



— A M E R I C A N —  
**HEALTH EDUCATION**

## **2019 PROGRAM CATALOG**



**Emergency Medical Technician–Basic  
Monitor Technician Training  
Continuing Education Courses  
OSFM- CA State Fire Training  
AHA Certification Courses**

**Effective dates: January 1, 2019-December 31, 2019**

**American Health Education  
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Dublin, CA 94568  
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Email: [register@americanhealtheducation.com](mailto:register@americanhealtheducation.com)  
Website: [www.americanhealtheducation.com](http://www.americanhealtheducation.com)**

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**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.

The school catalog is updated annually. In cases where changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation occur, we will provide an addendum appended to the end of the catalog and published on our website at [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

The school catalog is available to prospective students or general public on the school's website at [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

## **MISSION STATEMENT**

American Health Education 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.



## **GENERAL INFORMATION**

### ***Location***

6761 Sierra Court Suite G  
Dublin, CA 94568

All classes will be held at this location.

### ***Contact information***

Phone: 800-483-3615

Fax: 925-829-1055

Email address: [register@americanhealtheducation.com](mailto:register@americanhealtheducation.com)

Web address: [www.americanhealtheducation.com](http://www.americanhealtheducation.com)

## **INSTITUTIONAL APPROVAL**

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.

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  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Toll Free: (888) 370-7589 or (916) 431-6959  
Fax: (916) 263- 1897

## **PROGRAM APPROVAL**

- Alameda County Emergency Medical Services  
510-267-8000 or [www.acphd.org/ems.aspx](http://www.acphd.org/ems.aspx)
- State of California Board of Registered Nursing  
916-322-7588 or [www.rn.ca.gov](http://www.rn.ca.gov)
- California Department of Health Services Licensing and Certification: 800-236-9747

## **QUALITY REVIEW BOARD**

The Quality Review Board will be comprised of the Program Director, the EMT Coordinator, and Director. 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.

## **ACADEMIC CALENDAR**

AHE academic calendar runs January-December. We offer weekend and weekday EMT-Basic courses through the year, each course having its own start/end date. Continuing education courses are offered continually throughout the year. Please refer to each course description for the scheduled date. No classes will be held on the following holidays: New Year's January 1, President's Day February 18, Memorial Day May 27, Independence Day July 4, Labor Day September 2, Thanksgiving Holiday November 28 and 29, Christmas Day December 25.

## **EMT TRAINING:**

Weekend course:

- **January 2019**  
Classroom & Field Phase January 12- March 24, 2019 (Sat/Sun)
- **April 2019**  
Classroom & Field Phase April 6- June 16, 2019 (Sat/Sun)
- **July 2019**  
Classroom & Field Phase July 13- September 22, 2019 (Sat/Sun)
- **October 2019**  
Classroom & Field Phase October 5 - December 15, 2019 (Sat/Sun)

Accelerated 5-week course:

- **January 2019**  
Classroom & Field Phase January 7-February 7, 2019 (Mon-Thurs)
- **March 2019**  
Classroom & Field Phase March 4-April 4, 2019 (Mon-Thurs)
- **April 2019**  
Classroom & Field Phase April 22-May 23, 2019 (Mon-Thurs)
- **June 2019**  
Classroom & Field Phase June 3-July 3, 2019 (Mon-Thurs, Fri- 6/28/19)  
4<sup>th</sup> Week runs Mon-Fri due to July 4- Holiday
- **July 2019**  
Classroom & Field Phase July 8 - August 8, 2019 (Mon-Thurs)
- **September 2019**  
Classroom & Field Phase September 9 – October 10, 2019 (Mon-Thurs)
- **November 2019**  
Classroom & Field Phase November 4 – December 12, 2019 (Mon-Thurs)  
No class 11/25-28- Thanksgiving Holiday Break

The field phase will be completed concurrently with the didactic phase. Dates and times are subject to change.

## **FACULTY**

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 EMT-B or EMT-P 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: Chris Seymour, EMT-P
- Medical Director: Gerald Nazareno, M.D.
- EMT-B Coordinator: Britni Eastin, EMT-B
- EMT Faculty: David Eastin, EMT-P
  
- Director of Admissions/Records: Yvette Surendran
- Instructor Coordinator: Julie Gonzales
- Registration Coordinator: Jasmine Singh

**Chris Seymour, EMT-P** has a Master of Arts degree in Leadership Studies from Saint Mary's College. He has over 10 years of professional executive level healthcare leadership working for bay area EMS training organizations and he has served as Vice President managing the operations for over 200 employees of a 24/7 multi-county local ambulance service. Chris holds a current EMT-P license since 2001 and numerous EMS related professional certifications. He is authorized to teach EMT and American Heart Association Basic Life Support/CPR. Chris serves as the Program Director, CEO, COO and CAO for American Health Education and Director of ALS Services for North Star Emergency Services.

**Gerald Nazareno, MD** has been a medical doctor for 30 years, specializing in Emergency Medicine. He currently works at Valley Care Hospital in the Emergency Department, and he has been teaching Emergency medicine for the past 19 years. He serves as the Medical Director for NORCAL Ambulance and American Health Education. He is certified to teach EMT-B, EMT-P, and American Heart Association ACLS, PALS, and CPR.

**Britni Eastin, EMT-B** has been an EMT-B for 13 years and has worked in the healthcare education field for the past 12 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.

**David Eastin EMT-P** has been in the EMS field for the past 15 years and has been a paramedic for 11 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 and American Heart Association ACLS, PALS, and CPR.

#### **Continuing Education Instructors:**

**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 retired from 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 and is the Monitor Technician Training Program instructor.

**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.



**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 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.

## **FACILITIES AND EQUIPMENT**

American Health Education is located in the Sierra Trinity Business Park, 6761 Sierra Court, Suite G, Dublin, CA. The facility is approximately 4500 square feet with the office environment being clean and spacious. There are two (2) administrative offices and three (3) classrooms, a library with computer lab/learning resource area, copy machine, equipment rooms, records storeroom, two (2) cubicles for support staff. The common area includes two (2) restrooms, refrigerator, microwave, kitchenette, coffee maker, and hot/cold water cooler.

The classrooms can accommodate 16-40 students and include state-of-the-art audiovisual equipment, DVD player, laptop computer, wireless internet access and dry-erase white boards. The classroom skills labs are outfitted with cardiac monitors, IV equipment and pumps, backboards, traction equipment, medical supplies, hospital gurney, ambulance gurney, manikins, AED's, two (2) ambulances and other equipment relative to nursing and emergency medical services profession.

We are conveniently located with easy access from 580 and 680 freeways and public transportation. We have plenty of parking spaces available for student parking and there is no parking fee.

## **PROGRAM DELIVERY/ENGLISH PROFICIENCY**

All course content is delivered through the use of PowerPoint Slide directed lecture and is presented 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.

