

AMERICAN HEALTH EDUCATION PROGRAM CATALOG

EMT – BASIC CONTINUING EDUCATION COURSES



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01/01/17 – 12/31/17

Table of Contents

Mission Statement, 3
Course Location, 3
Academic Calendar, 3
Faculty, 4 -7
Program Approval, 6-7
Facility, 7
Program Delivery, 8
Enrollment Agreement, 7
Admission Requirements, 16
Admission Prerequisites, 16
Application Process, 16
Transferring of Credit, 24, 29
Questions or Complaints, 25
Record-Keeping Policy, 29, 30

Course Descriptions

EMT-B Course Content, 8-10
Continuing Education, 10-15
Educational Objectives, 15

Academic Regulations

Academic Standards, 16
Grading Standards, 17
Maximum Allowable Timeframe, 17
Program Withdrawal, 18
Program Reinstatement, 18, 19
Appeals, 19
Leave of Absence, 19, 20
Attendance Policy, 21
Probation and Suspension Policy, 21, 22
Program or Class Cancellation Policy, 22
Student Conduct, 22
Dismissal, 22

Student Services

Housing, 23
Financial Aid, 23
Learning and Physical Disabilities, 23
Library and Other Resources, 24
Job Placement, 24

Tuition Policies, Fees and Expenses

Tuition Payment, 26
EMT-B Program Tuition, 26
Continuing Education Tuition, 27
Tuition Refund, 28
Tuition Recovery, 28
Student Tuition Recovery Fund, 28

NOTICE

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

Our Mission Statement



American Health Education, Inc is dedicated to providing the highest level of quality education to the pre hospital and hospital medical professional. Our commitment begins by preparing our students with the knowledge, skills and competencies necessary to excel in their profession and continues post-graduate through our efforts to provide continuing education.



LOCATIONS & DATES:

All classes will be taught at the main campus location:
6761 Sierra Court Suite G
Dublin CA 94568

Dates and times are subject to change.

EMT-Basic Course:

January 2017:

Classroom & Field Phase: January 7- March 26, 2017 (Sat/Sun)

April 2017:

Classroom & Field Phase: April 1- June 25, 2017 (Sat/Sun)

July 2017:

Classroom & Field Phase: July 8- Sept. 24, 2017 (Sat/Sun)
July 11- Aug. 24, 2017 (Tues/Wed/Th)

October 2017:

Classroom & Field Phase: Sept 30 - Dec 17, 2017 (Sat/Sun)
The field phase will be completed concurrently with the didactic phase.

FACULTY

All American Health Education faculty are required to have a minimum of five (5) years field experience in EMT-Basic and/or EMT-Paramedic, have attended a 40 hours instructional methodology class or equivalent, and maintain a current Paramedic license. All AHE Continuing Education Instructors meet the instructor requirements of the California Board of Registered Nursing. They maintain a current valid license, have at least five (5) years teaching experience, are knowledgeable, current, and skillful in the subject matter as demonstrated by a baccalaureate or higher degree and have validated teaching experience in the subject matter.

Program Director

Makenzie Kelly, EMT-P

Medical Director

Gerald Nazareno, M.D.

EMT-B Coordinator

Britni Eastin, EMT-B

EMT Faculty

David Eastin, EMT-P

Paul Mahar, EMT-P

Shaun Bouyea, EMT-P

Continuing Education Faculty

Elizabeth Arce

Natalie Correll-Yoder

Barbara Shannon

Randy Azevedo

Giovanna Davenport

Office Manager-Admissions/Records

Yvette Surendran

Registration Coordinator

Emy Romera

Instructor Coordinator

Julie Gonzales

Makenzie Kelly, EMT-P has a Bachelors of Science Business Management degree from University of Phoenix and serves as the CEO for NORCAL Ambulance. She has been a paramedic since 1999 and has worked for several private ambulance providers and served as the Deputy Medical Chief for Urban Shield SWAT Team exercise for Alameda County Sheriff's Office. She has served as a certified instructor for EMT-Paramedic and EMT-Basic and holds a current EMT-P license.

Dr. Gerald Nazareno has been a MD for the past 30 years. His specialty is in Emergency Medicine. He currently works at Valley Care Hospital in the Emergency Department. He is the Medical Director for NORCAL Ambulance and American Health Education. He has been teaching Emergency medicine for the past 19 years. He is certified to teach EMT-Basic, EMT-Paramedic, and American Heart Association ACLS, PALS, and CPR.

David Eastin has been in the EMS field for the past 14 years and has been a paramedic for 8 years. He is currently working for Fremont Fire Department. He started working in the EMS field as an EMT-Basic and began teaching prior to going to paramedic school. He is certified to teach EMT-Basic, EMT-Paramedic, and American Heart Association ACLS, PALS, and CPR.

Shaun Bouyea is an Officer with the California Highway Patrol since 1996 and a Paramedic since 2002. He is currently employed as a Helicopter Flight Officer and Paramedic. He has been teaching the EMT-Basic program for the past 4 years. He is certified to teach EMT-Basic and holds current certifications in American Heart Association's ACLS, PALS, CPR courses, PHTLS and Tactical Medicine.

Paul Mahar has been a paramedic for the past 12 years. He has worked for a private ambulance service and is currently working as a firefighter/paramedic for a local fire department. He has been teaching the EMT-Basic and EMT-Paramedic programs for the past 8 years. He is certified to teach EMT-Basic, EMT-Paramedic, and American Heart Association ACLS, PALS, and CPR.

Britni Eastin has been an EMT-B for 9 years and has worked in the healthcare education field for the past 7 years. Britni has worked her way up to the EMT-Basic coordinator position through her extensive knowledge of the EMS system and what it takes to be successful in becoming an EMT-Basic. Britni is qualified to teach EMT-Basic.

Elizabeth Arce, BSN, JD Esquire, has been a licensed registered nurse for 33 years. She is currently working at El Camino Hospital as Staff Nurse CNIII and serves as a Nursing Educator, Staff Development since 1998. She is an attorney in the State of California since 2000. She has taught continuing education courses for American Health Education since 2004.

Natalie Correll-Yoder RN, MN, CCRN, CCNS has been a licensed registered nurse since 1981 and Critical Care specialist since 1999. She currently works at Queen of the Valley Hospital as a Clinical Nurse Specialist in Critical Care and is a part-time instructor for Napa Valley College. She has taught critical care continuing education for American Health Education since 2005.

