior criminal conviction.

EMT & Fire Training, Inc. (EFT) has adopted a Criminal Conviction Policy for two primary purposes. The first purpose is to safeguard the public from individuals who, in practice as an EMS student, might pose a danger to the public. The second purpose is to protect the student from taking a course if they would not be eligible to sit for National Registry of EMT (NREMT) exams due to an existing conviction problem. As such, EFT will work with individual students to identify if their prior convictions will place them in the position of not being eligible to test with the NREMT. Students who will not be eligible to test with the NREMT will not be eligible to enroll in EFT courses.

EFT may deny an applicant eligibility to enroll in a course based on an applicant's felony criminal convictions and all other criminal convictions (whether felony or misdemeanor) relating to crimes involving physical assault, use of a dangerous weapon, sexual abuse or assault, abuse of children, the elderly or infirm and crimes against property, including robbery, burglary and felony theft. All applicants must disclose any criminal conviction as required on application.

This policy applies to an applicant's plea of nolo contendere, a guilty plea, or plea agreement, as well as a conviction after trial. Applicants are not required to disclose any criminal conviction that has been expunged from the public record or a deferred adjudication that did not result in the entry of a conviction judgment.

Failure to disclose a covered criminal conviction or the withholding of any material information regarding such conviction shall be an independent basis for denial of application.

ENROLLMENT AGREEMENT

All students must sign an enrollment agreement when they pay for their tuition. This is a legal contract between you and the school. It contains important refund dates, so please read it carefully.

ATTENDANCE POLICY

1. Students are expected to log into his or her online course a minimum of bi-weekly to complete the didactic component within the identified timeframe and attend all skills week sessions, clinical and field rotations as outlined in his or her program. In the event a student needs to leave a scheduled area early or report late it is the responsibility of the student to obtain prior approval from the Lead Instructor for the classroom segment and the Clinical/Internship Coordinator for the clinical and internship segments.

- a. DIDACTIC: The student must complete all online didactic coursework prior to attending the EMS Academy Skills Week session. Progress of the online course will be evaluated every 30 days.
 - A student must attend at least 85% of the weekly virtual instructor led sessions.
 - Attendance for the didactic (online) component of the program is based on a student logging into his/her course a minimum of bi-weekly to complete the didactic component within the identified timeframe.
 - b. SKILLS WEEK: In the event of illness, the student shall notify their instructor via email prior to their absence or commencement of the class. Additionally, students must notify the EMT & Fire Training, Inc. voice mail by calling (888) 783-8495. The call should be made before class begins.
 - A student must attend a minimum of 95% of the scheduled class hours during the 40-hour skills week.
 - c. CLINICAL: In the event of illness or injury, the student will notify the EMT & Fire Training, Inc. Clinical Coordinator by email prior to their absence or tardiness. The EMT & Fire Training, Inc. Clinical Coordinator will reschedule the missed time as can be arranged. Assigned shifts missed for any reason must be completed before advancing to the Field Internship.
 - A student must attend 100% of the scheduled hours.
 - d. INTERNSHIP: In the event of illness or injury, the student will notify his or her preceptor by phone and the EMT & Fire Training, Inc. Internship Coordinator by email prior to the beginning of the shift. Time missed for any reason must be completed prior to receiving a certificate of completion for the program.
 - A student must attend 100% of the scheduled hours.
2. CLINICAL/FIELD SCHEDULE CHANGES: Student rotation schedules will be changed only in the face of an emergency situation or in special circumstances. See Clinical or Field Manual.
 3. A student must complete his or her program within the time frame listed below:
 - Emergency Medical Technician Program - The length of the program is based on 21 calendar weeks (six months) and the maximum time frame is 1.5 the normal program length 31.5 calendar weeks (nine months).
 - Advanced Emergency Medical Technician Program – The length of the program is based on 24 calendar weeks (six months) and the maximum time frame is 1.5 the normal program length 36 calendar weeks (nine months).

4. **ABSENTEEISM:** The student is required to complete the self-directed online didactic course work in its entirety prior to attending the EMS Academy Skills Week, clinical rotations, and/or field internship rotations. It is recognized that there may be an occasion when a student may not be able to attend a class (e.g. illness, death in the family, etc.). However, students are responsible for all program material. Therefore, the following policy has been established.
 - a. **Excused Absence:** Each student must attend 95% of skills week sessions and 100% of his or her clinical and internship shifts. The Lead Instructor or Clinical Coordinator will make the determination of whether or not an occurrence is excused. A doctor's excuse may be requested. If a student misses more than 5% of total skills week and any clinical or internship time, the Program Director, Lead Instructor, Clinical Coordinator and Medical Director(s) will meet to review the student's status and he or she may be terminated from the program.
 - b. **Unexcused Absence:** Unexcused absenteeism will not be tolerated. In the event of an unexcused absence, the student will have a conference with the Clinical Coordinator, Program Director or Lead Instructor. If a second unexcused absence occurs, the student may be terminated from the program after meeting with the Clinical Coordinator, Program Director, Lead Instructor and Medical Director(s).

Tardiness: Unexcused Tardiness is not allowed. An occurrence of unexcused tardiness will result in a conference between the student and the Lead Instructor or Clinical Coordinator. Should subsequent occurrences of tardiness occur, other disciplinary action may be taken. A student may be terminated from the program should he or she accumulates two (2) occurrences of unexcused tardiness. The Lead Instructor or Clinical Coordinator will make the determination of whether or not an occurrence is excused or unexcused. Tardiness is defined as being 10 or more minutes late for class. Unexcused Tardiness after 30 minutes will be classified as an absence.

The Lead Instructor will make a determination on a case-by-case basis if a student will be able to take any exam in which the student is tardy by more than ten minutes.

5. A student who is not meeting the attendance requirements will receive a Performance Improvement Plan. The purpose of the Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your performance, reiterate EMT & Fire Training, Inc. expectations, and allow you the opportunity to demonstrate improvement and commitment.

LEAVE OF ABSENCE POLICY

Circumstances may arise that may make it difficult for you to continue or complete your course.

Reason(s) for a Leave could include but are not limited to the following:

- The birth of your child, or placement of a child with you for adoption/foster care
- Your own serious health condition that makes you unable to continue your studies
- A serious health condition affecting your spouse, child or parent for which you need to provide care
- Personal leave
- Workplace injury
- Military leave
- Jury Duty
- Work related leave

If you feel your circumstance will prevent your successful completion, we urge you to seek a leave from your class. Leaves allow you to take consecutive class days off without penalty for the absences. If you have missed no more than two (2) weeks, you may re-enter your program at its current point. You will need to complete all assignments to the point you should be on your schedule within the number of days of your leave (if your leave was four (4) days, you will have four (4) days to complete the assignments). If you have missed more than two (2) weeks, you will need to withdraw from the course and begin a new course. Refunds will follow the Refund Policy.

A Leave of Absence request must be submitted in writing (via email, fax or personal delivery letter) to the business office prior to the requested leave.

- Email – courses@emtfiretraining.com
- Fax – (888) 783-8495
- Mailing address – 209 Shady Pines Loop, Priest River, ID 83856

The Program Director and Course Coordinator will review and determine approval or denial of the requested leave in consultation with the lead instructor and EMT & Fire Training, Inc. (EFT) leadership team.

If you are requesting a medical leave of absence you will be required to submit your initial written request for a medical leave of absence along with supporting documentation from a physician that states you are unable to continue as a student at EFT due to your medical circumstance.