## COURSE DESCRIPTIONS

### Emergency Medical Technician Description

The EMT Training 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 is designed to guide students to successful completion of National Registry EMT-Basic Exam, which is required by the State of California for EMT certification, and this will allow students to work as an Emergency Medical Technician (SOC code 29-2041). 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 sections: didactic instruction and skills training (160 hours) and supervised clinical experience (field ride-along 24 hours). 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.

### Course Content – EMT

The American Health Education EMT training 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
Module 11	Written Final/ Skills Testing	16
Assigned Skills Days*		10
Total Hours	Didactic instruction and skills training	160
Field Training- externship		24
<b>Total Hours</b>		<b>184</b>

The skills laboratory days are integrated into the didactic portion of the EMT Training 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 review and test is 16 hours and is a comprehensive review preparing the student for their final examinations and the National Registry skills test.

**Module 11** – Final Written and Skills is 16 hours and tests the necessary skills and knowledge for certification an EMT.

### **National Registry Examination (NREMT)**

To obtain EMT 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

Upon successful completion of all phases of the program, 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. Once successfully completing the NREMT written/cognitive examination, students will qualify to apply for State certification.

### **EMT Certification Requirements**

The Emergency Medical Services Authority (EMSA) of California specifies requirements for EMT-Basic certification. Once you pass NREMT and receive your NREMT certification (valid for two years) you are eligible to apply to the local/county LEMSA. Please check with your local county/state Emergency Medical Services Authority (<http://www.emsa.ca.gov/>) for other specific requirements and fees that may be required to practice as an Emergency Medical Technician in your area.

### **Job Classification/Position/Salary**

- United States Department of Labor's Standard Occupational Classification (SOC) code: 29-2041 Emergency Medical Technicians and Paramedics
- Employment Position: Emergency Medical Technician
- Salary References/Disclosures:
  - CA State- EDD- <http://www.labormarketinfo.edd.ca.gov/OccGuides>
  - US Bureau of Labor Statistics- <https://www.bls.gov/bls/blswage.htm>

### **Monitor Technician Training Program Description (24 CE)**

This four (4) day 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 4 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. A competency based certificate will be issued for successful completion of course which will allow students to pursue a career as a Monitor Technician (SOC code 29-2031).

#### **Course dates:**

**April 29, 30, May 1, 3, 2019**

**August 2019- Dates TBD**

**December 2019 – Dates TBD**

### **Job Classification/Position/Salary**

- United States Department of Labor's Standard Occupational Classification (SOC) code: 29-2031 Cardiovascular Technologists and Technicians
- Employment Position: Monitor Technician, Cardiovascular Technician
- Salary References/Disclosures:
  - CA State- EDD- <http://www.labormarketinfo.edd.ca.gov/OccGuides>
  - US Bureau of Labor Statistics- <https://www.bls.gov/bls/blswage.htm>

### **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.

#### **All in the Abdomen (6 CE)**

This program provides guidelines for assessing and managing the care of patients with gastrointestinal conditions: mesenteric ischemia, GI bleed, pancreatitis, cirrhosis. Also included: banding, sclerotherapy, paracentesis and TIPS.

**January 7, 2019**

#### **Cardiac Nursing (6 CE)**

This program provides the tools to assess signs and symptoms of cardiac disorders including acute coronary syndrome, myocardial infarction and congestive heart failure.

**January 16, 2019**

#### **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, Anticoagulants\* Anti-hypertensives and \* Beta-blockers.

**February 2, 2019**

#### **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 8, 2019**

#### **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 16, 2019**

### **Collaborative Management: Putting It All Together Part 1 & 2 (12 CE)**

Collaborative Management will provide the medical-surgical nurse with a 2-day review of fundamental skills & tools vital to recognizing physiological changes. Is my patient's condition deteriorating? Should I notify the Rapid Response Team to affect a timely "rescue"? Participants will encounter imminent situations and perform assessments and interventions as a team to prevent or reduce the effect of adverse events in various combined settings of: chest discomfort, anaphylaxis, sepsis, hypotension, hypoglycemia, altered level of consciousness, and post-op complications. Practicum subject to change at Instructors discretion.

**January 24 & 30, 2019**

### **Critical Thinking and Communication (6 CE)**

As a prelude to re-entering the nursing field, it is important to understand yourself and how you interact and communicate with others. In this class you will learn to communicate in an effective and timely way with others. You will learn to choose ways to clear up misunderstandings, diffuse your anger and frustration and strategize how to work with difficult people. You will also come to understand how to identify, maneuver and embrace differences.

**January 7, 2019**

### **12-Lead EKG Recognition (6 CE)**

The 12 Lead ECG can be daunting. In this class we will review systematic ways to interpret and find cardiac ischemia, injury, and infarct. We will also review basic cardiology pertinent to the ECG. This is a practical approach, with the goal of being able to immediately use these fundamentals to improve patient care, as well as improving our confidence with ECGs.

**March 15, 2019**

### **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.

**February 4 & 5, 2019**

### **Geriatric Focus and Renal 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. Renal Update: This program is an update & review of the nursing care & management of patients with acute & chronic kidney disease. We will identify the etiologies of pre-renal, primary and post renal injury, as well as the risk factors for & prevention of acute renal injury. We will look at common types of renal replacement therapy.

**January 31, 2019**

### **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 23, 2019**

### **Heart Failure- Improving Outcomes (6 CE)**

About 5.7 million people in the US have heart failure. The prevalence is due to the aging population, improved HF diagnosis & treatment, and increased survival rates for acute MI. The estimated cost of HF in the USA is \$38B/ year. What is the most efficient way of preventing & diagnosing HF? What evidence-based HF treatments are available to lower morbidity & mortality? Learn the modern approach to treating heart failure and define your role in providing compassionate, evidence-based, and cost-effective care.

**TBD**

### **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.

**March 2, 2019**

### **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.

**March 1, 2019**

### **IV Therapy Update (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 14, 2019**

### **Legal Ethics And Patient Safety (6 CE)**

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. The Patient Safety Initiatives class will explain the legal, ethical and socioeconomic basis for contemporary regulations and evidence based practice: Failure to Rescue, Rapid Response Teams, Core Measures, Root Cause Analysis, Hospital-acquired infections, HIPAA, Informed Consent, Advanced Directives, Patient Education and Empowerment, and much more.

**January 8, 2019**

### **Mechanical Ventilation (6 CE)**

Evidence-based patient/ventilator management in the ICU and E.D. for Respiratory Therapists, Critical Care RN's and Nurse Practitioners. Topics include: respiratory failure and the need for mechanical ventilation, ventilator waveform interpretation, respiratory mechanics, evidence based mechanical ventilation strategies for obstructive and restrictive disorders, ARDS, patient/ventilator asynchrony, noninvasive ventilator support, respiratory muscle fatigue avoidance, and predicting readiness for extubation.