Barbara Shannon, RN, RCP is a respiratory therapist and has been a licensed registered nurse for 22 years. She currently works at St. Mary's Medical Center in San Francisco and has been teaching a variety of courses for over 30 years. Her teaching experience includes EKG recognition, nutrition, geriatric, and pediatric courses. She holds a Regional Faculty position with American Heart Association and is a certified instructor for ACLS and PALS. She has been teaching continuing education courses for American Health Education since 2004.

Randy Azevedo, RN, MSN is a licensed registered nurse working for Sutter Delta Medical Center since 1977 as the ER Nurse Supervisor and Clinical Nurse Educator. He is a certified IV and Blood Withdrawal Provider by the California Board of Vocational Nursing. He is a certified instructor for American Heart Association and teaches BLS, ACLS, PALS classes. He has been teaching continuing education courses for American Health Education since 2004.

Oscar Alvarez, BA is a highly sought after Spanish Instructor. He holds a degree in Linguistics and Literature and has been teaching Spanish Fluency programs since 1992. He has taught courses for Union City FD, Las Positas College, Kaiser Permanente, St. Mary's College USCF Medical Center. He has been teaching continuing education courses for American Health Education since 2006.

William A Miller, RCP, RRT is a licensed Respiratory Therapist has taught ventilator courses for over 20 years. He currently teaches mechanical ventilator critical care courses and has been an instructor for American Health Education since 2008.

Melody Stenrose, RN, MSN, CCRN has been a licensed registered nurse since 1982 and served as an Adjunct Nursing Instructor for Ohlone College for ten years. She currently works at Washington Hospital as a staff nurse and charge nurse in Critical Care. She has taught EKG and critical care continuing education for American Health Education since 2010.

Cory Patrick Hartley, BSN, MSN has been a licensed registered nurse since 1988 and currently works at John Muir Health as a Quality Nurse Analyst. Her specialty is Wound and Ostomy Care and she has served as a Legal Nurse Consultant and guest lecturer on the subject. She holds certification in Wound, Ostomy, Continence Nursing Certification in Medical Surgical Nursing. She has taught Wound Care and Ostomy courses for American Health Education since 2004.

QUALITY REVIEW BOARD

The Quality Review Board will be comprised of the Program Director, the Medical Director, the Paramedic Coordinator, and the Office Manager. The main purpose of the Board is to make sure the School is providing the best education possible to the students by conducting periodic review of the student satisfaction evaluations and implementing quality improvement measures when necessary. The Board is responsible to ensure compliance of all regulatory and licensing agency requirements. In addition, Board is also tasked with being the neutral third party if a problem between the school and the student arise. The Board meets a minimum of four times per year.

PROGRAM APPROVAL:

Alameda County Emergency Medical Services
510-267-8000 or by web at www.acphd.org/ems.aspx

State of California Board of Registered Nursing
916-322-7588 or www.rn.ca.gov

California Department of Health Services Licensing and Certification- 800-236-9747

State of California; Bureau for Private Postsecondary Education
(916) 431-6959, toll free – (888) 370-7589 or by web at www.bppe.ca.gov

American Health Education is a private institution and is approved to operate by the Bureau for Private Post Secondary Education. Approval to operate means we are in compliance with the California Private Postsecondary Education Act of 2009.

American Health Education is not accredited by an accrediting agency recognized by the United State Department of Education. Students are not eligible for federal financial aid programs.

FACILITY:

The facility is 6000 square feet with the office environment being clean and spacious. There are three administrative offices and 3 classrooms, a computer

lab/learning resource room, copy machine, equipment rooms, an ambulance simulator. All classrooms include state-of-the-art audiovisual equipment, wireless access and white boards. The classroom skills lab are outfitted with cardiac monitors, IV equipment and pumps, hospital gurney, manikins, AED's, and other equipment relative to Nursing and Emergency Medical Services profession. We have plenty of parking spaces available for parking.

ACADEMIC CALENDAR:

EMT-B Program – There will be five EMT-B programs per year. Each program will begin in January, April, July (2), & October respectively.

Continuing Education- Courses are offered continually throughout the year.

PROGRAM DELIVERY

AHE delivers 100% of its programs through residential on site learning. The primary delivery of course content is through the use of PowerPoint Slide directed lecture and is presented in English.

ENROLLMENT AGREEMENT

Students must sign an enrollment agreement before beginning a course at AHE. The agreement includes information pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other related matters.

COURSE DESCRIPTIONS

EMT-B COURSE DESCRIPTION

This course fulfills the training requirements set forth by the State of California for Emergency Medical Technician Basics. This program is interactive and requires hands-on participation to enhance the learning environment. Upon completion of the course students will be eligible to take the National Registry exam, which is the final step in obtaining certification in the State of California. Obtaining certification opens the doors to many career opportunities including: Firefighter/EMT-B, Ambulance EMT-B, Emergency Room Technician, and private industry EMT-B. Being an EMT-Basic is also a great foundation prior to beginning a career in the medical profession such as doctor or nurse.

The EMT-Basic program offered by American Health Education fulfills all of the training requirements set forth by the State of California in Title 22 of the California Code of regulations. The course curriculum includes all items outlined in Title 22, and the program is designed to guide students to successful completion of National Registry EMT-Basic Exam, which is required by the State of California for EMT-Basic licensure. Additionally, this course conforms to the National Standard EMT-Basic Curriculum formulated by the U.S. Department of Transportation. The course is divided into two phases: didactic instruction, clinical hospital and/or field externship. Upon successful completion of all phases of training, a completion certificate will be awarded that will allow the student to apply for National Registry Certification and subsequent state certification as an EMT-Basic.

COURSE CONTENT – EMT-B

The American Health Education EMT- Basic program is designed on a modular basis and includes lecture, recitation, laboratory skills training, and externship.

Didactic Breakdown with Module Clock Hours

Module	Title	Hours
Module 1	Preparatory	16
Module 2	Airway	16
Module 3	Patient Assessment	24
Module 4	Medical Emergencies	24
Module 5	Trauma	24
Module 6	Special Patient Populations	16
Module 7	Operations	8
Module 8	Advanced Airway Management	8
Module 9	MCI- Mass Casualty Incident	8
Module 10	National Registry Skills Review and Test	8 8
Module 11	Written Final/ Skills Testing	16
Assigned Skills Days*		10
Total Hours	Didactic instruction and skills training	160
Clinical/Field Externship		24
Total Hours		184

*The skills laboratory days are integrated into the didactic portion of the EMT-Basic program. These days combine cognitive information learned during lecture and apply that information into psychomotor skills.