Any paid tuition will be applied to a new course registration within one (1) year of your leave of absence. Refunds will be provided per the Refund Policy. Any tuition still outstanding at the time of the leave of absence must be paid in full and EFT reserves the right to pursue collection of any outstanding tuition and fees.

If you are on an academic or administrative probation, you may only seek medical leave (physician documentation required). You may elect to restart a future course within one (1) year of an approved Leave of Absence. All necessary documentation will be required.

STANDARDS OF STUDENT CONDUCT POLICY

EMT & Fire Training, Inc. (EFT) expects students and staff to behave in an appropriate and professional manner at all times while at EFT campuses, clinical sites and internship sites. EFT has a zero-tolerance policy for abusive, profane, threatening, confrontational or aggressive conduct by any student.

By enrolling in any program at EMT & Fire Training, Inc. the student agrees to behave according to the following standards:

- Professional communication with fellow students, EFT instructors and EFT administration in a respectful manner at all times. Rude behavior will not be tolerated.
- Any threatening, demeaning, degrading, humiliating or other potentially harmful comments directed to any person affiliated with EFT or while involved in any EFT sponsored program will not be allowed.
- Any behavior considered as sexual harassment toward any person affiliated with EFT or while involved in any EFT sponsored program will not be allowed.
- Any derogatory remarks regarding the race, sex, ethnicity, religious preference, sexual orientation or disability of any person affiliated with EFT or while involved in any EFT sponsored program will not be allowed.
- Any inappropriate actions or horseplay while on the campus of EFT or any affiliated site will not be allowed.
- Unauthorized removal of company property or equipment from EFT campuses or its affiliates will result in disciplinary action up to and including expulsion from any current or future EFT sponsored programs.
- Any intentional damage to company property or equipment belonging to EFT or its affiliates will result in disciplinary action up to and including expulsion from any current or future EFT sponsored programs.
- Inappropriate physical contact toward any person affiliated with EFT during class will result in immediate expulsion from any current or future EFT sponsored programs.
- Alcohol or drug misuse or the appearance of being “under the influence” of same while attending a course at an EFT campus will result in immediate expulsion from any current or future EFT sponsored programs.

- Any criminal action or activity engaged in by the course participant will result in immediate expulsion from any current or future EFT sponsored programs.
- Smoking is only permitted in designated areas while on EFT campuses.
- Weapons and/or firearms, including concealed weapons, will not be allowed on any EFT campuses. Violation of this regulation will result in expulsion from any current or future EFT sponsored programs.
- Professional appearance while attending an EFT course offering is required.
- All course participants must maintain appropriate personal hygiene and grooming during any EFT sponsored programs.
- Use of cell phones and/or PDA's is strictly prohibited within the classroom during the course unless approved by the instructor. Participants may request permission from the instructor to excuse themselves from the classroom in order to use their cell phone / PDA.
- Any picture taking or video and/or audio recording within the classroom during the course is strictly prohibited without the expressed permission and consent of the instructor and must comply with all HIPPA and FERPA regulations.
- Visiting social media and other inappropriate websites while using a personal computer, laptop computer and/or computer tablets in the classroom during a course is strictly prohibited without the expressed permission and consent of the instructor.

Deviation from any aforementioned Standards of Student Conduct may result in disciplinary action up to and including expulsion from any current or future EFT programs.

STUDENT TERMINATION POLICY

Students may be terminated by the school for failure to abide by the attendance policy, disrupting class, academic dishonesty, gross misconduct, sexual harassment offense or for representing the School in an unprofessional manner. Upon termination, the School will communicate with the student via certified mail the decision, an explanation and the effective date. The School's decision on termination is final.

ACADEMIC INTEGRITY FOR THE E-LEARNING STUDENT

This policy applies to all student experiences in which a certificate of completion is involved (e.g., CAPCE F3 Distributed Learning courses, CAPCE F5 Virtual Instructor Led Training courses, Advanced Cardiac Life Support).

Written or other work which students submit must be a product of their own efforts and be consistent with appropriate stands of professional ethics.

A breakdown of behaviors that constitute academic dishonesty is presented below. The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all-inclusive. Questions

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regarding this policy or requests for additional clarification can be directed to the Director of Operations.

Academic dishonesty includes:

A. Cheating on Coursework and Examinations Definition

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification

- Students sharing his or her unique username and password in order for another individual to complete course work and/or exams for a student.
- Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examination or evaluation in their places.
- Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

UNIFORM AND APPEARANCE POLICY

1. During the EMS Academy Skills Week, Clinical Rotations and Field Internship, appropriate attire must be worn and the student must be clean, neat and well-groomed at all times.
2. Hair, shoulder-length or longer, will be tied back during EMS Academy Skills Week, Clinical Rotations and Field Internship. Facial hair must be kept trimmed.
3. Fingernails must be kept short and clean. Subtle nail polish is permitted.
4. No jewelry except wedding rings, one pair of post earrings and a watch may be worn during the clinical and field internship rotations.
5. Tattoos and body art with wording or images that may be perceived as offensive (such as racial slurs, swear words, revealing body parts in a way that a reasonable person could perceive as inappropriate, symbols of death)
6. to patients, families or other persons must be covered during the EMS Academy Skills Week, clinical and field internships components.
7. Name badges provided by EFT are to be worn at **ALL TIMES** during the Clinical Rotations and Field Internship components of the program. The ID must be worn above the waist, without attachments and with the picture and name forward, immediately visible to patients, visitors and other staff. Pins and awards are to be attached to clothing or a lanyard, not the badge.
8. Students inappropriately dressed will be asked to return home and change clothes. If the individual site does not provide attire, use the following as a guide.
9. EMS Academy Skills Week (EFT staff will determine acceptability)
 - a. Casual pants

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- b. Casual tops (no offensive words or pictures, no tank tops or sleeveless shirts)
- c. Appropriate footwear (a student must be prepared to work in field situations during a lab)
- 10. Clinical Attire (unless scrubs are required)
 - a. Dark solid color pants (EMS style, no shorts or Capri style)
 - b. EFT-approved t-shirts (with logo, Dark Blue)
 - c. Dark appropriate footwear – no heels
 - d. White lab coat (if required) must be worn with the name badge prominently displayed
 - e. Must also meet any specific institutional requirements
- 10. Field Attire (may have site requirements)
 - a. Dark solid color pants (EMS style, no shorts or Capri style)
 - b. EFT-approved t-shirts (with logo, Dark Blue or other approved uniform shirt as required by an employer)
 - c. Dark appropriate footwear (no heels, preferably boots but black shoes can be worn)
 - d. Appropriate outer attire as directed by weather conditions may be worn with the approval of the field site coordinator.

GRADING POLICY

Each course syllabus stipulates a minimum passing percentage grade. Passing scores for standardized courses, such as, ACLS and PHTLS, are established by their national parent organizations. Students must maintain the minimum-passing grade required to be considered making academic progress. On-time completion of online component is also factored into course grading. Requirements are continuously monitored throughout the course.

In addition to minimum passing grade requirement, the student must successfully complete the assigned clock-hours for clinical and field internship rotations to be considered to be making satisfactory academic progress. The competencies identified in the course syllabi and Student Handbook must also be met prior to graduation. These requirements will be continuously monitored throughout the course.