**TBD**

### **Monitor Technician Training Program (24 hour course)**

This four (4) day 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 4 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. A competency-based certificate will be issued for successful completion of course which will allow students to pursue a career as a Monitor Technician (SOC code 29-2031). **THIS COURSE DOES NOT ALLOW CE's FOR CNA'S.**

**April 29, 30, May 1, 3, 2019**

### **Neurovascular Conditions and Diabetes in Acute Care (6 CE)**

This program will provide care strategies for traumatic brain injury, seizures, and encephalopathy, with emphasis on stroke care per Joint Commission core measures. Diabetes in Acute Care: Discussion of guidelines for hyperglycemic crises, the dilatory effects of hyperglycemia on recovery, and the principle of tight glycemic control.

**January 9, 2019**

### **Neuro Basics For Critical Care (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.

**February 23, 2019**

### **Neurological Syndromes and Management (6 CE)**

This course provides an interactive case study review of common neurological syndromes seen in Critical Care. Focus is on the students' application of topics presented in Neuro Basics for Critical Care- skull fractures, meningitis, hydrocephalus, seizures, strokes, intracranial hemorrhage and increased intracranial pressure.

**March 9, 2019**

### **Post-Op Complications, Sepsis and Shock (6 CE)**

Critical thinking is vital for the early recognition and treatment of post-op complications. Nurses need to understand the surgical procedure, anesthesia, inherent risks, as well as a patient's co-morbidities to anticipate potential problems, perform focused assessments, and proactively manage the patient's care. This program will clarify normal cardio-respiratory, gastrointestinal, renal, immunological, neurological, and circulatory physiology, and the alterations in physiology produced by surgical stress.

**January 22, 2019**



### **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 8, 2019**

### **Respiratory Care Update (6 CE)**

The goal of this program is to update the RN's knowledge & skill in the care of patients with respiratory compromise. Topics include: causes and treatment of atelectasis, pleural effusion and pulmonary edema; management of chest drainage system; pleurodesis, decortication and video-assisted thoracoscopy (VATS); basic ventilatory settings; prevention of ventilator acquired pneumonia; and respiratory isolation.

**January 29, 2019**

### **The Respiratory Patient—Eval and Treat (6 CE)**

A systematic approach to the assessment of patients with acute and chronic respiratory disorders. Topics include: oxygen therapy and blood gas interpretation, respiratory emergencies, pharmacology and evidence-based treatment strategies to improve patient outcomes. This continuing education course is intended for Respiratory Therapists, RNs, and Nurse Practitioners. **TBD**

### **Sepsis: Killing Me Softly (6 CE)**

This course will define the sepsis pathology and the current sepsis survival guidelines. We will address failure to rescue: the problems in early detection and timely implementation of the guidelines. We will recognize the susceptible patient in specific areas. We will practice team collaboration in sepsis vignettes. **TBD**

### **Shock States and Bedside Emergencies (6 CE)**

This course will provide the med-surg RN with information on the recognition & treatment of shock states (neurogenic, hypovolemic, cardiogenic, septic, & anaphylactic). Case studies will illustrate pathophysiology, assessment, diagnosis, and treatment. Also included in this format are delirium, acute renal failure, hyponatremia, diabetic ketoacidosis, as well as post-op complications of myocardial infarct, arrhythmias, stroke, and malignant hyperthermia. **TBD**

### **Trauma Management Basics (8 CE)**

In this one-day class students will learn the basics of trauma management by learning specific nursing responsibilities for the trauma patient, demonstrating in-class patient scenarios, primary and secondary assessment survey, and verbally correlating rationale supporting critical thinking specific to trauma care.

**March 14, 2019**

### **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 9, 2019**

### **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, 2019**

### **Continuing Education Nursing CE Training Courses**

#### **RN Refresher Nursing CE Course (72 CE)**

If you have been out of nursing for a year or more then this course is for you! The 12-day course provides you with an update on the most important areas of acute care and includes the following one-day CE classes: All in the Abdomen, Cardiac Nursing, Collaborative Management: Putting It All Together Part 1 & 2, Critical thinking and Communication, Geriatric Focus and Renal Update, IV Therapy Update, Respiratory Care Update, Legal Ethics and Patient Safety, Neurovascular Conditions and Diabetes in Acute Care, Post-Op Complications, Sepsis and Shock, Wound Care. Course includes voucher for Basic Life Support (BLS) class. A RN Refresher Nursing CE completion certificate is provided upon completion of all 12 days. Program offered in January, May and September.

#### **Critical Care Nursing CE Course (60)**

This 10-day course is designed to provide the theoretical foundation to enable nurses to transition to Critical Care Nursing in a precepted environment. If you are a RN with no previous experience in Critical Care Nursing or if you need a review, this course is for you. Curriculum includes: Cardiac Drugs & Drips, Cardiovascular Nursing Medical Perspective, Cardiovascular Nursing: Surgical Management, GI and Renal Systems Review, Basic Hemodynamic Monitoring, Applied Hemodynamic Monitoring, Neuro Basics for Critical Care, Neurological Syndromes and Management, Respiratory Assessment, Basic Ventilator Workshop. A Critical Care Nursing CE completion certificate is provided upon completion of all 10 days. Program offered in February, June, and October.

#### **Basic Emergency Nursing CE Course (32 CE)**

This course is presented by Bella P. Harrison, RNC who has 27 years of nursing experience specializing in trauma and emergency care. For 10 years she served as a team member on multiple Red Cross Disaster Teams in the US and abroad. The Basic Emergency Nursing CE Course curriculum she has developed is based on Sheehy's Manual of Emergency Nursing Care 7th Edition. This 4-day class provides RN's the essential knowledge base required for assessment and initial management of the emergency patient. Each day is structured to build from basic nursing emergency care to more complex care. A Basic Emergency Nursing CE Course certificate is provided upon completion of all 4 days. Program offered March and August.

### **EMT Recertification**

#### **EMT Basic Refresher Course (24 CE)**

In order to maintain certification for EMT-Basic an individual must recertify every two years. This class is 24 hours of continuing education and includes 4 hours of AED as required by the State of California for EMT recertification. This will also include all County skills verification testing. Does not include National Registry testing (NREMT).

This three-day course is offered monthly.

## **EMT County Skills Verification - NO CE**

This is for EMT County skills verification and includes all County skills verification testing. Does not include National Registry testing (NREMT). EMT License required. NO CE, offered monthly.