Module 1 – Preparatory is 16 hours and is an introduction to Emergency Medical Technician. The main topics covered are:

- The EMS System
- Components of the EMS System
- Personal Protection
- Scene Safety
- Body Systems
- Lifting/Moving Patients
- Patient consent/refusal
- Medical/Legal/Ethics
- Scope of Practice
- Anatomical Terms

Module 2 – Airway is 16 hours and is an introduction to Airway Management. The main topics covered are:

- Respiration
- Techniques of Artificial Ventilation
- Airway Adjuncts
- Suctioning
- Oxygen Therapy

Module 3 – Patient Assessment is 24 hours and is an introduction to assessing a patient related to the EMT. The main topics covered are:

- Scene Size-up
- Initial Assessment
- Vital Signs
- SAMPLE History
- Pre-hospital Care Report
- Focused History/Physical Exam
- Verbal Reports
- Detailed Physical Exam
- Ongoing Assessment
- Special Documentation Issues
- Communication Systems/Radio

Module 4 – Medical Emergencies is 24 hours and is an introduction to medical

emergencies and how to interpret them. The main topics covered are:

- General Pharmacology
- Medications EMT can administer
- Respiratory Emergencies
- Cardiac Emergencies
- Cardiac Anatomy/Physiology
- Cardiac Arrest/ compromise
- Acute Abdominal Emergencies
- Diabetic Emergencies
- Altered Mental Status
- Emergencies
- Allergic Reactions
- Poisoning/Overdose Emergencies
- Environmental Emergencies
- Behavioral Emergencies
- OB/GYN Emergencies
- Childbirth

Module 5 – Trauma is 24 hours and is an introduction to Trauma emergencies how to interpret them. The main topics covered are:

- Bleeding and Shock
- Soft Tissue Injury
- Burns
- Musculoskeletal Injury
- Splinting
- Head & Spine Injuries
- Spine Injury Immobilization
- Multiple Trauma Patient

Module 6 – Special patient populations is 16 hours and is an introduction to patients with special needs. The main topics covered are:

- Infants & Children
- Child Abuse and Neglect
- Pediatric trauma
- Special Needs Patients
- Geriatric Patients
- Developmental Characteristics of Infants and Children

Module 7 – Operations is 8 hours and covers ambulance operations, terrorism, HazMat, and special rescue situations. The main topics covered are:

- Ambulance Operations
- Air Rescue
- Vehicle Rescue
- Hazardous Materials
- MCI
- EMS response to Terrorism

Module 8 – Advanced airway management is 8 hours and covers advanced airway management techniques. The main topics covered are:

- Anatomy and Physiology
- Management of the Airway

Module 9 – MCI –Mass Causality Incident is 8 hours.

Module 10 – National Registry and Comprehensive Finals Review is 16 hours and is a comprehensive review preparing the student for their upcoming Final Examinations and the National Registry Licensure Exam.

Module 11 – Final Written and Skills is 16 hours and tests the necessary skills and knowledge for licensure as an EMT-Basic.

The skills laboratory days are integrated into the didactic portion of the EMT-Basic program. These skills days combine cognitive information learned during lecture and apply that information into psychomotor skills.

NATIONAL REGISTRY EXAMINATION

To obtain EMT-Basic certification in the State of California, all students are required to pass the National Registry of EMT's Exam. The National Registry Exam consists of two parts – cognitive and psychomotor. To be eligible to take the National Registry Exam the student must successfully complete the following phases of the program:

Didactic Phase – 160 hours

Field Externship Phase – 24 hours minimum, with at least 10 patient contacts

Once all phases of the program are successfully completed the student will be given a course completion certificate that will be used as proof of meeting the requirements to take the National Registry Exam.

EMT-BASIC CERTIFICATION REQUIREMENTS

The Emergency Medical Services Authority of California specifies requirements for EMT-Basic certification. Students in an EMT-Basic program must be 18 years of age and possess a high school diploma or equivalent. There are minimum training requirements of 170 total hours (146 didactic and skills, 24 hospital clinical training/field externship with 10 patient contacts). Students must also pass the National Registry of EMTs Examination.

CONTINUING EDUCATION COURSE DESCRIPTION

Continuing Education courses are offered to licensed healthcare providers. Each course description includes the date and the number of continuing education (CE) contact hours for the course. Students must complete each course in its' entirety and credit for completing part of a course may not be granted. Thus, if a person attending the course leaves before the course is over, the certificate of completion cannot be issued. Upon completion of the course, the student will receive a certificate of completion with the number of continuing education contact hours. The certificate must be retained by the licensee for a period of four years after the course ends. Courses may be rescheduled or cancelled in the event of low enrollment or instructor emergencies. Course hours: 9:00 a.m. to 4:30 p.m.

ACLS PREPARATION COURSE (6 CE)

This course is ideal for individuals who are interested in successfully completing an American Heart Association Advanced Cardiac Life Support provider course. This workshop provides basic ACLS knowledge and assessment skills, reviews cardiac electrical conduction system, and includes recognition of life-threatening dysrhythmias, cardiac pharmacology, and insertion techniques for various airway devices used in ACLS.

CARDIAC DRUGS AND DRIPS (6 CE)

Pharmacological management of hypertension, myocardial infarction, heart failure, atrial and ventricular arrhythmias is the focus of this program. Drug classifications (and their physiologic actions, indications, dosages, combination therapies, adverse reactions and nursing interventions) include: * Antiarrhythmics * Diuretics * Calcium channel blockers * Thrombolytics * IIb, IIIa agents, Antigoagulants* Anti-hypertensives and * Beta-blockers.

February 4, 2017

June 10, 2017

October 14, 2017

CARDIOVASCULAR NURSING: MEDICAL PERSPECTIVE (6 CE)

This program presents an overview of unstable angina, acute MI, management of CHF and includes a discussion of interventional cardiology procedures such as angioplasty, atherectomy, stents plus a discussion of pacemakers and implanted defibrillator management are addressed.

