



Bay Area Training Academy

2017 Academic Calendar



June 2017 to December 2017
Bay Area Training Academy,
14275 Wicks Blvd
San Leandro CA 94577
800.701.7333

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

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Facility Information



Bay Area Training Academy

14275 Wicks Blvd San Leandro CA 94577

800.701.7333 Fax 510.614.1429

www.bataeducation.com

Classroom

Located on a sprawling .18 acres of land in San Leandro, the Bay Area Training Academy is collocated inside of an ambulance company. Our classroom is centrally located in the confines of Westmed Ambulance Service, Alameda County's longest operating private ambulance service. From here, the student will be immersed in their learning experience from their first day of instruction and view first hand what career in the Emergency Medical Services field will be like. Ample parking is available for students as well as local access to public transportation. From our classrooms, the San Leandro Bart station is 2.2 miles away and the AC bus route 89 is less than a half-mile away. If student lodging is needed the Marina Inn is located 1.7 miles away conveniently located near restaurants.

Facilities

From our state of the art classroom and skills laboratory students will have supervised access to all equipment necessary to perform their respective job function or areas of interest in the State of California.

All classes will be held in the central classroom. Students will have access to equipment, which will enhance their understanding of prehospital emergency care. All written materials will be made available for students to purchase or loan if applicable upon enrollment. Clinical equipment will be made available only during periods of instruction where under strict instructor supervision a mentor will explain, demonstrate and educate the student in proper usage. Students will learn to use with proficiency emergency medical equipment such as Automatic External Defibrillator (AED), trauma dressings, splints, backboards, Kendrick Extraction Devices (KED) and many more.

Libraries and Other Learning Resources.

All library holdings will be made available at all times to BATA students. The library and its contents will be located in Skills Workshop Number Three, which will remain unlocked. The contents of the library will cover a vast expanse of medical literature, which includes but is not limited to medical terminology texts, medical dictionaries, accredited journals and other visual aids. These resources will be offered at no charge to the students and can be used in conjunction with the online mybradylab.com, which can assist the student 24/7.

Mission, Purpose and Objective

Accreditation

The BATA operates as an approved non-accredited Post Secondary School of education. Graduation from the school will not guarantee State certification, any form of Financial Aid or employment upon graduation. It will be up to the student to complete any and all additional requirements as indicated by the Local EMS Agency, State EMS Authority and the State of California. The BATA is not accredited by any Agency that is endorsed by the US Department of Education.

The Bay Area Training Academy is a private institution and that it is approved to operate by the Bureau of Post Secondary Education. BATA has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States

Bankruptcy Code

“Students have the right to learn unhindered in an environment that fosters education at all times. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

Mission

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

School Moto: Facta Non Verba “Deeds not words”

Purpose

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

Objectives

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

*This calendar is updated no less than annually and is available at our website www.bataeducation.com or visit us at our campus
Monday-Friday 9:00am-5:00pm located at 14275 Wicks Blvd San Leandro CA 94577
800.701.7333.*

Disclaimers

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 P.O. Box 980818, West Sacramento, CA 95798-0818 (www.bppe.ca.gov) Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 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 or by completing a complaint form, which can be obtained on the bureau’s internet web site

Toll-free telephone #: (888) 370-7589 Web site Address: www.bppe.ca.gov

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

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

Admission



Minimum Levels of Education

- No previous medical experience is necessary.
 - Applicant must be at least 18 years of age
 - Applicant must have completed a high school education with diploma or GED equivalent.
- Applicants must possess a high school level mastery of the English language in reading and writing. (No other language services will be offered at this time)

FOR EMT Academy students only: Prior to course admission, student must have a valid Cardio Pulmonary Resuscitation certificate consistent with American Heart Association.

EMT Training Program Course Completion Challenge Process.

The Bay Area Training Academy will offer an EMT course completion certificated through an optional challenge process. The student must complete eligibility requirements as indicated by the State EMS Authority Title 22 section 100078.