Grading

99% - 100% A+	90% - 91% B+	81% - 82% C+
94% - 98% A	85% - 89% B	76% - 80% C
92% - 93% A-	83% - 84% B-	74% - 75% C-

1. The student's clinical and field grade will be obtained as follows:
 - Completion of required number of hours in all identified areas
 - Completion of a minimum number of required skills at the competent level
 - Completion of the minimum number of required patient contacts

2. Failure to show competency in clinical and/or internship per evaluation will result in the student being required to complete additional clinical and/or field internship rotations.
3. Affective Domain Professional Behavior is an evaluation that will be graded through the didactic (and internship) portion of the program. This is graded by Competent/Not yet Competent (C/NYC). If at any time a student is graded NYC, a performance improvement plan will be put into place. Failure to become competent in any area may lead to dismissal.
4. Students must receive an average Shift Performance Rating of "3" or above on 80% of the Clinical/Field Internship Forms within each Clinical/Field area. An average rating of "3" or below during the last 80% of rotation within Clinical and/or Field area will result in repeating that Clinical/Field area with remediation.
5. Weighted grades are as follows:
 - Quizzes – 15%
 - Section Tests – 35%
 - Course Final Exam – 10%
 - Assignments – 15%
 - Lab – 25%

MAKE-UP WORK POLICY

Due to the design of the EMS programs there is no opportunity to make-up missed work. The didactic (online) component must be completed prior to attending the EMS Academy Skills Week. The didactic (online) component is designed to allow the student to work at his or her own pace while completing the course within the maximum time frame allowed.

SATISFACTORY ACADEMIC PROGRESS (SAP) – CLOCK HOURS

The Emergency Medical Technician program is 172 clock hours.

- EMT101: EMT Online Course – 132 hours
- EMT102: EMT Lab – 40 hours

The Advanced Emergency Medical Technician program is 305 clock hours.

- AEMT121: Advanced EMT Online – 172 hours
 - AEMT122: AEMT Lab – 40 hours
 - AEMT123: AEMT Clinical/Internship – 96 hours
- To be satisfactory academic progress, a student must complete his or her program within required time frame listed below:
- Emergency Medical Technician Program - The length of the program is based on 21 calendar weeks (six months) and the maximum time frame is 1.5 the normal program length 31.5 calendar weeks (nine months).
 - Advanced Emergency Medical Technician Program – The length of the program is based on 24 calendar weeks (six months) and the maximum time frame is 1.5 the normal program length 36 calendar weeks (nine months).

- Satisfactory progress is evaluated every 30 days throughout the program. The didactic (online) component of the program must be completed prior to the student attending the EMS Academy Skills Week.
- To be making satisfactory academic progress, a student must meet the following attendance requirements (quantitative progress):
 - Didactic –
 - A student must attend at least 85% of the weekly virtual instructor led sessions.
 - Attendance for the didactic (online) component of the program is based on a student logging into his/her course a minimum of bi-weekly to complete the didactic component within the identified timeframe.
 - EMS Academy Skills Week –
 - A student must attend a minimum of 95% of the scheduled class hours during the 40-hour skills week.
 - Clinical and/or Field Internship –
 - A student must attend 100% of the scheduled hours.
- A student who is not meeting the attendance requirements will receive a Performance Improvement Plan. The purpose of the Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your performance, reiterate EMT & Fire Training, Inc. expectations, and allow you the opportunity to demonstrate improvement and commitment.
- The student's academic average (qualitative progress) required is 80% at the conclusion of each evaluation period.
- Students must receive a "Pass" on each practical skill. Grades for all practical skills are either a pass or fail. Students are given three attempts to pass each practical skill.
- Incomplete grades are not given, and students must repeat the program when they earn less than 80% average.
- Students who withdraw from the program will receive a grade of 0%. Students must repeat the program upon readmission to the institution.
- For being on warning, see the Warning Policy.
- For being on probation, see the Probation Policy.
- For a student interested in filing an appeal, see the Appeal Policy.

SATISFACTORY ACADEMIC PROGRESS – E-LEARNING

EMT & Fire Training, Inc. offers continuing education courses which are recognized through the Commission on Accreditation for Prehospital Continuing Education (CAPCE) and are online self-directed e-learning (CAPCE F3) and Virtual Instructor led training (CAPCE F5) continuing education courses.

Satisfactory Academic Progress is tracked for the CAPCE F3 and F5 continuing education courses by the following:

- The student registered for a course must be the student completing the coursework, final examination and the course evaluation.

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- The student must complete all components of the course within two (2) years of registering for the course. Components for the courses are 1) coursework, 2) final examination and 3) course evaluation. Once all components of the course are completed the student will be able to generate a certificate of completion.
- The Virtual Instructor Led Training Course (F3) must watch the entire course to receive the access code for the examination, which follows the course. The instructor will give the students the access code at some point during the course.
- If the student does not complete the course within the two (2) year timeframe allowed for the student to complete the course will be dropped and the course closed.

WARNING POLICY

All students are required to make academic progress toward their educational goals. In order to assure that students are both aware of their progress and are successfully completing their courses students attending school during the "Warning" period are still deemed to be in Satisfactory Academic Progress. If at the end of the Warning Period, the student has not met both the attendance and academic requirements, the student will be placed on probation.

PROBATION POLICY

If you fail to maintain at least an 80% course average on all course work you will be placed on academic probation. You will be required to have a counseling session with the Lead Instructor, Program Director and/or Director of Operations to write an Educational Improvement Plan (PIP). While on academic probation you must increase your class average to at least an 80% average as outlined in your PIP. If you fail to increase your course average to at least an 80% during the time period of the PIP you will be withdrawn from your course. While on academic probation, you **will** continue all course work; participate in all related course activities and EMS Academy week.

If you fail to meet clinical, field internship, financial or other administrative requirements you will be placed on administrative probation. You will be notified in writing (email) and placed on administrative probation starting the day following the notification. A counseling session will be scheduled with the Lead Instructor, Program Director and/or Director of Operations to write an Educational Improvement Plan (PIP). Correction of the causative event will remove you from administrative probation. While on administrative probation, **you may not** continue your course work, EMS Academy week or participate in course related activities. Absences accumulate while you are on administrative probation.

APPEAL PROCESS - ACADEMIC

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student, which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Program Director will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision (email) within ten days of the Institute's receipt of the appeal. The decision of the Program Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Program Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

APPEAL PROCESS – NON-ACADEMIC

This policy establishes a fair and equitable process for resolution of a student complaint who has been dismissed for non-academic reasons.

PROCEDURE:

1. A student wishing to file a written complaint (email is acceptable) or grievance should present the written complaint or grievance to the Program Director within five (5) business days from the date of the occurrence that initiated this action.
2. The Program Director has five business days in which to respond in writing (email is acceptable) to the complaint or grievance. The Program Director may discuss the complaint or grievance with the Lead Instructor, Clinical Coordinator and the Medical Director, to make the determination on the status of the student's complaint or grievance.

3. If the student is not satisfied with the Program Director's decision, the student may file a final complaint or grievance in writing (email is acceptable) within five (5) business days of the response to the Director of Operations. This final appeal must be made within five (5) business days of the response from the initial appeal to the Program Director. The Director of Operations will respond in writing within ten (10) business days. The decision of the Director of Operations is final and binding on all parties involved.

CLINICAL AND FIELD INTERNSHIP POLICY

For programs that have clinical and/or field internship requirements, students must attend 100% of the required shifts. The School monitors attendance weekly. At the end of each shift, students must complete the required documentation in FisDap and submit all completed evaluations from the assigned preceptor. Students are expected to be punctual, dressed appropriately and to represent themselves and the School in the highest manner. The school directly supervises the clinical and field internship shifts via the clinical/field internship coordinator. Please see the Clinical and/or Field Internship Manuals for complete description of required activities.

GRADUATION REQUIREMENTS

Students enrolled in the Emergency Medical Technician (EMT) or the Advanced Emergency Medical Technician (AEMT) programs are required to complete all of the requirements for program completion to be considered a graduate by the last day of class that will be listed on your schedule and in your Enrollment Agreement (Projected Date of Graduation).