## **American Heart Association (AHA) Certification Courses**

### **Basic Life Support (BLS) Certification (4 CE)**

This is a BLS initial course designed for healthcare providers to learn how to save a life. The course provides information for assessing, planning, implementing, and evaluation during cardio-pulmonary emergencies. In this course, you will learn how to: Recognize the signals of heart attack and take appropriate actions, perform one and two rescuer CPR, gain early access to Emergency Medical Services (EMS), recognize and respond to sudden unexpected death, assist a choking adult, child or infant victim and perform adult, child and infant CPR. Students must pass written and skills competency testing to obtain certification. An American Heart Association (AHA) BLS eCard will be emailed from [eCards@heart.org](mailto:eCards@heart.org) upon successful completion of this course. In order to maintain certification a healthcare provider must recertify every two years. The BRN does not recognize CE's for RN's for this course. Courses offered monthly. Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **Basic Life Support (BLS) Recertification (3 CE)**

This course is for *current* BLS Healthcare providers. You must bring your current card BLS card to class. Students must pass written and skills competency testing to obtain recertification An American Heart Association BLS eCard will be emailed to you from [eCards@heart.org](mailto:eCards@heart.org) upon successful completion of this course. In order to maintain certification a healthcare provider must recertify every two years. The BRN does not recognize CE's for RN's for this course. Courses offered monthly. Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **BLS Instructor Course (8 CE)**

American Heart Association (AHA) has defined these 5 core competencies required of all instructor candidates: 1. *Skills*, Instructors need to demonstrate mastery in all skills for the courses they teach. This includes both the cognitive skills as well as the psychomotor skills. 2. *Course delivery*, Instructors need to teach AHA materials correctly as outlined in the appropriate Instructor Manual and Lesson Plans. 3. *Testing*, instructors must be able to test students effectively. 4. *Professionalism*: Instructors need to maintain a high standard of ethics and professionalism when teaching AHA courses. 5. *Program Administration*, Instructors need to be able to manage time, space materials, and paperwork in compliance with AHA guidelines.

How to become an AHA Instructor:

1. Be accepted by an AHA Training Center prior to enrolling in an Instructor Course and have a completed Instructor Candidate Application to file with that Training Center.

Contact [julie@americanhealtheducation.com](mailto:julie@americanhealtheducation.com) for information.

2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline.

3. Take the online Instructor Essentials Course on the [onlineaha.org](http://onlineaha.org) website. Print certificate.

4. Successfully complete the discipline-specific classroom Instructor Course- Steps 1-3 must be completed prior to enrolling in any Instructor Course.

5. Successfully complete being monitored teaching the first course within six months of completing the discipline-specific classroom Instructor Course (Training Center Coordinators can require additional monitoring if needed). Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **Advanced Cardiac Life Support (ACLS) Certification (12 CE)**

This course is for American Heart Association ACLS initial certification, or expired cardholders, pre-hospital emergency and hospital employees such as Paramedics, RN's, MD, Respiratory Therapists or other healthcare providers requiring American Heart Association (AHA) ACLS certification. This course emphasizes assessment and management of adult cardiac patients, including respiratory, AED, stroke, ACS, cardiac arrest, and includes BLS proficiency and ACLS written and skills testing. An American Heart Association (AHA) ACLS eCard will be emailed from [eCards@heart.org](mailto:eCards@heart.org) upon successful completion of this course. In order to maintain certification a healthcare provider must recertify every two years.

Mandatory precourse preparation includes:

1. Complete the precourse checklist that came with your ACLS Provider Manual. Bring the checklist with you to the course.
2. Review the course agenda.
3. Review and understand the information in your ACLS Provider Manual. Pay particular attention to the 10 core cases in Part 4.
4. Review and understand the information in the BLS for Healthcare Providers manual. The resuscitation scenarios require that your BLS skills and knowledge are current. You will be tested on adult 1-rescuer CPR and AED skills at the beginning of the ACLS Provider Course. You will not be taught how to do CPR or how to use an AED. You must know this in advance.
5. Review, understand, and complete the ECG and Pharmacology pre-course assessment tests online-follow the instructions in your book. You will not be taught how to read or interpret ECGs in the course, nor will you be taught details about ACLS pharmacology.
6. Print your scores for the pre-course assessment tests and bring them with you to class. You will not be able to attend the course without the pre-course assessment tests.

What This Course Does Not Cover: The ACLS Provider Course does not teach algorithms, ECG, or pharmacology information. If you do not learn and understand the ECG and pharmacology information in the pre-course assessment tests, it is unlikely that you can successfully complete the ACLS Provider Course. Courses offered monthly. Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **Advanced Cardiac Life Support (ACLS) Recertification (6 CE)**

This course is an American Heart Association ACLS Recertification for pre-hospital emergency and hospital employees such as Paramedics, RN's, MD, Respiratory Therapists or other healthcare providers requiring American Heart Association (AHA) ACLS certification.

Recertification is only available to students who are currently AHA ACLS certified at the time of class. This course emphasizes assessment and management of adult cardiac patients, including respiratory, AED, stroke, ACS, cardiac arrest, and includes BLS proficiency and ACLS written and skills testing. Print your scores for the pre-course assessment tests online, follow the instructions in your book, and bring them with you to class. An American Heart Association (AHA) ACLS eCard will be emailed from [eCards@heart.org](mailto:eCards@heart.org) upon successful completion of this course. In order to maintain certification, a healthcare provider must recertify every two years. Courses offered monthly. Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **ACLS Instructor Course (12 CE )**

ACLS candidates must be licensed or credentialed in a healthcare occupation where the skills are within the provider's scope of practice. American Heart Association (AHA) has defined these 5 core competencies required of all instructor candidates: 1. *Skills*, Instructors need to

demonstrate mastery in all skills for the courses they teach. This includes both the cognitive skills as well as the psychomotor skills. 2. *Course delivery*, Instructors need to teach AHA materials correctly as outlined in the appropriate Instructor Manual and Lesson Plans. 3. *Testing*, instructors must be able to test students effectively. 4. *Professionalism*: Instructors need to maintain a high standard of ethics and professionalism when teaching AHA courses. 5. *Program Administration*, Instructors need to be able to manage time, space materials, and paperwork in compliance with AHA guidelines.

How to become an AHA Instructor:

1. Be accepted by an AHA Training Center prior to enrolling in an Instructor Course and have a completed Instructor Candidate Application to file with that Training Center.

Contact [julie@americanhealtheducation.com](mailto:julie@americanhealtheducation.com) for information.

2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline.

3. Take the online Instructor Essentials Course on the [onlineaha.org](http://onlineaha.org) website. Print certificate.

4. Successfully complete the discipline-specific classroom Instructor Course- Steps 1-3 must be completed prior to enrolling in any Instructor Course.

5. Successfully complete being monitored teaching the first course within six months of completing the discipline-specific classroom Instructor Course (Training Center Coordinators can require additional monitoring if needed)

Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **Pediatric Advanced Life Support (PALS) Certification (12 CE)**

This course is for American Heart Association PALS initial certification, or expired card-holders, pre-hospital emergency and hospital employees such as Paramedics, RN's, MD, Respiratory Therapists or other healthcare providers requiring American Heart Association (AHA) PALS certification. This course emphasizes management of seriously ill or injured pediatric patients. The two-day comprehensive course reviews BLS, respiratory failure, shock, cardiac arrhythmias, and vascular access. An American Heart Association (AHA) PALS eCard will be emailed from [eCards@heart.org](mailto:eCards@heart.org) upon successful completion of this course. In order to maintain certification, a healthcare provider must recertify every two years.