Eligibility Requirements For Challenge Only

1. The applicant must be currently licensed in the United States as a Physician, Registered Nurse, Physician Assistant, Vocational Nurse, or Licensed Practical Nurse.
2. The applicant provides documented evidence of having successfully completed an emergency medical service training program of the Armed Forces within the preceding two (2) years which meets the United States Department of Transportation EMT-Basic National Standard Curriculum, DOT

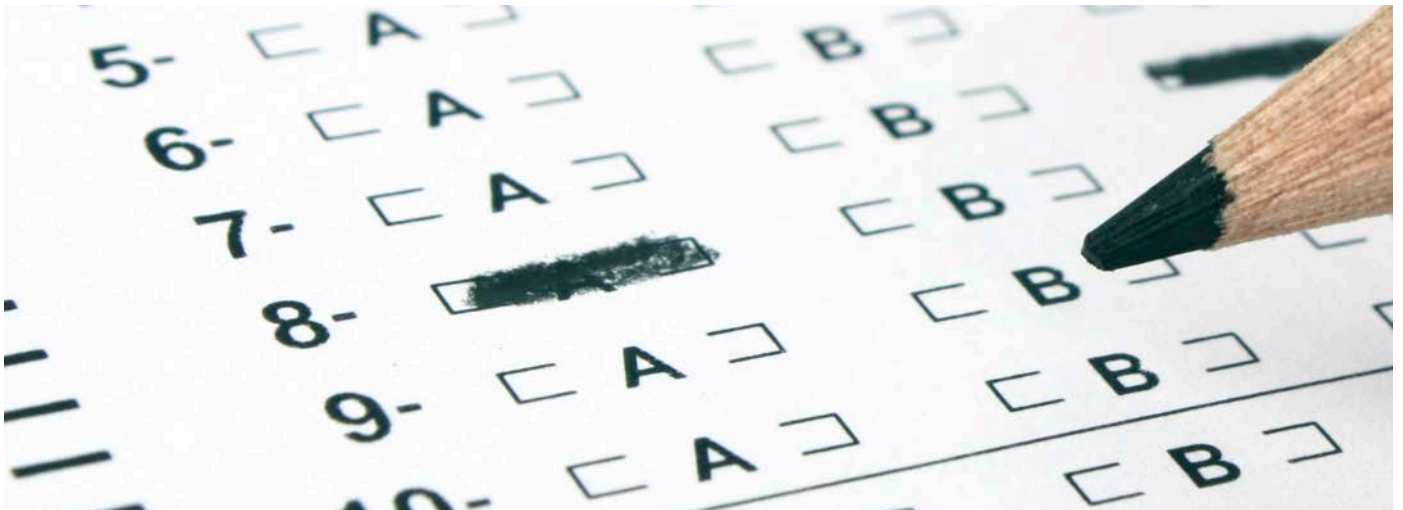
HS 808 149, August 1994, which can be accessed through the U.S. Department of Transportation's website, <http://www.nhtsa.gov/people/injury/ems/pub/emtbns.pdf>.

Examination Requirements

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

The BATA will offer an approved EMT training program shall offer an EMT challenge examination no less than once each time the EMT course is given, An eligible applicant shall be permitted to take the EMT course challenge examination only one (1) time. Failure to pass will result in the applicant referral to the EMT training program. An individual who fails to achieve a passing score

No further credits shall be awarded for attendance at a prior institution.



Programs of Study

Emergency Medical Technician Academy

The Bay Area Training Academy offers vocational training in the Allied Healthcare field for a certificate course in Emergency Medical Technician-Basic. This course focuses on a combination hands on skills based scenarios as well as traditional academic curriculum intended to fulfill State and National requirements for becoming a certified EMT. The BATA offers comprehensive course work that will exceed the minimum state mandated requirement for Emergency Medical Technicians. It is the goal of the BATA to prepare the EMT student for successful testing for the National Registry of Emergency Medical Technicians examination.

Through a combination of 160 hours of vocational training, the BATA will prepare the student to be directly placed (pending state certification) into a career as an EMT.

The EMT Academy will be divided into the following course sections:

- A minimum of 146 hours of didactic instructions and skills laboratory
- A minimum of 24 hours of supervised clinical experience (12 hours in an acute care setting hospital/12 hours in an operational deployed ambulance)
- All instructions shall comply with local, state and the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 0771, January 2009).

The Graduation Requirements

Students will be required to complete each component of the BATA course curriculum, which will include at a minimum:

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

Upon successful completion of the afore mentioned topics students of BATA will be eligible for graduation if they complete all testing assignments with a score of no less than 70% and have completed all state mandated 160 hours of core curriculum.

The BATA will prepare the prospective student to complete with competency all assigned job roles and requirements of an Emergency Medical Technician –Basic.