March 3, 2017

June 30, 2017

November 10, 2017

CARDIOVASCULAR NURSING: SURGICAL MANAGEMENT (6 CE)

If you are a nurse who cares for patients with cardiovascular and/or peripheral vascular disease, you will want to attend this course. Emphasis is on acute nursing management following open-heart surgery including CABG and valve replacement as well as acute medical and nursing interventions for the patient with carotid, peripheral vascular and aortic disease.

March 18, 2017

June 22, 2017

November 11, 2017

12 LEAD EKG REVIEW- For the Critical Care Nurse (6 CE)

The ability to determine the exact location of a MI allows the nurse to anticipate complications and interventions. Major emphasis is placed on 12 lead EKG patterns with acute myocardial infarction, axis deviation, chamber hypertrophy and intra-ventricular conduction defects. This course is intended for experienced nurses with an understanding of basic EKG.

February 3, 2017

EKG RHYTHM IDENTIFICATION - (12 CE)

This 12-hour course is designed to provide a comprehensive study of basic cardiac arrhythmia identification. We will begin at the very basic level of cardiac anatomy. Learn to read an EKG strip, determine what the normal components of the EKG waveform are, examine the basic cardiac dysrhythmias, and increase your knowledge of the causes and treatments of cardiac arrhythmias. This course is ideal for RNs, LVNs, Paramedics and EMTs looking to increase their cardiac clinical competency. The BRN does not recognize CE's for RNs for this class, therefore RNs will receive a completion certificate.

January 4 & 5, 2017

March 2 & 3, 2017

May 1 & 2, 2017

July 17 & 18, 2017

October 12 & 13, 2017

FORENSIC NURSING AND MEDICO-LEGAL INVESTIGATION (6 CE)

Come and explore this is exciting new area of nursing which combines legal and scientific investigation skills with aspects of healthcare related to patients who have been the victims of trauma, abuse or violence. Study actual cases and learn how the team functions in a modern investigation. This is a fascinating and enlightening new area of nursing you won't want to miss! (The final 45 minutes will be a video of a medico-legal autopsy. **BE ADVISED**-photographs and video are graphic and very disturbing-this program *is not* for those with tender sensibilities.)

GERIATRIC CARE UPDATE (6 CE)

Geriatric Focus: HCPs must commit to intervene at multiple levels by assessing precise health risks and follow progress to ensure need-goals are realized. This class will present ongoing concerns with aging and evidence-based interventions adapted to diverse populations and settings.

January 23, 2017

June 1, 2017

October 5, 2017

GI AND RENAL SYSTEMS REVIEW (6 CE)

Review of the anatomy and pathophysiology of the renal system and major organs of the GI tract; nursing management of GI bleed; cirrhosis; acute renal failure; pancreatitis; diabetic ketoacidosis; HHNK; SIADH. Includes optional autopsy video of these systems.

March 11, 2017

July 29, 2017

October 28, 2017

HEMODYNAMIC MONITORING, APPLIED (6 CE)

Directed toward nurses with a working knowledge of invasive pressure monitoring who wish to expand their application of those principles, you will correlate hemodynamic measurements with underlying pathophysiology in patients with hypovolemia, cardiogenic shock, anaphylactic shock, neurogenic shock and sepsis, and discuss appropriate vasoactive drips as interventions.

February 25, 2017

June 24, 2017

November 4, 2017

HEMODYNAMIC MONITORING, BASIC (6 CE)

Basic concepts and techniques of hemodynamic monitoring, emphasis on nursing management and interpretation of hemodynamic data obtained from a pulmonary artery catheter and problems with invasive monitoring.

February 24, 2017

June 23, 2017

November 3, 2017

IV THERAPY REVIEW (6 CE)

This day is designed to re-orient you to IV solutions, management of blood and blood products, PICC, central lines, ports and safe needle devices. We will review current standards and practices as recommended by the IV Nurses Society for fluid administration, flushing IV lines, blood withdrawal from central lines as well as care and maintenance of peripheral and central lines.

January 31, 2017

June 23, 2017

September 13, 2017

LEGAL AND ETHICAL CONSIDERATIONS IN HEALTHCARE (6 CE)

Legal Issues & Ethical Considerations: What is negligence? When does negligence ripen into liability? What is malpractice? Which strategies to employ in order to prevent a charge of either? Understand and apply health care ethics to stay in compliance with health care laws. Learn the practice of risk assessment and priority setting in a continuum.

MONITOR TECHNICIAN TRAINING PROGRAM (24 CE)

This program provides an excellent opportunity for entry into or advancement within the healthcare field. A monitor technician fills an important role on the patient-care team by carefully watching patients' heart rhythms on monitors and alerting staff when abnormal rhythms are displayed. At the completion of these 3 days of intensive instruction you will have gained proficiency in the following: *Lead Placement for Telemetry Monitoring * Basic EKG

Interpretation * Advanced Arrhythmia Recognition and * Communication Skills on the Healthcare Team. Completion Certificate will be issued.

January 9, 10, 11, 13, 2017

May 30, 31, June 1, 2, 2017

August 14, 15, 16, 18, 2017

December 11, 12, 13, 15, 2017

NEURO SYSTEM OVERVIEW (6 CE)

A review of the Nervous System anatomy and pathophysiology; basic neuro assessment; correlating neurological conditions with assessment findings, treatment options, and nursing interventions. Discussion of skull fractures, meningitis, hydrocephalus, seizures, strokes, intracranial hemorrhage and increased intracranial pressure.

March 4, 2017

May 25, 2017

October 7, 2017

RESPIRATORY ASSESSMENT (6 CE)

Come learn the key concepts and skills needed to perform a complete and comprehensive assessment for patients with respiratory disease. Content includes the collection of nursing history, physical assessment, ABG interpretation and technological adjunct data used to formulate a nursing care plan for the respiratory patient. Please review basic respiratory anatomy and physiology prior to the class.

February 10, 2017

June 16, 2017

September 28, 2017

SPANISH FOR HEALTH CARE PROVIDERS: BASIC- Level I (6 CE)

Do you ever wish you could communicate immediately with your Spanish-speaking patients without waiting for an interpreter? If so, join us to increase your Spanish skills: medical terminology, commands, conversation and grammar. No previous Spanish is required.

March 17, 2017

June 23, 2017

SPANISH FOR HEALTH CARE PROVIDERS: Level II (6 CE)

This program builds on the skills you acquired in Spanish Level I and simplifies language barriers through role-playing of common hospital situations. Areas of focus include: Consulting, Medical History, Common Illnesses, and Intercultural Communication. It is recommended that you have completed Spanish Level I or have previous Basic Spanish language experience.