Once you have successfully completed the program, EFT will provide you a certificate of completion as well as an official course transcript.

If you fail to meet all course requirements by the course completion date you will be terminated from the course. See individual course descriptions for course completion requirements.

TRANSFERABILITY OF CREDITS

The transferability of credits earned at EMT & Fire Training, Inc. (EFT) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the EFT EMS Education Programs 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

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contacting an institution to which you may seek to transfer after attending the EFT EMS Education Programs to determine if your certificate will transfer.

ADVANCED PLACEMENT POLICY

It is the policy of the EMT and AEMT Programs not to accept advance placement or transfer students. Student must complete the entire EMT or AEMT curriculum through EMT & Fire Training, Inc.

EMT & Fire Training, Inc. does not offer advanced placement for healthcare professionals wishing to challenge the course curricula and seek certification and/or licensure as a Pre-Hospital provider. In all cases the standard application process and course curricula apply.

WITHDRAWAL AND READMISSION POLICY

To withdraw from a course, a student should notify EMT & Fire Training, Inc. in writing (email is acceptable) signifying their intentions to withdraw. A student may withdraw from a course. Refund of tuition and/or fees is calculated on the last date of recorded attendance.

1. The student wishing to withdraw from a course should notify EMT & Fire Training, Inc. at courses@emtfiretraining.com.
2. A student who finds it necessary to withdraw or who is requested to withdraw shall have an exit conference with the Program Director and Director of Operations before leaving.
3. Students who are requested to withdraw from the program are not eligible to readmission.
4. Students who have withdrawn for acceptable personal reasons may reapply for admission into a subsequent course with approval of the Director of Operations. Readmission may be at the appropriate time in the curriculum, as decided by the Program Director, Director of Operations and Medical Director.
5. EMT & Fire Training, Inc. reserves the right to request withdrawal of any student who conduct, academic achievement, clinical work or field internship work is not satisfactory or in compliance with the policies contained in this manual.
6. Students that were dismissed from the class due to poor academic achievement may be given the opportunity to enroll in a subsequent course. This will be at the discretion of the Program Director and Director of Operation and availability of class space. The tuition for subsequent classes will be the current tuition for that class and is subject to change.

PROGRAM COSTS

Application fees for the Emergency Medical Technician (EMT) and Advanced Emergency Medical Technician (AEMT) is \$200.00 (nonrefundable).

PAYMENT METHODS

Payment in Full on or Before the First Day of Class:

Tuitions and fees are the same for in-state and out-of-state students. Acceptable methods of payment for student paying tuition and fees in full on or before the first day of class include: Cash, Check, Major credit cards, PayPal, eCheck and money orders. Students should review the program's tuition in the course catalog, at the EMT & Fire Training, Inc. website at www.emtfiretraining.com or ask the Admissions Administrator for a list of tuitions and fees.

Payment Plans:

EMT & Fire Training, Inc. currently offers payment plans for the Emergency Medical Technician (EMT) and Advanced Emergency Medical Technician (AEMT) programs through TFC Tuition Financing. ***For plan terms see "Payment Plans Policy."*** Payment plan must be paid in full prior to attending EMS Academy Skills week. A credit check is not done on potential students wanting to utilize the payment plan. Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies.

Scholarships:

In an effort to provide opportunities for potential student EMT & Fire Training, Inc. adopted scholarship program to encourage people to continue their education in the field of Emergency Medical Services. See Scholarships on page 24 Of the 2017-2018 Catalog.

Student Loans:

Currently this school does not offer any student loans. 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.

Financial Aid:

Currently EMT & Fire Training, Inc. does not offer any Federal Student Financial Aid.

Program of Study/Course	Schedule of Total Charges	
	PERIOD OF ATTENDANCE	ENTIRE EDUCATIONAL PROGRAM
Emergency Medical Technician (EMT)	\$3995.00	\$3995.00
Advanced Emergency Medical Technician (AEMT)	\$4495.00	\$4495.00
CAPCE F5 VILT Program - EMT Refresher Course	\$168.00	\$168.00
1.5 Hour CAPCE F5 (VILT) CEU Course – EMT Cardiac Emergencies	\$17.25	\$17.25
2 Hour CAPCE F5 (VILT) CEU Course – EMT Neurologic & Diabetic Emergencies	\$23.00	\$23.00
2 Hour CAPCE F5 (VILT) CEU Course – EMT Allergic Reactions and Envenomation Substance Abuse and Poisonings	\$23.00	\$23.00
2 Hour CAPCE F5 (VILT) CEU Course – EMT Environmental Emergencies Behavioral Emergencies	\$23.00	\$23.00
1.5 Hour CAPCE F5 (VILT) CEU Course – EMT Obstetric and Gynecologic Emergencies	\$17.25	\$17.25
2 Hour CAPCE F5 (VILT) CEU Course – EMT Trauma and Shock	\$23.00	\$23.00
1.5 Hour CAPCE F5 (VILT) CEU Course – EMT Head and Spine Injuries	\$17.25	\$17.25
2 Hour CAPCE F5 (VILT) CEU Course – EMT Soft-Tissue and Musculoskeletal Care	\$23.00	\$23.00
1.5 Hour CAPCE F5 (VILT) CEU Course – EMT Chest and Abdomen Injuries	\$17.25	\$17.25
4 Hour F3 (DL) CEU Package	\$20.00	\$20.00
8 Hour CAPCE F3 (DL) CEU Package	\$40.00	\$40.00

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Program of Study/Course	Schedule of Total Charges	
	PERIOD OF ATTENDANCE	ENTIRE EDUCATIONAL PROGRAM
12 Hour CAPCE F3 (DL) CEU Package	\$60.00	\$60.00
24 Hour CAPCE F3 (DL) CEU Course	\$120.00	\$120.00
2.25 Hour CAPCE F3 (DL) CEU Course – EMT Preparatory	\$11.25	\$11.25
1 Hour CAPCE F3 (DL) CEU Course – EMT Assessment	\$5.00	\$5.00
1 Hour CAPCE F3 (DL) CEU Course – EMT Airway Management	\$5.00	\$5.00
1.5 Hour CAPCE F3 (DL) CEU Course – EMT Communications & Pharmacology	\$7.50	\$7.50
1 Hour CAPCE F3 (DL) CEU Course – EMT Respiratory Emergencies	\$5.00	\$5.00
1 Hour CAPCE F3 (DL) CEU Course – EMT Cardiac Emergencies	\$5.00	\$5.00
1.75 Hour CAPCE F3 (DL) CEU Course – EMT Neurologic & Diabetic Emergencies	\$8.75	\$8.75
1.5 Hour CAPCE F3 (DL) CEU Course – EMT Allergic Reactions, Envenomation, Substance Abuse & Poisonings	\$7.50	\$7.50
1.75 Hour CAPCE F3 (DL) CEU Course – EMT Environmental & Behavioral Emergencies	\$8.75	\$8.75
1.25 Hour CAPCE F3 (DL) CEU Course – EMT Obstetric & Gynecologic Emergencies	\$6.25	\$6.25
1.75 Hour CAPCE F3 (DL) CEU Course – EMT Trauma & Shock Emergencies	\$8.75	\$8.75

	Schedule of Total Charges
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Program of Study/Course	PERIOD OF ATTENDANCE	ENTIRE EDUCATIONAL PROGRAM
1 Hour CAPCE F3 (DL) CEU Course - EMT Head & Spine Injuries	\$5.00	\$5.00
1.5 Hour CAPCE F3 (DL) CEU Course – EMT Soft Tissue & Musculoskeletal Care	\$7.50	\$7.50
1 Hour CAPCE F3 (DL) CEU Course – EMT Chest & Abdomen Injuries	\$5.00	\$5.00
2.5 Hours CAPCE F3 (DL) CUE Course – EMT Pediatrics	\$12.50	\$12.50
1.75 Hour CAPCE F3 (DL) CEU Course – EMT Geriatrics	\$8.75	\$8.75

PAYMENT PLANS

EMT & Fire Training, Inc. currently offers payment plans for the Emergency Medical Technician (EMT) and Advanced Emergency Medical Technician (AEMT) programs through TFC Tuition Financing. Plan terms include a processing fee based on down payment (refer to table below). Payment plan must be paid in full prior to attending EMS Academy Skills week. A credit check is not done on potential students wanting to utilize the payment plan.