Mandatory pre-course preparation includes:

1. Pre-course checklist: Complete the pre-course checklist that came with your PALS Course Guide. Bring the checklist with you to the course.
2. CPR competency: Be prepared to pass the child 1-rescuer CPR/AED and infant 1- and 2-rescuer CPR skills test. You will not be taught how to do CPR or how to use an AED during the course. You must know this in advance.
3. Complete the self-assessment test online-bring the printout of your score with you to the PALS course. This test consists of 3 sections: ECG rhythm identification, pharmacology, and practical application. Use this assessment to identify areas where you need to increase your knowledge.
4. Practice cases: Work through the practice cases to familiarize yourself with the "assess-categorize decide-act" model taught in the course. As you read through each case, try to answer the questions. Check your answers.



5. PALS algorithms and flowcharts: Be familiar with the PALS algorithms and flowcharts so that you can apply them to clinical scenarios. Note that the PALS course does not present the details of each algorithm.
6. Supplement your knowledge: Review and understand the information in the PALS Provider Manual, the PALS Course Guide. Pay particular attention to the systematic approach to pediatric assessment, the “assess-categorize-decide-act” model, and the management of respiratory and circulatory abnormalities.
7. Course agenda: Review the course agenda and note course activities where you might need to supplement your knowledge before attending the course.
8. Print your scores for the pre-course assessment tests and bring them with you to class. Courses offered monthly. Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **Pediatric Advanced Life Support (PALS) Recertification (6 CE)**

This course is an American Heart Association PALS Recertification for pre-hospital emergency and hospital employees such as Paramedics, RN's, MD, Respiratory Therapists or other healthcare providers requiring American Heart Association (AHA) PALS certification. Recertification is only available to students who are currently AHA PALS certified at the time of class. This course emphasizes management of seriously ill or injured pediatric patients. Print your scores for the pre-course assessment test online, follow the instructions in your book, and bring them with you to class. An American Heart Association (AHA) ACLS eCard will be emailed from [eCards@heart.org](mailto:eCards@heart.org) upon successful completion of this course. In order to maintain certification, a healthcare provider must recertify every two years. Courses offered monthly. Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **PALS Instructor Course (12 CE)**

PALS candidates must be licensed or credentialed in a healthcare occupation where the skills are within the provider's scope of practice. American Heart Association (AHA) has defined these 5 core competencies required of all instructor candidates: 1. *Skills*, Instructors need to demonstrate mastery in all skills for the courses they teach. This includes both the cognitive skills as well as the psychomotor skills. 2. *Course delivery*, Instructors need to teach AHA materials correctly as outlined in the appropriate Instructor Manual and Lesson Plans. 3. *Testing*, instructors must be able to test students effectively. 4. *Professionalism*: Instructors need to maintain a high standard of ethics and professionalism when teaching AHA courses. 5. *Program Administration*, Instructors need to be able to manage time, space materials, and paperwork in compliance with AHA guidelines.

How to become an AHA Instructor:

1. Be accepted by an AHA Training Center prior to enrolling in an Instructor Course and have a completed Instructor Candidate Application to file with that Training Center.

Contact [julie@americanhealtheducation.com](mailto:julie@americanhealtheducation.com) for information.

2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline.
3. Take the online Instructor Essentials Course on the [onlineaha.org](http://onlineaha.org) website. Print certificate.
4. Successfully complete the discipline-specific classroom Instructor Course- Steps 1-3 must be completed prior to enrolling in any Instructor Course.
5. Successfully complete being monitored teaching the first course within six months of completing the discipline-specific classroom Instructor Course (Training Center Coordinators



can require additional monitoring if needed). Check website for schedule [www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **Office of State Fire Marshal-California State Fire Training**

American Health Education offers California Office of the State Fire Marshal (OSFM)- State Fire Training (SFT) Courses. All courses are filed and approved by SFT and listed on the SFT website. Please check the OSFM website -<http://osfm.fire.ca.gov/training/training> for current SFT certifications, full course description and prerequisites. Student manuals are available and downloadable for most courses. Please bring the required student materials to class. Upon completion of the course, all course materials are returned to SFT for processing. SFT certification process and requirements can be found at <http://osfm.fire.ca.gov/training/equivalencies>. AHE will provide students with "Proof of Attendance". Check website for course dates-[www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **Company Officer 2A-Human Resource Management (40 hr)**

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. Designed For: Aspiring company officers. Prerequisites: Meet the educational requirements for Fire Fighter II. Required Student Materials: Fire and Emergency Services Company Officer, fifth edition, International Fire Service Training Association, 2014, 9780879395643, The third edition and fourth edition are also acceptable. Pocket Guide to the Firefighters Procedural Bill of Rights Act. At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Company Officer 2B-General Administrative Functions (20 hr)**

This 20-hour course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. Designed For: Aspiring company officers. Prerequisites: Meet the educational requirements for Fire Fighter II. Required Student Materials: Fire and Emergency Services Company Officer, fifth edition, International Fire Service Training Association, 2014, 9780879395643, The third edition and fourth edition are also acceptable. At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Company Officer 2C -Fire Inspections and Investigation (40 hr)**

This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. Prerequisites: Meet the educational requirements for Fire Fighter II Certification: Fire Officer (Level I and II) Designed For: Aspiring company officers. Required Student Materials: Fire and Emergency Services Company Officer, fifth edition, International Fire Service Training Association and California Fire Inspection Guide, 2016 Edition. At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Company Officer 2D-All Risk Command Operations (40 hr)**

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis. Designed For: Aspiring company officers. Prerequisites: Meet the educational requirements for Fire Fighter II, ICS-200.B:Incident

Command System For Single Resources and Initial Action Incidents Hazardous Material Incident Commander (as offered by the California Specialized Training Institute). Student Materials required: Fire and Emergency Services Company Officer, fifth edition, International Fire Service Training Association, 2014, 9780879395643 The third edition and fourth edition are also acceptable. At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Company Officer 2E- Wildland Incident Operations (40 hr)**

This course provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. Designed For: Aspiring company officers. Prerequisites: Meet the educational requirements for Fire Fighter II, Company Officer 2D All Risk Command Operations for Company Officers, S-290 Intermediate Fire Behavior (classroom delivery only).

Required Student Materials: Command 1C Student Manual 2013 -SFT downloadable- [http://osfm.fire.ca.gov/training/pdf/Curriculum/CMD1C.Student.Manual.\(01-2013\).pdf](http://osfm.fire.ca.gov/training/pdf/Curriculum/CMD1C.Student.Manual.(01-2013).pdf). Copies are made available to borrow at class: Fireline Handbook (NFES 0065), ICS 420-1 Field Operations Guide, Incident Response Pocket Guide (NFES 1077). At the completion of the class, AHE will provide students with "Proof of Attendance".