March 24, 2017

June 30, 2017

STROKE- CARE OF THE STROKE PATIENT (6 CE)

Stroke is the 3rd leading cause of death and the primary cause of disability in the USA today. Rapid response care prevents further brain injury and reduces complications and disability. Learn about newly established evidence-based protocols to provide accurate diagnosis and prompt treatment for stroke. Review the pathophysiology of stroke, neuro assessment, NIH stroke scale, The Joint Commission's Core Measures for stroke and modern stroke therapies.

Understand the role of the nurse specially trained in the monitoring and treatment of stroke.
Coming next year!

VENTILATOR WORKSHOP, BASIC (6 CE)

The benefits of this comprehensive overview of nursing care for the mechanically ventilated patient include: respiratory assessment, basic types of mechanical ventilation, trouble-shooting, weaning and ventilator emergencies. Case studies are used to apply principles to practice.

February 11, 2017

June 17, 2017

October 21, 2017

WOUND CARE (6 CE)

This day is devoted to advances in the care of wounds and wound healing. Because all wounds are unique, care must constantly be re-evaluated throughout the healing process. Increase your clinical competency as you learn prevention, assessment of patients at risk, and the rationale for choices of treatment and dressings.

January 18, 2017

May 24, 2017

September 25, 2017

EDUCATIONAL OBJECTIVES:

The following objectives have been established for AHE's Emergency Medical Technician programs based upon the California EMS Authority and the National Registry of Emergency Medical Technicians and adhere to the Department of Transportation's National Standard Training Curricula:

- To develop the EMT-B student to understand what it means to be an EMT-B. This includes the career field of Emergency Medical Systems and the Roles and Responsibilities of the EMT-B in the EMS field.
- To provide the EMT-B student the knowledge, skills, and ability to provide top level care and function safely and effectively in the pre-hospital environment.
- The EMT-B student will be able to demonstrate competency and proficiency in both basic EMT skills with each patient he/she will encounter.
- To prepare the EMT-B student to successfully complete the National Registry Licensure Examination.

Continuing Education

- To provide courses related to direct/indirect patient care that enhance knowledge and technical skills required for practice at a level above that required for licensure.

ADMISSION REQUIREMENTS:

EMT-B - To qualify for AHE's EMT-Basic Training program, each applicant must have:

- High school diploma or GED Certificate or equivalent
- Current Immunization Records for:
 - TB- Tuberculosis within 1 year

- Tetanus within 1 year
- MMR- Measles, Mumps, Rubella (childhood record OK)
- Varicella Immunity
- Hepatitis B- At least shot #1 in series
- Current California Driver's license
- Current Healthcare Insurance card

CONTINUING EDUCATION- To qualify for AHE's Continuing Education program, each applicant must have: Proof of current Healthcare provider certificate or license.

EDUCATIONAL PREREQUISITES:

EMT-B - This Program requires that all students possess a current high school diploma or GED certificate or equivalent.

Physical considerations- EMT-B students must possess sufficient ability to: Lift at least 50 lbs unassisted, stand, carry and balance on uneven terrain. Stoop, kneel, climb, crouch and crawl as needed to reach patients and safely remove and transport. Carry and utilize emergency medical equipment appropriately. Communicate verbally to patients, physicians, nurses and co-workers. Hear, understand and react quickly to verbal instructions and patient needs. In addition, students must be able to travel to clinical and field sites as assigned and work varying shifts and hours as assigned.

CONTINUING EDUCATION- Student must possess a current healthcare provider certificate or license. For verification of specific course approval, please contact your accrediting agency to confirm continuing education requirements.

APPLICATION PROCESS:

All interested applicants must submit a completed application along with a \$75.00 non-refundable application fee (EMT-B only). Upon acceptance and approval of the application, the applicant will be invited to tour the facility and discuss program information. The enrollment agreement will be executed on the first day of class. All required registration fees and documents must be provided as listed in the enrollment agreement. AHE does not provide VISA services for foreign students, therefore, you must be eligible to study in the United States to enroll.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

● **ACADEMIC STANDARDS**

In order to maintain enrollment in the classroom or didactic phase of training, a student must maintain the following:

1. A cumulative average of minimum of **eighty percent (80%)** on all examinations, quizzes and assignments administered throughout the entire classroom program.
2. No more than **(3) examinations scores below 80%** .
3. Complete and pass all skills assignments or skills testing.
4. Complete final with a passing (minimum 80%) score
5. Complete skills finals stations with a passing score.
6. Students may repeat a skills station only once and only under the approval of the Program Director.

- **GRADING SCALE**

AHE uses a standard grading scale for all tests and quizzes. All cumulative grades must be kept above the National Standard Minimum Acceptable Grade of 80%. All grades will be based on the following grading scale:

Didactic Grading Scale (EMT-B)

90-100 = A

80-89 = B

≤ 79 = F

Clinical Grading Scale (EMT-B)

The clinical time for EMT-B is observational time only and consists of a minimum of 24 hours and ten patient contacts. There is no letter grade given.

- **MAXIMUM ALLOWABLE TIME FRAME**

The maximum allowable time frame for completion of an EMT-B program is 150% of the total time of the program.

If a student feels that he or she is going to exceed the maximum allowable time of the program, it is the **RESPONSIBILITY OF THE STUDENT** to notify the school immediately to discuss the issue(s) pertaining to the timeframe and to establish a plan for completion of the program.

The student will be required to make an appointment with AHE administration and enter into a Performance Improvement Plan (PIP) agreement. The PIP will be a signed agreement between AHE and the student and will list the expectations in order to obtain a course completion certificate.

If the student does not meet the expectations set forth in their Performance Improvement Plan, he/she will be dismissed from the program.

STUDENTS RIGHT TO CANCEL

CANCELLATION, WITHDRAWAL, AND REFUND

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you choose to cancel this agreement, AHE will refund any money that you paid less specified non-refundable fees. Cancellation shall occur when you give written notice of cancellation addressed to CE Program Director and sent by US certified mail, facsimile, or hand delivered. The written notice of cancellation is effective on the date received by AHE. The refund will be issued within 45 days of the notice of cancellation.