Payment plans are offered through:
TFC Tuition Financing
2010 Crow Canyon Place Suite 300
San Ramon, CA 94583
(800) 872-9832
tfctuition.com

Customized Payment Plan Terms				
			Fee	Total Paid

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Down Payment	Interest Rate	Payment Amount & Number of Payments		
		EMT Course		
\$1,500	0%	Based on # of months until skills week	\$0	\$3,995
\$1,000	0%	Based on # of months until skills week	\$150	\$4,145
		AEMT Course		
\$1,500	0%	Based on # of months until skills week	\$0	\$4,495
\$1,000	0%	Based on # of months until skills week	\$150	\$4,645

DELINQUENT FINANCIAL OBLIGATIONS

Students who enter into a payment plan through TFC Tuition Corporation will be required to pay by the means of money gram, check or debit card, money order, eCheck or credit card on the day of each month determined by the student until paid in full. Students will receive a payment schedule upon execution of the Retail Installment Agreement. Students may access his or her account at any time on www.tfctuition.com.

A student, who falls behind by more than 30 days, will have his or her access to the EMT & Fire Training, Inc. Student Portal suspended until payment is received, and student's payment plan is brought current. If a student's account is more than 90 days past due, the Student Portal will be closed and the student will be dropped from the program. Delinquent accounts may be submitted for collection with collections agencies.

SCHOLARSHIPS

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In an effort to provide opportunities for potential students EMT & Fire Training, Inc. (EFT) adopted scholarship programs to encourage people to continue their education in the field of Emergency Medical Services.

There are two types of scholarships offered -

- **Local Volunteer Scholarships**

Each year EMT & Fire Training, Inc. (EFT) will award scholarships to eligible residents in North Idaho or Eastern Washington who are sponsored by a volunteer EMS and/or Fire agency. Each scholarship is \$2,000. Scholarships are offered for both the Emergency Medical Technician (EMT) and the Advanced Emergency Medical Technician (AEMT) courses. The partial scholarship can only be used towards tuition and books. It does not include lodging, transportation or meals.

- **Dennis Grawcock Memorial Scholarships**

Each year, EFT will award one (1) full scholarship for the EMT course and one (1) full scholarship for the AEMT course. The full scholarship will cover tuition, lodging, meals and transportation (EMS Academy Skills Week), CPR Course, NREMT Psychomotor and Cognitive exams and course supplies. The scholarship does not cover the Registration Fee, Background Check, Drug screen or Immunization Tracking.

Scholarship Qualifications:

- **Local Volunteer Scholarship –**

These scholarships are offered to new and returning students living in North Idaho or Eastern Washington and who are sponsored by a volunteer EMS and/or Fire agency.

Scholarship will be accepted throughout each year and candidates will be notified within 30 days.

- **Dennis Grawcock Memorial Scholarship –**

This scholarship is offered to new or returning students are a descendant of an EMS and/or Fire provider who has died in the line of duty or have a parent currently working in EMS and/or Fire Service.

Scholarship applications will be accepted on or before January 25th of each year and will be awarded within 45 days.

Prior to any potential scholarship award, you may receive, you must meet the following requirements:

- Scholarship application submitted in full
- Online program application and payment of the Application/Registration fee

- Supporting application documents submitted in full
- Completed Background Check
- Acceptance into the EMT or AEMT Program

Your completed application should be submitted to:

Mail:
Scholarships
EMT & Fire Training, Inc.
209 Shady Pines Loop
Priest River, ID 83856

Fax:
(888) 449-8933

Email:
courses@emtfiretraining.com

You will receive an email confirmation indicating receipt of your application. Scholarships will be accepted throughout the year. The Local Volunteer Scholarships will be awarded within 30 days of receipt and the Dennis Grawcock Memorial Scholarship will be awarded within 45 days. You will be notified in writing of the committees' decision.

All awardees are subject to policies of the Enrollment Agreement.

Please know the application will be submitted to an independent review board consisting of community members, EFT staff and EMS/Fire representatives. All applications will be anonymous with all identifying information withheld.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Permanent files are kept for all students. Students may access their grades at any time in the student's portal. Transcripts are available any time after graduation through Parchment.com upon a payment of a \$3.50 fee. Requests will be processed within three business days. Certificates can be replaced if lost. A student can access transcripts and certificate of completions at any time after graduation through Parchment.com.

The Family Educational Rights and Privacy Act (FERPA) (20U.S.C. § 1232g For the; 34 CFR Part 99) is a Federal law that protects the privacy of student records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches 18 years of age.

Parents or eligible students have the right to inspect and review the student's education records maintained by the School. Schools are not required to provide copies of the records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies. Parents or eligible students have the right to request that School correct records, which they believe to be inaccurate or misleading. If the School decides

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not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student in order to release any information from a student's education record. The Family Educational Rights and Privacy Act (FERPA) allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific law.

EMT & Fire Training, Inc. does not disclose directory information on any student. Students, who have any questions or concerns or would like to review your School records, please submit an official request.

STUDENT RECORDS RETENTION POLICY

EMT & Fire Training, Inc. maintains student records for a five-year period. Transcripts are retained indefinitely at Parchment.com. Students may access his or her transcripts and certificate of completion available any time after graduation through Parchment.com. If a transcript or certificate of completion is lost it can be replaced at Parchment.com upon payment of a \$3.50 fee.

Idaho Administrative Code IDAPA 16.01.05 – EMS – Education, Instructor, & Examination Requirements

108.03 Records Retention. All documentation related to a course or program must be retained for a minimum of five (5) years in a retrievable format.

CANCELLATION AND REFUND POLICY

Developed 9/25/2017
Revised 8/28/2019

The refund policy in effect requires the calculation to be performed on the requirements of the Accrediting Council for Continuing Education & Training (ACCET) and the method of calculation more beneficial to the student will be used.

1. The school will retain an established registration/application fee of \$200 if the applicant cancels past the fifth business day after the application is submitted. A registration/application fee is any fee charged by the school to process student applications and establish a student record system.
2. If a student cancels his or her enrollment before the start of the training program, the school shall refund the student all the money the student has paid, minus 10% of the tuition agreed upon in the enrollment agreement or \$200, whichever is less.
3. If an applicant is not accepted for enrollment by the school a full refund all monies paid will be made to the applicant, less a registration of \$200.
4. If a student withdraws or is expelled by the school after the start of the training program and before the completion of more than 50% of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or \$200, whichever is less.
5. If a student withdraws or is expelled by the school after completion of more than 50% of the training program, the school is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
6. Money paid for book and lab fees, which are due at the time of registration, are not part of the tuition fee. If a student has started his or her training program, then books and online resources are not refundable. Lab fees are refundable until the student has begun the Lab Course.
7. If the school terminates the training program agreed upon in the enrollment agreement, the school shall refund to the student all the money the student has paid.
8. If a refund is owed, the school shall pay the refund to the person or entity who paid the tuition within 15 calendar days after: (a) date of cancellation by a student of his or her enrollment; (b) date of termination by the school of the enrollment of a student; (c) last date of an authorized leave of absence if a student fails to return after the period of authorized absence; or (d) last day of attendance of a student, whichever is applicable.
9. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of attendance, regardless of absences. The period of time for a training program is the period set forth in the enrollment agreement.