### **ICS 300 (24 hr)**

This course provides description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include: ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command, and close out. ICS-300 course materials will be sent to you via DropBox link upon registration. Please download prior to coming to class. Prerequisites: I-200. Designed For: Type 3 Incident Management Team (IMT) candidates, incident middle management (Unit Leaders, Division/Group Supervisors, and Strike Team Leaders), elected officials, line officers, lead dispatchers, Multi-agency Coordination (MAC) members, director heads (public works director, fire chief, sheriff), emergency managers, agency representatives. At the completion of the class, AHE will provide students with "Proof of Attendance".

### **ICS 400 (16 hr)**

This course directs the student towards an operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. Topics include fundamentals review for command and general staff, major and/or complex incident/event management, area command, and multi-agency coordination. Prerequisites: I-300

Designed For: Senior personnel expected to perform in a management capacity in an area command/complex incident environment. At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Inspector 1A- Duties and Administration (24 hr)**

This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings. Designed For: Entry

level Inspector. Prerequisites: None. Student Materials: California Fire Code (with Title 19 excerpts) (International Code Council, 2013 edition, ISBN: 978-1-60983-460-9), Fire Inspection and Code Enforcement (IFSTA, 7th edition, ISBN: 9780879393489) Or Fire Inspector: Principles and Practice (International Association of Fire Chiefs, 1st ed., ISBN: 9780763749392). At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Inspector 1B- Fire and Life Safety (24 hr)**

This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures. Designed For: Entry level Inspector. Prerequisites: Fire Inspector 1A: Duties and Administration. Student Materials: California Fire Code (with Title 19 excerpts) (International Code Council, 2013 edition, ISBN: 978-1-60983-460-9), Fire Inspection and Code Enforcement (IFSTA, 7th edition, ISBN: 9780879393489) Or Fire Inspector: Principles and Practice (International Association of Fire Chiefs, 1st ed., ISBN: 9780763749392). At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Inspector 1C- Field Inspection (24 hr)**

This course provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers. Designed For: Entry level Inspector. Prerequisites: Fire Inspector 1B: Fire and Life Safety. Student Materials: California Fire Code (with Title 19 excerpts) (International Code Council, 2013 edition, ISBN: 978-1-60983-460-9), Fire Inspection and Code Enforcement (IFSTA, 7th edition, ISBN: 9780879393489) Or Fire Inspector: Principles and Practice (International Association of Fire Chiefs, 1st ed., ISBN: 9780763749392). At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Inspector 1D- Field Inspection CA (16 hr)**

This course provides students with a basic knowledge of a Fire Fighter I's field inspection roles and responsibilities specific to California including tents, canopies, and temporary membrane structures; fireworks and explosives; and wild and urban interface environments. Designed For: Entry level Inspector. Prerequisites: Fire Inspector 1C: Field Inspection. Student Materials: California Building Code (International Code Council, 2013 edition, ISBN: 9781609834579) 2013 Various, California Code of Regulations (CCR) Title 14 and Title 19 CURRENT O.A.L. , California Fire Code (with Title 19 excerpts) (International Code Council, 2013 edition, ISBN: 9781609834609) CURRENT Various, California Public Resources Code 4290 and 4291 and Government Codes 51175 through 51189 -- CA Leg., NFPA 1123: Code for Fireworks Display (National Fire Protection Association, 2010 edition, ISBN: 1110000037363 NFPA 1123 Various, NFPA 1126: Standard for the Use of Pyrotechnics Before a Proximate Audience (National Fire Protection Association, 2011 edition, ISBN: 9780685649626) NFPA 1126 Various, Laws and Regulations for Transportation, Use, and Storage of Fireworks in California 2011. At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Instructor I- (40 hr)**

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction. Designed For: Personnel preparing for a college level fire instructor, Company Officer, or SFT Certified Training Instructor position. Prerequisites: None, but the following courses are recommended: Introduction to the Incident Command System (IS-100.B), FEMA or National Incident Management System (IS-700.A), FEMA. Required Student Materials: Fire and Emergency Services Instructor (ISBN 9780879394417) 8th IFSTA, Fire Service Instructor: Principles and Practice (ISBN: 9781449670832). At the completion of the class, AHE will provide students with "Proof of Attendance".

### **Instructor II- (40 hr)**

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications and the 2012 edition of NFPA 1403 Standard on Live Fire Training Evolutions. At the end of this course, candidates for Instructor II certification will be able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors. The Instructor II will also be able to analyze resources and formulate a program budget. Designed For: Personnel preparing for a college level fire instructor, Company Officer, or SFT Certified Training Instructor position. Prerequisites: Instructor I: Instructional Methodology Introduction to the Incident Command System (IS-100.B), FEMA OR National Incident Management System (IS-700.A), FEMA. Required Student Materials: Fire and Emergency Services Instructor (ISBN 9780879394417) 8th IFSTA, Fire Service Instructor: Principles and Practice (ISBN: 9781449670832) 2nd edition. At the completion of the class, AHE will provide students with "Proof of Attendance".

## **ITLS Certification and Recertification Courses**

### **International Trauma Life Support 2-day Initial Certification- 16 CE**

The ITLS mission is to provide trauma education to EMS personnel. This includes lectures on 22 core case chapters and skills practice stations. ITLS Certification requires passing skills and written exams during the course and Completion Certificate will be issued. **The card and CE will be issued from ITLS International.** ITLS Book is mandatory for class and you must pre-study. Book information: <https://www.itrauma.org/product/itls-for-emergency-care-providers-8th-edition/>. At the completion of the class, AHE will provide students with "Proof of Attendance". Check website for course dates-[www.americanhealtheducation.com](http://www.americanhealtheducation.com).

### **International Life Support Recertification- 8 CE**

ITLS Provider Recertification focuses on recertification of trauma assessment and management skills for the experienced provider who has already completed the Basic or Advanced Provider course. **The card and CE will be issued from ITLS International.** You must pre-study the current book- 8th Edition, and **bring your current ITLS card to class** to recertify. Book Information: <https://www.itrauma.org/product/itls-for-emergency-care-providers-8th-edition/>. At the completion of the class, AHE will provide students with "Proof of Attendance". Check website for course dates-[www.americanhealtheducation.com](http://www.americanhealtheducation.com).

## **EDUCATIONAL OBJECTIVES**

The EMT program is 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 student to understand what it means to be an EMT. This includes the career field of Emergency Medical Systems and the Roles and Responsibilities of the EMT in the EMS field.
- To provide the EMT student the knowledge, skills, and ability to provide top level care and function safely and effectively in the pre-hospital environment.
- The EMT 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 student to successfully complete the National Registry Licensure Examination.

### Monitor Technician

- To equip students with the knowledge, skills, and competencies to successfully complete the Monitor Technician training program.
- The program is committed to preparing students for the responsibilities as a Monitor Technician to provide quality patient care and dedicate themselves as medical professionals in the community they serve.

### 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.

### State Fire Training

- To provide training and education in the fire protection methods and responsibilities through instruction of the California Office of State Fire Marshal courses.