Eligibility Requirements

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

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

EMT Academy

- EMT-011 -Basic Academy Sept 11- Oct 30

Cost of Tuition

Tuition \$1830	
Non refundable Registration \$250	Will be applied to tuition
Uniforms \$109	Not included in cost of tuition
Textbook (with eBooks) \$126	Not included in cost of tuition
Application Fee \$75	Not included in cost of tuition
Course Material \$95	Not included in cost of tuition
Non refundable STRF Fee \$0	State of CA required/Not included in cost of tuition

EMT ACADEMY Total \$2235

Basic Life Support Cardio Pulmonary Resuscitation

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

CPR BLS for Healthcare Provider Initial

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

Tuition	\$65.00	
Textbook (with eBooks)	\$15.00	Mandatory text available for purchase not included in cost of tuition
Non refundable STRF Fee	\$0.00	State of CA required
CPR Provider Total	\$80.00	Includes book
CPR Provider Total	\$65.00	Excludes book

Estimated Schedule of total charges for the entire educational program:

Tuition	\$65.00	
Textbook (with eBooks)	\$15.00	Mandatory text available for purchase not included in cost of tuition
Non refundable STRF Fee	\$0.00	State of CA required
CPR Provider Total	\$80.00	Includes book
CPR Provider Total	\$65.00	Excludes book



CPR BLS for Healthcare Provider Renewal

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

Tuition	\$40.00	
Textbook (with eBooks)	\$15.00	Mandatory text available for purchase not included in cost of tuition
Non refundable STRF Fee	\$0.00	State of CA required
CPR Renewal Total	\$55.00	Includes book
CPR Renewal Total	\$40.00	Excludes book

Estimated Schedule of total charges for the entire educational program:

Tuition	\$40.00	
Textbook (with eBooks)	\$15.00	Mandatory text available for purchase not included in cost of tuition
Non refundable STRF Fee	\$0.00	State of CA required
CPR Renewal Total	\$55.00	Includes book
CPR Renewal Total	\$40.00	Excludes book

BLS CPR American Heart Association Mandatory Textbook \$15.00

American Heart Association Disclaimer

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

ENGLISH AS A SECOND LANGUAGE/Language Proficiency

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

Visa Services are not provided at BATA.

“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 and Vocational 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.

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

Retention of Transcripts

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

Withdrawal Procedure

1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Academic Officer. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
4. At the discretion of the CEO Students who unexpectedly withdraw can petition for a transfer of course which can carry over to an academy at a later date.

Tuition refunds will be determined as follows: (Please note that the following text provides the minimum refund policy the school may exceed these standards and be more generous to students. If and when the school is eligible to participate in the federal financial aid programs, the school's refund policy must also comply with the federal guidelines and be described in this enrollment agreement.): At this time the BATA is not eligible for federal financial aid.

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

The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program subtracted from the amount paid by the student calculated as follows the amount owed equals the daily charge for the program total charge divided by the number of hours in the program, multiplied days student attended or was scheduled to attend prior to withdrawal.

Cancellation Refund Policy

Seven-day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the non-refundable registration fee.

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

Other Cancellations: *the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.*

Pro Rata Refund Policy

The Bay Area Training Academy's has a refund policy for the return of unearned institutional charges: if the student cancels an enrollment agreement or withdraws during a period of attendance. The

refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Student's Right To Cancel

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or seventh day after enrollment whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Withdrawal: Withdrawal from a course indicated that the student has attend some classroom time and will be refunded according to the table above or have tuition rolled over into another academy.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The Bay Area Training Academy is not accredited by the US Department of Education and operates as a Private Post Secondary School of Education. A student enrolled in BATA is not eligible for federal and state financial aid.

Schedule

Schedule is subject to availability classes, which do not achieve a minimum number of students, may be subject to cancellation. Cancellations will be communicated in advance. Also classes may be added to the schedule based on increased demand for services. Prospective students are encouraged to view the academic schedule on our website at **www.bataeducation.com**

Student Information

Disclaimer

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

Student Achievement

All students of the Bay Area Training Academy will be required to complete all exams above at or above an 85%.

Attendance:

Since the EMT Academy occurs at an fast paced much like the careers in EMS, students will be required to be fully present in all courses in order to meet the State minimum requirement of 160 hours of instructions. If Students obtain one unexcused absence class they will be remediated and must attend a skills lab and workshop will require a make up session. If a student has two unexcused absences the student will be remediated to attend a skills workshop, and complete additional assignments which in order to fill in knowledge gaps which may be present. If a student has three or more unexcused absences the student will be removed from the Academy and will forfeit student tuition. Student may at the discretion of the Chief Executive Officer attend an academy at a later date.

Probation and Dismissal Policies

When a student obtains an average score of less than 85%, they will be placed on academic probation. Probation will continue the until the student raises the average to 85%. A student on academic probation will be required to complete additional assignments in the form of psychomotor skills testing, essay writing, presentations, written examinations and online education.