Refund Due Dates

Developed 9/25/2017
Revised 8/28/2019

- If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
- For an enrolled student, the refund date will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the school or the date the school terminates the student, by applying the school's attendance, conduct or Satisfactory Academic Progress policy.

Cancellations

Rejection of Applicant: If an applicant is rejected for enrollment by a school a full refund of all tuition monies paid will be made to the applicant, less a maximum application/registration fee of \$200 if charges are clearly itemized in the enrollment agreement.

Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution shall refund all monies paid by the student.

Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no- show), the institution will refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable. An institution may retain any actual housing costs incurred by the institutions and a maximum total of \$500 for any non-refundable charges clearly identified in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance, when a student is recruited from outside the United States or its territories and possesses a student visa to enter the country for study. Cancellation fee not charged.

Withdrawal or Termination After the Start of Class

1. Avocational program less than 300 clock hours (or the credit hour equivalent):
 - **Cancellation during the first week of class (or equivalent for online):** A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments.
 - **Cancellation after the first week of class (or equivalent for online) but before 50% of program elapsed:** Pro rata, plus 10% of unearned tuition charged, cancellation fee of \$100 is not charged.

- **Cancellation after 50% of the program elapsed:** Full tuition is retained and non-refundable. Lab fees are refundable if the cancellation is prior to the student beginning the lab course. No cancellation fee is charged.

2. All other programs:

- Cancellation during the first week of class (or equivalent for online): A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable. Online resources are non-refundable if a student has begun the training program.
- After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed up to a maximum of \$1,000. Cancellation fee of \$100 is not charged.
- After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition. No cancellation fee charged.

Charges Other Than Tuition

1. All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition price, must be clearly stated in the enrollment agreement.

Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled. Non-refundable charges must be explicitly stated in the catalog.

2. If applicable, students are bound by the terms as defined in any student housing agreement.

CANCELLATION POLICY FOR F3 AND F5 COURSES

The Commission on Accreditation for Prehospital Continuing Education F3 Courses:

It is the policy of EMT & Fire Training, Inc. to provide a full refund to a student who has registered for a CAPCE F3 self-directed E-Learning course and has not completed the course within the two (2) year period the course is active in the students account.

The student must contact the School's office by email (course@emtfiretraining.com) or phone (888) 783-8495 to make the cancellation and refund request.

Developed 9/25/2017

Revised 8/28/2019

The refund will be paid within 30 days from the date of the request.

A student is not eligible for a refund if the course has been completed and a certificate of completion has been issued.

The Commission on Accreditation for Prehospital Continuing Education F5 Courses:

It is the policy of EMT & Fire Training, Inc. to provide a refund for a CAPCE F5 Virtual Instructor Led Training (VILT) course within 30 days of the purchase and before completing four (4) lectures.

The student must contact the School's office by email (courses@emtfiretraining.com) or by phone at (888) 783-8495 to make the cancellation and refund request.

The refund will be paid within 30 days from the date of the request.

EVALUATION POLICY

1. Students will be required to complete a performance evaluation intermittently on the EMT & Fire Training, Inc. staff throughout a program. The evaluations are used for:
 - a. Giving feedback to the instructors as to how they presented material and/or interacted with the students.
 - b. Report back to accrediting bodies as needed
2. Throughout the EMS Academy Skills week, Clinical and Field Internship students will be evaluated on their Affective Domain, or Professional Behavior. Students must be continually passing all Affective Domain evaluations at an 80%. Students not to standard will be put on a Performance Improvement Plan and reevaluated at the discretion of their instructor, Clinical Coordinator or Program Director.
 - a. Advanced EMT students not to standard on their Professional Behavior may not be allowed to begin their Clinical rotations and/or Field Internship.
3. Throughout Clinical rotations and Field Internship students will be evaluated on their daily performance, both self-rated and by their respective preceptors. Please see Clinical and Field Manuals for details.

UNIT OF CREDIT POLICY

EMT & Fire Training programs are clock hour programs. Students are awarded total program hours upon successful course completion. See program description for total hours awarded.

Distance education and hybrid programs and courses use the same clock hour requirements as face-to-face programs and courses.

ENGLISH AS A SECOND LANGUAGE POLICY

EMT & Fire Training, Inc. does not provide instruction for English as a Second Language (ESL).

GUEST AND CHILDREN POLICY

Guests and children are not permitted in classes without written permission of a School administrator.

STUDENT HEALTH

1. Each student is responsible for his/her own health needs including health insurance coverage, which is suggested while enrolled in an EFT program.
2. Students who become ill or injured during didactic, skills lab, clinical or field rotations must report it at once to their instructor or preceptor. If it occurs after normal business hours the student is to call EFT at (888) 783-8495 and leave a message reporting the illness or injury, and the student's name and a phone number so a staff member can return the call.
3. If the student becomes ill or has an injury caused either within or outside the training program, it is his/her responsibility for fees incurred for professional services.
4. Students must report the occurrence of all sore throats, communicable diseases, herpes virus infections, boils, lesions and broken skin areas (especially on the hands and arms) to their preceptor before beginning clinical/field internship assignments.
5. It is suggested that students undergo a physical exam prior to entrance into the program. The student will be responsible for all charges.
6. All accidents and/or injuries that occur during the didactic, skills lab week, clinical or field internship must be reported to the instructor or clinical coordinator immediately.

HEALTH AND SAFETY POLICY

All students are required to practice universal precautions in the classroom, clinical and field internship settings. Students who are ill should not attend class or clinical/field internship site if there is any danger of transmission of the illness to others. If you are exposed to a communicable disease during your clinical or field internship rotations contact your instructor or the clinical/field internship coordinator immediately.

HARASSESSMENT POLICY

EMT & Fire Training, Inc. (EFT) is committed to providing an educational and work environment that is free from discrimination or harassment. In keeping with this policy, EFT will not tolerate any type of harassment related to race, color, sex, religion, national origin, age, sexual preference, or physical or mental disability. For these purposes, the term "harassment" includes, but not necessarily limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, religion, sex, national origin, age or physical or mental disability. Violation of this policy by any student, faculty, or staff member shall subject that person to disciplinary action up to and including discharge or expulsion. Harassment is a form of illegal discrimination and violates The Civil Rights Act of 1964, as amended, The Civil Rights Act of 1991 and the Idaho Commission on Human Rights at www.humanrights.idaho.gov. A copy of the Harassment Policy and Complaint Filing Procedure is available to each student in the STARS Student Portal.

SEXUAL HARASSESSMENT POLICY

EMT & Fire Training, Inc. strives to provide a safe and comfortable learning and working environment for students, staff and faculty members. Sexual harassment will not be tolerated in any part of the School's programs and activities.

Sexual harassment is defined as "any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is directed toward an individual because of that individual's gender ... and such conduct is of such frequency and/or severity that it has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment."

Any incident of sexual harassment should be reported to the Program Director and/or Director of Operations. In a confidential manner, an investigation will be initiated with appropriate follow-up. The School is committed to maintaining a learning environment that is free of sexual harassment.