AHE follows refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. You have the right to withdraw from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, AHE will issue a pro rata refund based on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: total institutional charge divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal, less the amount paid by the student. All amounts paid in excess of what is owed as

calculated above shall be refunded within 45 days of the student's withdrawal or cancellation.

The refund will be prorated if the student withdraws after the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

PROCEDURE

1. Students who are eligible for a tuition refund must first notify the school in writing of their intent to cancel the agreement or withdraw from the program.
2. Notification shall be made in writing and must be signed by the enrolled student.
3. All requests shall be mailed by US certified mail to:

American Health Education
6761 Sierra Court, Suite G
Dublin, CA 94568

• **PROGRAM REINSTATEMENT**

Students who have been previously enrolled in a program at AHE but have since been dismissed or terminated by the school or who have withdrawn voluntarily may be reinstated into their previous program in advanced standing. In order for a student to be reinstated into a previous program or in advanced standing, the student must meet the following requirements:

1. Student must be in good standing with the school, which includes but is not limited to the following:
 - A. Student has paid all outstanding fees and tuition.
 - B. Student has submitted all required documentation and immunizations
 - C. Student is not accused of or under investigation for a criminal offense.
 - D. Student has not been convicted of a criminal offense, which would preclude eligibility for state licensure as an EMT.
 - E. Student has maintained good conduct.
 - F. Student has been cleared by a California licensed physician as physically capable of performing typical duties and activities of a paramedic.
2. Student must complete a new application and pay the application fee (\$75.00).

• **APPEALS**

Students who have been dismissed from training programs or who have received notification of disciplinary or academic warning or action or probation may appeal this action to the program director of AHE and request a confidential hearing.

1. Appeals must be in writing and submitted either in person or by mail to the AHE Program Director within thirty (30) days from the date of which action was taken.

2. All appeals will be evaluated by the Program Director in consultation with the Medical Director.
3. The appeal hearing shall be set up and commence within 15 business days of the day from which the student requested a hearing.
4. Students who fail to attend the appeal hearing shall have whatever action, has been appealed to be sustained and continued in full force without future recourse.
5. The participants in the hearing shall consist of the Quality Review Board.
6. The student shall have an opportunity to address the hearing board and to present any and all forms of documentation and references.
7. The appeal hearing board shall listen to the student appeal and render a recommendation to rescind, modify or sustain the action.
8. This recommendation shall be deliberated by the hearing board exclusive of the student and shall be delivered to the AHE Program Director in writing.
9. The final decision to rescind, modify or sustain the action shall be at the sole discretion of the Quality Review Board.
10. The student shall be notified of the final decision regarding the appeal in writing within 5 business days after the date of the appeal hearing.

- **LEAVE OF ABSENCE**

Students may apply for a “leave of absence” (LOA) when unforeseen circumstances arise disrupting the student’s ability to continue during the paramedic training process. Students may be eligible for a LOA if they meet the following criteria;

1. The student can document and demonstrate a personal, mental, physical, medical or financial hardship, which disrupts the student’s ability to continue with their paramedic training with AHE.
2. The student is in good academic and conduct standing with AHE
3. The student is current with required tuition and fee payments.

LOA’s shall be granted exclusively at the discretion of the Program Director. LOA’s shall be for a minimum of sixty (60) to a maximum of 365 day time period. The Program Director may consult and seek recommendations regarding LOA’s from the Quality Review Board. Students who are granted a LOA shall continue to be officially enrolled in an AHE paramedic training program and shall continue to meet the financial or tuition requirements for their original training program. The student shall be fully responsible for all conditions, timelines, and deadlines of the LOA. Contact and communication between the school (AHE) and student for the purposes of administering and fulfilling the conditions and timelines of the LOA is paramount and needs to be the responsibility of the student and AHE.

PROCEDURE

1. The student must request a LOA in writing to the Program Director prior to missing any assigned or regularly scheduled didactic, clinical or field shifts. An emergency extension of this deadline may be granted only at the sole discretion of the Program Director.
2. The Program Director in consultation with the Quality Review Board shall make a decision to grant or not to grant the LOA within a maximum of thirty (30) days from the receipt of the written request.
3. The student shall receive a “**Written Notification of Leave of Absence**” in writing which shall include the decision, conditions and length of LOA.

4. If AHE does not receive a rejection of LOA from the student in writing within fourteen (14) days from the date listed on the **Written Notification of Leave of Absence**, the LOA period and conditions shall be considered effective.
5. The student shall be responsible for fulfilling all conditions of the LOA.
6. The student shall be responsible for contacting the school in writing to advise of readiness to re-enter the program within thirty (30) days of the LOA expiration.
7. Students who are granted a LOA based upon medical conditions must have a medical release showing “physically fit to return to duty” in writing and signed by the treating or primary medical doctor.
8. Upon receipt of notification by student to school of readiness to re-enter, a student assessment process will be implemented by AHE.
9. The returning student may be tested and assessed by AHE faculty to identify the best possible insertion point into the program.
10. A program of re-entry will be developed for the student by AHE which may require additional didactic, clinical and field time up to the maximum of their original training program requirements.
11. The student may be responsible to purchase a new textbook if during their LOA the program adopted a new edition of textbook.
12. All written correspondence to and from the student shall be by U.S. Mail and shall be certified with return receipt requested.
13. In all cases, students shall not be held accountable for failure to contact AHE, if the student can show by way of U.S. certified mail receipt or documented electronic transmissions that attempts have been made to communicate during the specified period at the following mail address:

American Health Education
6761 Sierra Court, Suite G
Dublin, CA 94568
ATTN: Program Director

14. In the case that the student has not responded to conditions or timelines associated with the LOA, or when the school has not been able to contact the student, or when the student has not contacted the school (AHE) within thirty (30) days prior or thirty days (30) after the LOA expiration deadline, this shall be considered sufficient grounds for immediate student dismissal from the paramedic program.
15. Failure to meet the written conditions of the LOA or to complete written re-entry program requirements as specified by AHE staff upon re-entry, shall be grounds for immediate program dismissal from the paramedic program.
16. If a student fails to return from a LOA, the students last recorded date of attendance is considered the withdraw date. If any, a refund will be dispersed to the student according to the CEC Section 94920. (See Program Cancellation, Withdraw and Refund)

- **TARDINESS, ATTENDANCE AND MAKE UP WORK**

Students shall be required to attend a minimum number of training hours in order to be eligible for successful completion of an AHE training program. Unexcused or excessive absences, tardiness, or early departures from an AHE training program shall be grounds for immediate program dismissal.