Leave-of-Absence Policies

Should a student need to take a leave of absence from the program the Chief Academic Officer will remove the student from the program. The student may attend another program of equal or lesser value. When the student returns from the leave of absence they will be required to resume the program at the beginning of the term.

Student Rights

“Students have the right to learn unhindered in an environment that fosters education at all times. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

Students will be evaluated on an objective academic basis and not on anecdotal or second hand information. Students will be responsible for learning course content related material for which they are enrolled.

Students will receive information that is thoroughly prepared based on scientific research and will be responsible for retaining prepared presentations, lesson plans and activities consistent with course catalog.

Faculty will inform students of course expectations and methods for obtaining scoring information and what is acceptable for passing scores.

Students will be informed of any add/drop policy and any financial costs to the program for alteration of course curriculum.

Students will receive graded examinations and papers in a timely fashion.

If students have a learning disability and require specialized attention they must inform the instructor before a grade has been issued so specialized arrangements can be made.

Students have the right to meet and confer with the instructors regarding their grades.

All records will be retained in accordance with state and local laws.

Students will receive on time instructions unless an emergency exists that interrupts normal teaching hours.

Faculty hours will be posted in order to accommodate student meetings

Students have the right to not be given additional work that is not approved curriculum.

Students have the right to have their personal information retained in a secure manner and not disclosed to anyone without legitimate purposes of use of said information.

Students will have freedom of speech

Students are free to organize or join associations to promote learning. Students will be free to discuss openly all questions of interest to them and to express their opinions publicly as long as they are not disruptive to other student learning or instructor teaching.

Students and faculty have the right to safe and non-violent education all acts of aggression are not tolerated.

Due Process

If after hearing a decision that the student does not agree with, a grievance can be instituted. Students shall appeal the grievance directly to the CEO of the BATA. During a grievance the student shall be entitled to counsel at his or her own expense. The CEO may convene a committee of representatives to handle the matter or settle the manner individually.

Grievances

If after hearing a decision that the student does not agree with, a grievance can be instituted. Students shall appeal the grievance directly to the CEO of the BATA. During a grievance the student shall be entitled to counsel at his or her own expense. The CEO may convene a committee of representatives to handle the matter or settle the manner individually.



Anti-Harassment Policy

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

Prohibited conduct includes but is not limited to

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

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

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

If a student or faculty member thinks that he/she has been harassed or retaliated against for resisting or complaining about an incident the employee may file a compliant with the appropriate agency. The nearest agency office is listed in the telephone book or the World Wide Web.

All harassment or violation of the learning environment will be dealt with swiftly and with resolution. Students or Faculty may be asked to leave the classroom setting at once with suspension of activities until a resolution has been made. Civil and or criminal action may be warranted for extreme cases involving a violation.

Student Services

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

Distance Learning

All classes will be taught on site at 14275 Wicks Blvd San Leandro CA 94577. No distance learning will be offered. Students who wish to drop the course may elect to roll their tuition over into another future course in order to continue their education.

Financial Aid

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

Housing information

The BATA offers classes during normal business hours and does not supply student housing. A kitchen and break room area is available for student refreshment and is accessible during school or study hours. If Students require lodging the Marina Inn is 1.7 miles from the school located in close proximity. The BATA does not endorse any lodging nor is it responsible to provide permanent or temporary housing. Cost and rates are subject to change.

Job Placement Assistance

All graduating students of the Bay Area Training Academy are eligible for job placement assistance. Today's successful career placement relies on expertise, networking and resourcefulness's the BATA is the one and only resource new Emergency Medical Technicians need in order to find a fulfilling career. Faculty members will work closely with students to prepare them for the current job market in the emergency medical services industry so that upon graduation students will be well prepared and highly sought after by potential employers.

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

As an additional benefit of attendance at the BATA, the top 10% of the graduating class will be eligible (if accepted) to interview with Westmed Ambulance Service for a position as an Emergency Medical Technician. Position hiring will be subject to the needs of the company and may vary from time to time.

Lastly if a student requires additional job placement assistance the BATA has access to all licensed ambulance companies and hospitals in Northern California and their contact information. This information will be conveyed upon request to prospective job seeking students or alumni for job placement assistance.

Record Keeping

Security

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

Safekeeping

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

Custodian of Records

Bay Area Training Academy
Jeremy White, Administration Manager
14275 Wicks Blvd San Leandro CA 94577
800.701.7333 Fax 510.614.1429
jeremy@bataeducation.com