WEAPONS POLICY

EMT & Fire Training, Inc. prohibits all persons who enter EFT property or designated places for EFT activities from carrying a handgun, firearm, illegal knives or other prohibited weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from EFT.

DRUG AND ALCOHOL POLICY

EMT & Fire Training, Inc. prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the EFT administration staff. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

COPYRIGHT POLICY

EMT & Fire Training, Inc. does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty or students. EFT shall adhere to all contractual responsibilities and shall comply with all copyright laws, and expects all members of the EFT community to do so as well. Members of the EFT community who violate this policy may be subject to discipline through EFT standard procedures. An individual or EFT department engaged in an unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals or departments shall be solely responsible for their defense and any resulting liability.

STUDENT SERVICES

STUDENT ADVISEMENT POLICY

To provide students with information about personal and academic advising.

- **Personal Advising**

Students are encouraged to seek assistance from any member of the faculty or staff when problems of a personal nature arise that will have a negative impact on a student's ability to meet his/her educational goals. Neither staff nor faculty members serve as certified or licensed counselors.

- **Academic Advising**

EMT & Fire Training, Inc. (EFT) offers academic advising services to all students. EFT encourages students to seek academic advisement at any period throughout their program when questions arise.

EMPLOYMENT ASSISTANCE POLICY

EMT & Fire Training, Inc. does not operate a Placement Office, however we are dedicated to assisting each student in seeking and securing employment. **EFT does not guarantee employment for graduates;** however, the following resources are available to assist students and graduates in their search for employment:

- Advising the students & graduates of new job postings
- Interview techniques
- Resume creation & review
- Continuing education

Graduates from EFT should be aware that each employer has the right to set the required qualifications for their job openings. Many employers require the following to be considered for employment:

- Proof of current immunizations
- Ability to pass a drug screen
- National certification
- Ability to pass a State and/or Federal background check
- Ability to pass a physical agility test
- Ability to obtain state certification/licensure at the time of hire

STUDENT-TO-FACULTY RATIO

At EMT & Fire Training, Inc., classes during Skills Academy week are staffed to meet a low student-to-faculty ratio of 4:1. For all programs, faculty is scheduled to maintain the appropriate student-to-faculty ratio.

STUDENT LODGING, MEALS AND TRANSPORTATION SERVICES

EMT & Fire Training, Inc. (EFT) will provide housing, meal and transportation from and to the airport for students coming in from out of the area for EMS Academy Skills Week. EFT will make the arrangements for the lodging and meals. Students will receive an email with direction making his or her transportation arrangements once the student arrives at the Spokane International Airport.

Students must confirm their attendance to the EMS Academy Skills Week. If a student confirms his or her attendance and then does a "No Show" without communication to the EFT administration prior to the first day of EMS Academy Week the Lodging and Meals fee of \$500.00 will be forfeited.

The cost for the lodging, meals and transportation is identified in the Course Fees as \$500.00. This fee will be waived for students living in the local area and who do not require these amenities. Students not receiving these amenities MUST plan for their own meals each day. These amenities are not provided for students receiving a Partial Scholarship.

ENGLISH LANGUAGE SERVICES

EMT & Fire Training, Inc. instructs all programs and course in the English language only.

PROGRAM AND COURSES

COURSE DESCRIPTIONS

EMERGENCY MEDICAL TECHNICIAN (EMT)

EMT101: EMT Online Course

EMT102: EMT Lab

Program Description

Emergency Medical Technicians (EMT) provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system. [From the: National EMS Scope of Practice Model]

The primary purpose of this self-directed, interactive distance-learning course is to meet the entry-level job expectations. Each student, therefore, must demonstrate attainment of knowledge, attitude and skills in each area taught in the course.

Upon successful completion of the components list above a student will be authorized to take the National Registry of Emergency Medical Technicians (NREMT) psychomotor and cognitive examinations. After successful completion of the examinations the student will be awarded NREMT EMT Certification and can then apply for state certification.

Prerequisites – 18 years old – High School diploma* - GED

Requirements for successful completion of the course are as follows:

Cognitive – Students must receive passing grades on all homework, quizzes, module examinations and the final examination.

Affective - Students must demonstrate conscientiousness and interest in the program.

Psychomotor – Students must demonstrate proficiency in all skills in each testing session of selected topic areas and mastery of skills in the final examination.

Personal appearance – Each student should be neat, clean, well-groomed and physically fit enough to perform the minimal entry-level job requirements. (See Technical Standards for job requirements pg. 9 of the Catalog)

Developed 9/25/2017

Revised 8/28/2019

Attendance – Students are required to complete the online didactic component prior to attending the EMS Academy Skills Week. Students are required to attend a minimum of 95% of the EMS Academy Skills week.

Course Schedule

For detailed information about the course schedule and attendance requirements contact the Admissions Administrator at (888) 783-8495 or visit www.emtfiretraining.com.

Didactic Component: Is a self-directed online component, which allows the students the flexibility to work at his or her own pace. The didactic component MUST be completed prior to attending the EMS Academy Skills Week.

Practical Skills Component: EMS Academy Skills Week - Sunday through Thursday, 8:00 a.m. – 9:00 p.m.

Program Details

1. Length of the EMT is 172 clock hours and includes the following courses:
 - EMT101: EMT Online Course – 132 Hours
 - EMT102: EMT Lab – 40 Hours
2. The length of the program is based on 21 calendar weeks (six months) and the maximum time frame is 1.5 the normal program length 31.5 calendar weeks (nine months). The program is designed for the student to work at his or her own pace. The student must select the EMS Academy Skills Week when registering he or she would like to attend and this will determine how many weeks the didactic (online) component must be completed in.
3. A Certificate of Completion is awarded after successful completion of both the didactic and practical skill components of the program.
4. Payment is due in full on the first day of class unless prior arrangements have been made. EMT & Fire Training, Inc. accepts major credit cards, personal checks, money orders, or third party payments.
5. Applicants must be high school graduates or have obtained a GED certificate and must be at least 18 years of age by the first day of class.
6. Students are subject to dismissal for the following: Failure to maintain an 80% average in the course, failure to complete the practical skills week, failure to meet attendance requirements, violation of code of conduct outlined in the student handbook and non-payment. Termination date is defined as when the student is notified in writing by hand delivery, email or mail.
7. Students may voluntarily withdraw from the program in writing by delivering a letter to the administrative staff by hand, email or mail. When calculating the official date of a student's termination is the last day of recorded attendance.

8. EMT & Fire Training, Inc. does **NOT** guarantee employment for its graduates. EMT & Fire Training, Inc. provides student services that assist with obtaining employment by posting job openings.
9. EMT & Fire Training, Inc. is a drug-free institution. It reserves the right to drug test any student at any time at his or her expense, with or without cause. Students who refuse to comply with a drug test request, or who test positive for drugs or alcohol during class time, will be immediately dismissed from the program.
10. It is the responsibility of the student to determine that they have the physical, mental and emotional ability to safely participate in the program and be employed as an EMT.