1. All training programs shall have a minimum number required hour, which all students must attend in order to successfully complete a course of instruction.
2. Minimum required training hours shall be identified by the instructor and communicated to the student prior to or during the enrollment process.
3. Three (3) unexcused absences, (3) unexcused tardiness, or (3) early departures (instances where student leaves prior to being dismissed by instructor) shall be grounds for immediate dismissal from the training program.
4. Unexcused for the purposes of this policy shall be defined as where AHE has not received written or verbal information; or where the student has not made contact to advise of the circumstances and received acknowledgement and/or approval regarding the absences, tardiness or early departures.
5. Excessive absences where the student has missed more than ten percent (10%) of the total scheduled class time shall be grounds for immediate program dismissal from the training program.
6. This policy shall include any unexcused absence, tardiness, or early departure for which the student was previously scheduled to attend as part of their classroom, clinical or field training.
7. It is the responsibility of the student to make arrangements with the instructor to make up all work and training missed while absent or tardy.

- **PROGRAM WARNING, PROBATION & SUSPENSION**

AHE may issue an academic, attendance or behavioral warning, probation, or suspension to students as a process for remediation or conditions for continued enrollment in a training program.

1. Students who do not meet the academic, attendance, or behavioral standards of AHE may be subjected to the following process prior to program dismissal;
 - First Infraction: student may be issued a written or verbal warning advising of their potential failure to meet standards.
 - Second Infraction: student may be placed on written or verbal probation, which shall have conditions that must be met by the student in order to continue enrollment in training program.
 - Third Infraction: student will be involuntarily dismissed from training program.
2. In order for the student to be removed from probation and placed on regular status, he/she must demonstrate that the behavior, incident, and/or cause of the warning or probation has been corrected and all conditions set forth in their written or verbal probation have been met.

- **PROGRAM OR CLASS CANCELLATION INITIATED BY AHE**

It is the policy of AHE to give a full refund of all fees and tuition for any training class or program that is cancelled by AHE administration.

1. Students who have paid any part of their tuition are eligible for a tuition refund and will receive a refund of all tuition automatically within ten business days of notification of cancellation.

2. AHE will make every effort to obtain full and current contact information for the applicant at the time of accepting payment.
3. If a student does not receive a refund within that time period, he/she must contact the school to ensure that all contact information is current and request the refund.

- **STUDENT CONDUCT**

Students enrolled in training programs offered or sponsored by AHE shall adhere to a code of conduct in all phases of training that shall include but not be limited to the following:

1. Report to all training sessions on time
2. Attend all training sessions until completed or dismissed by instructor
3. Respect the rights of all instructors and fellow students to have a learning environment that is conducive and free of distractions
4. Actively participate in all training sessions
5. Criticize ideas and concepts but not people

- **DISMISSAL**

Conduct which shall be grounds for immediate dismissal or suspension (until an investigation or trial has been concluded) from AHE training programs include but is not limited to the following;

1. Disregard for AHE student policies & procedures
2. Cheating or alleged cheating
3. Falsification of documents or property
4. Misrepresentation of property or work
5. Excessive absenteeism
6. Insubordination
7. Defiance of authority
8. Reckless disregard for safety
9. Suspected or actual drug or alcohol use while participating in AHE activities; classroom sessions, skills sessions, clinical or field rotations.
10. Suspected drug or alcohol abuse
11. Discrimination of age, gender, race, handicap, or sexual orientation
12. Assault or battery
13. Theft or robbery
14. Sexual assault or harassment

AHE reserves the right to immediately dismiss any student for conduct or behavioral issues that are illegal or present immediate danger to others.

Action to suspend or dismiss a student by AHE may be based upon accusations or allegations and may be in the form of an immediate written or verbal suspension until appropriate jurisdictional authorities have concluded an investigation and deliberation of charges.

Students may be held accountable for actions or accusations brought against them from incidents or the actions; or from authorities outside and not affiliated with AHE.

Students may be given a warning or counseling session prior to dismissal only at the discretion of the AHE Program Director.

Students suspended from an AHE program shall **continue to be responsible for all financial and tuition obligations** until such time as a decision has been made regarding the continuance or dismissal of the student.

Students who are dismissed from an AHE program for conduct shall be eligible for tuition refund. (See Program Cancellation, Withdraw and Refund)

- **STUDENT SERVICES**

Student is advised that AHE has academic tutoring for those students who feel they need it. The cost is \$50/hour with a two-hour minimum.

- **HOUSING**

AHE does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student-housing assistance. According to rentals.com for the Dublin, CA area, rental properties start at approximately \$1500 per month.

- **FINANCIAL AID**

Student is advised that AHE does not participate in any Federal or State financial aid program. If the student obtains a loan to pay for this educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. AHE does not require disclosure of the funding source.

If the student defaults on a federal or state loan the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

- **LEARNING & PHYSICAL DISABILITIES**

All facilities at AHE are handicap accessible and AHE complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Applicants who are persons with disabilities may apply for admittance into the program. AHE will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

- **LIBRARY & OTHER RESOURCES**

AHE provides a computer for students to access the online library www.thefreelibrary.com. The Free Library has literature and periodicals from hundreds of leading publications and newly-published articles are added to the site daily. The Free Library is an invaluable research tool and the fastest, easiest way to locate useful information on virtually any topic. Students can explore the site through a keyword search. The computer allows students to use technology when learning and studying. The online resource provides an inter-active approach for the student that aids in retention of the subject matter. The computer is made available to students and faculty during normal business hours and by appointment for after business hours. Students can make an appointment request to their instructor or AHE staff. The library also consists of books and periodicals for the use by students and faculty. All books, computers, and class equipment are made available to students and faculty during normal business hours. Books can be checked out to the student or faculty but the computers and classroom equipment will remain in the building.

- **NON DISCRIMINATION**

Student has been advised that it is the policy of AHE to assure that no discrimination against any student or applicant shall occur due to race, religion, color, national origin, ancestry, physical or mental handicap, medical condition, marital status, age, sex or sexual orientation.

- **JOB PLACEMENT**

Student understands and agrees that AHE does **NOT** guarantee or represent any claim that completion of any training program will include job placement or assignment of gainful employment.