## **ADMISSION REQUIREMENTS**

EMT-Basic: To qualify for this program, each applicant must have:

- High school diploma, GED Certificate or equivalent
- American Heart Association Basic Life Support Certification (CPR)
- 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 ID/Driver's license
- Current Healthcare Insurance card

Monitor Technician: To qualify for this program, each applicant must have:

- High school diploma, GED Certificate or equivalent
- Current California ID/Driver's license

If you are taking the course for continuing education you must provide a copy of your healthcare provider license.

Continuing Education: To qualify for Continuing Education program, each applicant must have:

- Proof of current healthcare provider license or certificate.

## EDUCATIONAL PREREQUISITES

EMT: This program requires that all students possess a current high school diploma or GED certificate or equivalent and current American Heart Association BLS certification.

- Physical considerations: EMT 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 field training sites as assigned and work varying shifts and hours as assigned.

Monitor Technician: This program requires that all students possess a current high school diploma or GED certificate or equivalent. If you are taking the course for continuing education you must provide a copy of your healthcare provider license or certificate.

Continuing Education: Student must possess a current healthcare provider 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 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 during orientation or 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.

## ENROLLMENT AGREEMENT

Students must sign an enrollment agreement before beginning a course at AHE. The agreement includes information pertaining to tuition and fees, attendance, course details- dates, location, time, STRF fees, cancellation, course certificates, transferability, and other related matters.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

### ACADEMIC STANDARDS- EMT

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. (EMT)
4. Complete final with a passing (minimum 80%) score
5. Complete skills finals stations with a passing score. (EMT)
6. Students may repeat a skills station only once and only under the approval of the Program Director. (EMT)



## **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**
  - 100-90 = A
  - 89-80 = B
  - 79-70 = C
  - <70 = F
  
- **Clinical Grading Scale (EMT)**
  - The clinical time for EMT is observational time only and consists of a minimum of 24 hours and ten patient contacts. No letter grade is given.

## **Maximum Allowable Time Frame**

The maximum allowable time frame for completion of an EMT 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.

**Continuing Education 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.

**State Fire Training (OSFM)-** Students must complete each course in its' entirety and credit for completing part of a course may not be granted. Upon completion of the course, AHE will send the course materials to SFT to issue applicable certificates. SFT certification process and requirements can be found at <http://osfm.fire.ca.gov/training/equivalencies>. AHE will provide students with "Proof of Attendance".

## **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 EMT training program. Unexcused or excessive absences, tardiness, or early departures from an EMT 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. 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.
4. 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.
5. 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.
6. 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 & DISMISSAL**

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 be able to 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.

### **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 and 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 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*).

## 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 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 training. This includes US Military active and reserve for acts of war or civil defense and Jury Duty.
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 maximum ninety-day time period. LOA will *not* be granted for continuing education courses or courses/programs that are 12 days or less in duration. 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 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. If the student fails to return from the LOA on the date indicated the student will be terminated and the Cancellation/Refund policy will apply.

## 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 ten (10) 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 training 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 training program.
16. If a student fails to return from a LOA, the student's 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*).

## **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. The reinstatement must occur within thirty (30) days or the student must start at the beginning of a new program. Reinstatement will not be granted for continuing education courses or courses/programs that are 12 days or less in duration. In order for a student to be reinstated into a new program, 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:
  - Student has paid all outstanding fees and tuition.
  - Student has submitted all required documentation and immunizations
  - Student is not accused of or under investigation for a criminal offense.
  - Student has not been convicted of a criminal offense, which would preclude eligibility for state licensure as an EMT.
  - Student has maintained good conduct.
  - Student has been cleared by a California licensed physician as physically capable of performing typical duties and activities of an EMT.
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 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 the appealed action 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. The final decision to rescind, modify or sustain the action shall be at the sole discretion of the Quality Review Board.
9. 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.

## **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 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 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 for students who have completed 60 percent or less of the period of attendance. The pro-rata refund will be 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.

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.

### **CANCELLATION INITIATED BY THE STUDENT**

#### **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 sent via email to [Yvette@americanhealtheducation.com](mailto:Yvette@americanhealtheducation.com), or sent by US certified mail to:

American Health Education  
6761 Sierra Ct, Suite G  
Dublin, CA 94568  
Attn: Program Director

### **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. 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 (10) business days of notification of cancellation.



## **STUDENT SERVICES**

### **TUTORING**

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**

- A. AHE does not have any dormitory facilities under its control.
- B. In the Dublin area, room rentals start at about \$950 per month and one-bedroom apartments rentals are approximately \$1890 per month.
- C. AHE has no responsibility to assist a student in securing student housing.

### **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.

### **EMT PAYMENT PLAN AGREEMENT**

A tuition payment plan is available to all students enrolling in EMT. Students that opt for the tuition payment plan will sign a Payment Plan Agreement with AHE. An initial down payment will be required to secure their slot in the program: \$1095 for the weekend course and \$1475 for the accelerated weekday course, followed by two subsequent payments made by the due date of the second and third week of instruction. See below:

#### **EMT-BASIC WEEKEND COURSE PAYMENT PLAN: \*Please Initial**

- \* \_\_\_\_\_ Enrollment Payment (Minimum \$1095.00)
- \* \_\_\_\_\_ Payment #2 (Minimum \$450) paid by DUE DATE \_\_\_\_\_
- \* \_\_\_\_\_ Payment #3 (Minimum \$450) paid by DUE DATE \_\_\_\_\_

#### **EMT-BASIC ACCELERATED WEEKDAY COURSE PAYMENT PLAN: \*Please Initial**

- \* \_\_\_\_\_ Enrollment Payment (Minimum \$1,475.00)
- \* \_\_\_\_\_ Payment #2 (Minimum \$700) paid by DUE DATE \_\_\_\_\_
- \* \_\_\_\_\_ Payment #3 (Minimum \$700) paid by DUE DATE \_\_\_\_\_

The student will sign an agreement that will include student name, date of agreement, course dates, payment terms: payment amount, due date for each scheduled payment amount, student signature, terms and conditions of the agreement which state "Students who enter

into the agreement understand and agree there is no grace period for these payments and failure to complete these payments as scheduled will result in immediate voluntary withdrawal from the program. Students who are dismissed from an AHE program for failure to make scheduled tuition payments may be eligible for tuition refund. (See Cancellation, Withdraw and Refund).

### **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](http://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 after class 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.

### **ENGLISH AS A SECOND LANGUAGE**

AHE *does not* provide English as a Second Language (ESL) instruction or programs. All course content is delivered through the use of PowerPoint Slide directed lecture and is presented in English. Students must be able to read, write and understand English, at a minimum high school level, prior to enrollment.

### **FOREIGN STUDENTS**

AHE does not provide VISA services for foreign students, therefore, you must be eligible to study in the United States to enroll. AHE does not provide visa services or vouch for student status.