Course Fees

Refundable Fees	
Tuition	\$2,225.00
Lodging, Meals and Transportation (EMS Academy Skills Week)	\$750.00
CPR Certification Course	\$75.00
NREMT Psychomotor Exam Fee	\$100.00
NREMT Cognitive Exam Fee	\$80.00
Lab Fee (Non-Refundable if a student has started the Lab)	\$100.00
Non-Refundable Fees	
Registration/Application Fee	\$200.00
Student Eligibility –	
• 10-Panel Drug Screen (paid directly to SentryMD)	\$46.00
• Criminal Background Check (paid directly to PreCheck)	\$39.50
• Immunization Tracking	\$29.50
Books and Online Resources (Non-Refundable if a student has started class)	\$350.00
Course Total	\$3,995.00

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)

AEMT121: Advanced EMT Online

AEMT122: AEMT Lab

AEMT123: AEMT Clinical/Internship

Program Description

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Upon successful completion of the didactic, practical skills week, clinical time, and/or field internship components of this course a student will be authorized to take the National Registry of Emergency Medical Technicians (NREMT) psychomotor and cognitive examinations. After successful completion of the examinations the student will be awarded NREMT AEMT Certification and can then apply for state certification.

Prerequisites – Current State and/or National Registry certification/licensure. 18 years old. A High School Diploma* or equivalent. Current American Heart Association Healthcare Provider or the equivalent

Requirements for successful completion of the course are as follows:

Cognitive – Student must maintain an 80% average in the course.

Affective – Students must demonstrate conscientiousness and interest in the program.

Psychomotor – Students must demonstrate proficiency in all skills in each testing session of selected topics and mastery of skills in the final examination.

Personal appearance – Each student should be neat, clean, well groomed and physically fit enough to perform the minimal entry-level job requirements. (See Technical Standards for job requirements pg. 9 of the catalog)

Attendance – Students are required to complete the online didactic prior to attending the EMS Academy Skills week. Students are required to attend a minimum of 95% of the EMS Academy Skills week and 100% of his or her Clinical and/or Field Internship.

Course Schedule

For detailed information about the course schedule and attendance requirements contact the Admissions Administrator at (888) 783-8495 or visit www.emtfiretraining.com.

Didactic Component: Is a self-directed online component, which allows the students the flexibility to work at his or her own pace. The didactic component MUST be completed prior to attending the EMS Academy Skills Week.

Practical Skills Component: EMS Academy Skills Week - Sunday through Thursday, 8:00 a.m. – 9:00 p.m.

Clinical Rotations and/or Field Internship: Schedule will be dependent upon the facility/agency and/or preceptor schedule. Student is required to complete a minimum of 96 hours.

Program Details

1. Length of the AEMT is a minimum of 308 clock hours and includes the following courses:
 - AEMT121: Advanced EMT Online Course – 172 Hours
 - AEMT122: AEMT Lab – 40 Hours
 - AEMT123: AEMT Clinical/Internship – 96 Hours
2. The length of the program is based on 24 calendar weeks (six months) and the maximum time frame is 1.5 the normal program length 36 calendar weeks (nine months). The program is designed for the student to work at his or her own pace. The student must select the EMS Academy Skills Week when registering he or she would like to attend and this will determine how many weeks the didactic (online) component must be completed in.
3. A Certificate of Completion is awarded after successful completion of the didactic, practical skills, clinical experience and field internship components of the program.
4. Payment is due in full on the first day of class unless prior arrangements have been made. EMT & Fire Training, Inc. accepts major credit cards, personal checks, money orders, or third-party payments.
5. Applicants must be high school graduates or have obtained a GED certificate and must be at least 18 years of age by the first day of class.
6. Students are subject to dismissal for the following: Failure to maintain an 80% average in the course, failure to complete the practical skills week, failure to meet attendance requirements, violation of code of conduct outlined in the student handbook, and non-payment. Termination date is defined as when the student is notified in writing by hand delivery, email or mail.
7. Students may voluntarily withdraw from the program in writing by delivering a letter to the administrative staff by hand, email or mail. When calculating

the official date of a student's termination is the last day of recorded attendance.

8. EMT & Fire Training, Inc. does **NOT** guarantee employment for its graduates. EMT & Fire Training, Inc. provides student services that assist with obtaining employment by posting job openings.
9. EMT & Fire Training, Inc. is a drug-free institution. It reserves the right to drug test any student at any time at his or her expense, with or without cause. Students who refuse to comply with a drug test request, or who test positive for drugs or alcohol during class time, will be immediately dismissed from the program.
10. It is the responsibility of the student to determine that they have the physical, mental, and emotional ability to safely participate in the program and be employed as an AEMT.

Course Fees

Refundable Fees	
Tuition	\$2,440.00
Lodging, Meals and Transportation (EMS Academy Skills Week)	\$750.00
CPR Certification Course	\$75.00
NREMT Psychomotor Exam Fee	\$250.00
NREMT Cognitive Exam Fee	\$115.00
Lab Fee (Non-Refundable if a student has started the Lab)	\$200.00
Non-Refundable Fees	
Registration/Application Fee	\$200.00
Student Eligibility –	
• 10-Panel Drug Screen (paid directly to SentryMD)	\$46.00
• Criminal Background Check (paid directly to PreCheck)	\$39.50
• Immunizations Tracking	\$29.50
Clinical Registration (Clinical Placement Northwest)	\$75.00
Book(s) and Online Resources (Non-Refundable if a student has started class)	\$350.00
Course Total	\$4,570.00

EMT, AEMT AND PARAMEDIC REFRESHER COURSES

These courses are designed to meet the needs of national recertification and remedial training requirements. Please check with your specific state on individual state requirements. All courses are CAPCE accredited and NREMT accepted.

- EMT Refresher Online (24-Hour)
- Florida EMT Refresher Course Online (30-Hour)
- AEMT Refresher Course Online (36-Hour)
- Paramedic Refresher Course Online (48-Hour)

VIRTUAL INSTRUCTOR LED TRAINING (VILT) CAPCE F5 COURSES

These courses are CAPCE accredited as F5 (Virtual Instructor Led Training-VILT). The hours for these courses count the same as a live course and are the bulk of what is required by the NREMT for your recertification requirements.

- EMT Neurologic & Diabetic Emergencies
- EMT Cardiac Emergencies
- EMT Allergic Reactions, Envenomations, Substance Abuse & Poisonings
- EMT Environment & Behavioral Emergencies
- EMT Obstetric & Gynecologic Emergencies
- EMT Trauma & Shock
- EMT Head & Spine Injuries
- EMT Soft Tissue & Musculoskeletal Care
- EMT Chest & Abdomen Injuries

SELF DIRECTED CAPCE F3 COURSES

Self-Directed Distributed Learning CEU courses are those courses designed for self-study and do not require students to attend the Virtual Instructor Led Training sessions that are scheduled. Students may work on these courses at any time without interaction with an instructor. The NREMT allows ten (10) hours of your recertification hours to come from this category.

Recertification Packages

The product packages below are designed to provide you with the required content and hours for national recertification. Currently there are packages designed around the older 72-hour NREMT requirement, as well as NCCP specific packages that have less hour requirements. Contact our support staff if you need a custom solution to your training needs. Please verify which recertification requirement you fall under for your specific state.

eACLS Course

The School has partnered with Jones & Bartlett to bring you an online eACLS recertification option. This eACLS training course covers the eight advanced life support topics for certification and recertification:

- Acute Coronary Syndrome
- Asystole
- Bradycardia
- Pulseless Electrical Activity
- Stroke
- Tachycardia (Narrow Complex)
- Tachycardia (Wide Complex)
- Ventricular Fibrillation

This online ACLS course was created for the busy healthcare professionals, including Paramedics, Physicians, Nurses, Physician's Assistants and others who are required to have ACLS certification. This ACLS course was created to meet all the requirements of regulatory authorities for initial and refresher advanced cardiac life support (ACLS) training accordance with the 2015 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care.

If you are a practicing healthcare professional that regularly performs resuscitation and advanced cardiac life support (ACLS) procedures as part of your job, then a practical skills test is required to earn your official eACLS Course Completion Card.



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