- **RULES AND REGULATIONS**

AHE will issue the Student Policy and Procedure Handbook to all students at the Orientation session. All students will sign an acknowledgement of receipt of the Handbook.

- **ADVANCED CREDIT AND EXPERIENTIAL LEARNING CREDIT**

Student understands and agrees that AHE does **NOT** offer any advanced credit or credit for prior experiential learning.

- **LANGUAGE**

Student understands AHE does **not** provide English-as-a-Second-Language programs or instruction. All course instruction will be done in English. The Student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

- **TRANSFER OF CREDIT**

AHE considers credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). There are no challenge exams or achievement tests for the programs. AHE has not entered into an articulation or transfer agreement with any other college or university in regards to the acceptance of credits earned at other institutions or through challenge examinations and achievement tests.

- **QUESTIONS OR COMPLAINTS**

Any past or present student; or customer; or consumer of goods or services of AHE may file a written complaint and shall receive a response.

PROCEDURE

1. All complaints shall be in writing and are not required to take any particular or standard form or expression.
2. All complaints may be handed over in person or mailed to the following address;
American Health Education
6761 Sierra Court, Suite G
Dublin, CA 94568
Attn: Program Director
3. AHE shall review and respond to all written complaints within thirty (30) days after the complaint has been received or by the postage date listed on the mailing whichever is sooner.

Students may also write or contact Bureau for Private Postsecondary Education directly with any question or complaint about this institution at any time:

Mailing Address:

Bureau for Private Postsecondary Education
PO Box 980818
West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

- **BANKRUPTCY**

American Health Education does **NOT** have a pending petition in bankruptcy, is **NOT** operating as a debtor in possession, has **NOT** filed a petition within the preceding five years, or has **NOT** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

TUITION POLICIES, FEES & EXPENSES

- **TUITION CHARGES AND FEES**

All programs offered by AHE shall have tuition, charges or fees, which are determined prior to enrollment by the Program Director. All tuition, charges and fees shall be disclosed to prospective students prior to enrollment and listed on the enrollment contract.

- **TUITION PAYMENT**

All tuition fees are due and payable in full prior to completing enrollment in any training program offered by AHE. Students can petition for a tuition payment plan.

EMT BASIC PROGRAM

TOTAL TUITION, FEES & EXPENSES: **\$2,310.00**

Itemization of all charges and fees:

Tuition Costs	\$1445.00
Registration fee (non-refundable)	\$75.00
Insurance	\$250.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
Total tuition and charges paid to AHE	\$1770.00
Additional fees-not paid to AHE:	
Textbooks	\$170.00
Drug Test	\$65.00
Background Check	\$75.00
N95 Mask fit test, if required	\$30.00
Uniform- pants, belt, boots- approximate fee	\$100.00
Tutoring Services if needed-\$50/hour with a two-hour minimum	\$100.00
Total Tuition, Estimated Charges and Additional Fees	\$2310.00

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE- \$2,310.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM- \$2,310.00

THE TOTAL CHARGES THE STUDENT IS REQUIRED TO PAY UPON ENROLLMENT- \$970.00 (includes \$75 non-refundable registration fee).

CONTINUING EDUCATION:

Itemization of all charges and fees:

6 CE COURSE FEE	\$95.00
Student Tuition Recovery Fund (non-refundable)	.00
<u>TOTAL TUITION, FEES & EXPENSES:</u>	<u>\$95.00</u>

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE- \$95.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM- \$95.00

THE TOTAL CHARGES THE STUDENT IS REQUIRED TO PAY UPON ENROLLMENT- \$95.00

Itemization of all charges and fees:

12 CE COURSE FEE	\$190.00
Student Tuition Recovery Fund (non-refundable)	.00
<u>TOTAL TUITION, FEES & EXPENSES:</u>	<u>\$190.00</u>

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE- \$190.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM- \$190.00

THE TOTAL CHARGES THE STUDENT IS REQUIRED TO PAY UPON ENROLLMENT- \$190.00

Itemization of all charges and fees:

24 CE COURSE FEE	\$375.00
Student Tuition Recovery Fund (non-refundable)	.00
<u>TOTAL TUITION, FEES & EXPENSES:</u>	<u>\$375.00</u>

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE- \$375.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM- \$375.00

THE TOTAL CHARGES THE STUDENT IS REQUIRED TO PAY UPON ENROLLMENT- \$375.00

- **TUITION REFUND**

The Bureau of Private Postsecondary Education (BPPE) in Sacramento California regulates refunds for tuition paid to AHE by students. **The refund will be prorated if the student withdraws after the first class session, or the seventh day after enrollment, whichever is later.** If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for this educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

- **TUITION RECOVERY**

Student understands and agrees that if AHE should close the school or program before student completes, student may be entitled to a refund. Student should contact AHE directly with the request.

All requests shall be mailed by US certified mail to:

American Health Education
6761 Sierra Court Suite G
Dublin, CA 94568

Or you can e-mail a letter to yvette@americanhealtheducation.com

- **STUDENT TUITION RECOVERY FUND**

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

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

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

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

- **TRANSFERABILITY**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American Health Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the EMT-Basic, or Continuing Education program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution

is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Health Education to determine if your certificate will transfer. There is no fee associated with sending transcripts to another institution.

- **RECORDS POLICY**

All records required by Article 9 of the Act will be kept in a locking file cabinet. The documents contained in the files will be all registration/contract documents, all academic documents, and all financial documents. A hard copy of each document will be kept in each file. There will be one file per student. Files are also kept on all faculty: resumes or CV and certifications.

AHE shall be the custodian of all student records. These records shall be considered strictly confidential and the exclusive property of AHE. AHE shall maintain, for each student granted a certificate by AHE, permanent records of all of the following:

- all registration/contract documents
- all academic documents including transcripts
- all financial documents

PROCEDURE

1. AHE shall maintain all personnel, academic and financial records for students currently enrolled and formerly enrolled at AHE.
2. Students shall submit a “request for transcripts and information” form in order to have records forwarded. Transcripts are kept indefinitely.
3. Request for records must be made in writing by a currently enrolled or formerly enrolled student.
4. There is no fee for having records forwarded or processed.

All records will be kept at the following address for a minimum of five (5) years:

American Health Education
6761 Sierra Court, Suite G
Dublin, California 94568
(800) 483-3615

STUDENT TUITION RECOVERY FUND DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.