## **ADVANCED CREDIT AND EXPERIENTIAL LEARNING CREDIT**

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

## **TRANSFER OF CREDIT**

AHE does not accept credit from previous training or other institutions or accept ability-to benefit students. There are no challenge exams or achievement tests for courses or programs. AHE has entered into an articulation agreement for the EMT program with South Bay Regional Public Safety Training Consortium (The Academy). The Academy operates under a Joint Powers Agreement with nine community colleges and certifies training in law enforcement, fire services, emergency medical training, dispatch and more. Member colleges provide college credit for may courses offered by The Academy. AHE students are provided the option during the application process to register with The Academy to obtain three (3) college credits for successful completion of the EMT Program.

## **QUESTIONS OR COMPLAINTS**

Any past or present student, 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](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto: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](http://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 Web site [www.bppe.ca.gov](http://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 Course (Sat/Sun): TOTAL TUITION, FEES & EXPENSES: \$2,610.00**

#### **Itemization of all charges and fees:**

Tuition Costs	\$1745.00
Registration fee (non-refundable)	\$75.00
Insurance	\$250.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
Total tuition and charges paid to AHE	\$2070.00
Additional estimated 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
<b>Total Tuition, Estimated Charges and Additional Fees</b>	<b>\$2610.00</b>

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:- \$2,610.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$2,610.00 and -  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$1,170.00 (includes \$75 non-refundable registration fee)

**EMT Accelerated 5-week Course (Mon-Thurs): TOTAL TUITION, FEES & EXPENSES: \$3,490.00**

**Itemization of all charges and fees:**

Tuition Costs	\$2625.00
Registration fee (non-refundable)	\$75.00
Insurance	\$250.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
Total tuition and charges paid to AHE	\$2950.00
Additional estimated 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
<b>Total Tuition, Estimated Charges and Additional Fees</b>	<b>\$3490.00</b>

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:- \$3,490.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$3,490.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$1,550.00 (includes \$75 non-refundable registration fee)

**Monitor Technician Training Program: TOTAL TUITION, FEES & EXPENSES: \$450.00**

**Itemization of all charges and fees:**

Course Fee \$450.00  
 Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:- \$450.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$450.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$450.00

**Continuing Education Courses: TOTAL TUITION, FEES & EXPENSES: \$120.00**

**Itemization of all charges and fees:**

6 CE Course Fee \$120.00  
 Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:- \$120.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$120.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT.- \$120.00

**Continuing Education Courses: TOTAL TUITION, FEES & EXPENSES: \$240.00**

**Itemization of all charges and fees:**

12 CE Course Fee \$240.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$240.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$240.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$240.00

**Continuing Education Courses TOTAL TUITION, FEES & EXPENSES: \$525.00**  
**Basic Emergency Nursing CE Course (32 CE)**

**Itemization of all charges and fees:**

32 CE Course Fee \$525.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$525.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$525.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$525.00

**Continuing Education Courses TOTAL TUITION, FEES & EXPENSES: \$1100.00**  
**Critical Care Nursing CE Course (60 CE)**

**Itemization of all charges and fees:**

60 CE Course Fee \$1100.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$1100.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$1100.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$1100.00

**Continuing Education Courses TOTAL TUITION, FEES & EXPENSES: \$1200.00**  
**RN Refresher Nursing CE Course (70 CE)**

**Itemization of all charges and fees:**

70 CE Course Fee \$1200.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$1200.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$1200.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$1200.00

**Continuing Education Courses- EMS CE Courses TOTAL TUITION, FEES & EXPENSES:  
EMT Refresher (24 CE)**

**Itemization of all charges and fees:**

24 CE Course Fee \$375.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$375.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$375.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$375.00

**EMT County Skills Verification- NO CE**

**Itemization of all charges and fees:**

Course Fee \$175.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$175.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$175.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$175.00

**Office of State Fire Marshal (OSFM) – CA State Fire Training  
TOTAL TUITION, FEES & EXPENSES:**

**ICS 300**  
**Inspector 1A**  
**Inspector 1B**  
**Inspector 1C**

**Itemization of all charges and fees:**

Course Fee \$345.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$345.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$345.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$345.00



**Company Officer 2D**  
**Company Officer 2C**  
**Company Officer 2A**  
**Company Officer 2E**  
**Instructor I**  
**Instructor II**

**Itemization of all charges and fees:**

Course Fee \$395.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$395.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$395.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$395.00

**Company Officer 2B**

**Itemization of all charges and fees:**

Course Fee \$355.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$355.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$355.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$355.00

**ICS 400**  
**Inspector D**

**Itemization of all charges and fees:**

Course Fee \$325.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$325.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$325.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$325.00

**American Heart Association (AHA) Courses TOTAL TUITION, FEES & EXPENSES**

**ACLS Certification- \$250**

**Itemization of all charges and fees:**

Course Fee \$250.00  
Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$250.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$250.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$250.00

**PALS Certification- \$260**

**Itemization of all charges and fees:**

Course Fee \$260.00

Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$260.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$260.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$250.00

**BLS Certification- \$75**

**Itemization of all charges and fees:**

Course Fee \$75.00

Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$75.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$75.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$75.00

**BLS Recertification- \$60**

**Itemization of all charges and fees:**

Course Fee \$60.00

Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$60.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$60.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT- \$60.00

**ACLS Recertification- \$195**

**PALS Recertification-\$195**

**Itemization of all charges and fees:**

Course Fee \$195.00

Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$195.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;  
\$195.00 and-  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$195.00

**AHA Instructor Courses: ACLS, PALS, BLS- \$495**

**Itemization of all charges and fees:**

Course Fee \$495.00

Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$495.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;

\$495.00 and-

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$495.00

**International Trauma Life Support (ITLS) Courses TOTAL TUITION, FEES & EXPENSES**

**ITLS Certification- \$295**

**Itemization of all charges and fees:**

Course Fee \$295.00

Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$295.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;

\$295.00 and-

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$295.00

**ITLS Recertification- \$225**

**Itemization of all charges and fees:**

Course Fee \$225.00

Student Tuition Recovery Fund (non-refundable) .00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$225.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;

\$225.00 and-

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$225.00

## **STUDENT TUITION RECOVERY FUND**

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

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

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

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

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

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

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

within the original four (4) year period, unless the period has been extended by another act of law.

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

## **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 educational 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**

AHE shall be the custodian of all student records. All records are stored in a locked filing cabinet in a storeroom accessible to AHE staff only. These records shall be considered strictly confidential and the exclusive property of AHE. 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 the file. There will be one file per student. AHE shall maintain, for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal:

- all registration/signed contract documents
- all financial documents
- all academic documents -**Transcripts are kept permanently**

### **Procedure**

1. AHE shall maintain all personnel, academic and financial records for students currently enrolled and formerly enrolled at AHE.
2. Students shall submit in writing a "request for transcripts and information" in order to have records forwarded. **Transcripts are kept permanently.**
3. Request for records must be made in writing by a currently enrolled or formerly enrolled student sent to the address below.
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