



Catalog

January 1, 2019 – December 31, 2019

Name of Institution:	Southern California EMS Training Institute
Site Address:	21440 Lemon Street Wildomar, CA 92595
Telephone Number:	(951) 304-0099
Fax Number:	(951) 304-7723
Website:	www.emttrainingca.com

PLEASE BE ADVISED

“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.”

This catalog is updated every calendar year. Any revisions made during the calendar year will be published with attached addendums. This catalog will be made available to the public on Southern California EMS Training Institute’s website. Upon request, this catalog will be distributed via email to any prospective student.

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Introduction

Welcome to Southern California EMS Training Institute! This catalog outlines various policies for your reference. All of the course expectations, as well as the requirements for course completion and important contact information for Southern California EMS Training Institute's instructors and administrative staff is provided in this manual. You will be asked to sign a verification form indicating you have read and understood these policies governing participation in the program.

This is an instructional program that prepares students for employment as EMT's SOC29-2042 (Emergency Medical Technicians & Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions, using appropriate equipment and materials.

"This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations."

Mission Statement

Our mission is to prepare all students with the desire to become skilled and compassionate specialists in the field of Emergency Medical Services as pre-hospital providers to meet and surpass local, state, and national standards within their professions.

Objective

Our objective is to train competent entry-level Emergency Medical Technicians and in the future, Paramedics in the cognitive, psychomotor, and affective learning domains, with or without exit points, to become knowledgeable and experienced in all segments of Emergency Medical Services.

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

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



Program Staff and Faculty

Southern California EMS Training Institute

21440 Walnut Street Wildomar, CA 92595

Mailing Address: P.O. Box 710 Wildomar, CA 92595

Phone (951) 304-0099

www.emttrainingca.com

Administrative Board

President, CEO, COO, Institution Director

Kathy Durbin, RN

Program Director, Chief Academic Office

Art Durbin, EMT-P, BS, MSed

Custodian of Records

Kim Carroll

Faculty

Principal Instructor(s)

Tyler Andrews, Paramedic

Art Durbin, EMT-P, BS, MSed

PROGRAM INFORMATION

Emergency Medical Technician (EMT) Course Description

The EMT Course includes all of the skills necessary to provide emergency medical care at a basic life support level in accordance with the National Standard Curriculum and the guidelines set forth by the State of California. This course is competely instructor based, taught in Southern California EMS Training Institute classrooms. The course is a total of 184 hours including 24 hours of clinical observation. During the 24 hour clinical observation a mininum of ten patient contacts are required before fnal skills and EMT course completion exam.

Successful completion of this program requires completion of all course pre-requisites and requirements. Students must maintain an average of 80% on all exams and homework assignments, obtain a minimum score of 80% on the written final exam and have successful completion of all skills evaluations. Upon completion of the course and all of its requirements, students will receive an EMT Course Completion Certificate.

EMT Objectives

Upon completion of this program, the participant will be able to:

- Describe the essential elements for the safe and efficient response to the scene of a medical emergency.
- Perform a thorough EMS patient assessment for signs and symptoms of illnesses and injuries.
- Provide prompt and efficient basic emergency care to the sick and injured.
- Safely handle and prepare the patient for transportation.
- Describe the essentital elements of safe and orderly transportation of the patient to the hospital and the transfer of patient care to the appropriate hospital staff.
- Apply fundamental knowledge of the EMS system, safety and well-being of the EMT, and medical, legal, and ethical issues to the provision of emergency care.

EMT Course Prerequisites Required

- American Heart Association Healthcare provider CPR card (A current AHA BLS card is required by the first day of class that will not expire within a year of the course start date.)
- Must be 18 years of age
- High School Diploma or Equivalent
- Black work boots are required for uniform footwear, black Dickies pants, and a wristwatch with a second hand
- Background check done through Castle Branch
- Proof of Hepatitis B vaccination series
- Negative TB test or chest x-ray in the last 6 months

ATB is not recognized by Southern California EMS Training Insitute

Breakdown of Program Cost and Commonly Associated Fees

- Non-Refundable Registration Fee/Deposit = \$250.00 (This fee is applied to total cost of course)
- Tuition = \$695.00 (Due by the first day of class **or** Payment Plan agreement completed)
- Equipment and Supplies = \$350.00 (Due by the first day of class and non refundable once accepted by the student)
- \$50.00 Book Keeping Fee = ONLY applies if Payment Plan is used
- Student Tuition Recovery Fund Fee Assessment zero per \$1000 institutional charges (non-refundable)

Equipment and Supplies is the following and is non refundable once accepted by student:

- **All items are received by the first day of class and are non refundable once accepted by student**
- Southern California EMS Training Institute blue polo shirt
- eBook/online course access
- Student Equipment needed for course participation: Stethoscope, BP Cuff, Trauma Sheers, and Pen Light

Not Included in the tuition is the following:

- Any fees incurred in order to obtain the required immunizations prior to clinical rotations. It is the student's responsibility to obtain the required immunizations. Southern California EMS Training Institute does not offer any immunization services. (Cost will vary depending on the medical provider with which the student chooses to obtain these services, as well as the insurance coverage the student maintains. No moneys will be paid to Southern California EMS Training Institute in relation to this requirement. It is advised for students to assess how much these services will cost based on their medical provider of choice and personal insurance coverage prior to signing the enrollment agreement.)
- Any fees incurred to complete required background check through CastleBranch. It is the student's responsibility to complete and pay for the background check. Cost is \$51.00.
- Any examination, certification and/or background check fees required in order to become certified at the local, state and/or national level. (NREMT Written Exam Fee = \$80.00; Riverside County Certification Application = \$100; Live Scan Fee = averages \$70.00)

Total Charges for Current Period of Attendance: \$1,295.00

Estimated Total Charges for the Entire Educational Program: \$1,295.00

Total Charges the Student is obligated to pay upon Enrollment: \$250.00

EMT Student Attendance

Attendance during all phases of the Program is extremely important because of the nature of the material. During the Program, all lectures and skills are based on material from prior lectures and skills sessions. Without having a strong foundation in this prior material, it is extremely difficult to attain and master the new material or skill. In addition, due to state requirements for EMT training, all EMT courses are required to consist of no less than 160 hours of instruction (including skills sessions) and 24 hours of supervised emergency room clinical or ambulance patient care experience. Therefore attendance is mandatory, not optional. The following are the attendance requirements for students while in the program:

1. Students failing to sign the session attendance sheet will be recorded as absent, regardless if they attended the class. If a student signs for another student, they may be terminated from the EMT Program immediately.
2. A student who misses more than 16 hours of class will not be eligible for EMT Course completion and will be dropped from the program. Prior to reaching the 16 hours, the student is able to make up missed hours at no additional charge and must be arranged with office staff ahead of time. If hours for lecture are missed, lecture hours must be made up. If hours for skills are missed, skill hours must be made up. There is no such thing as an excused absence. (Reference Title 22, Division 9, Section 100074 of the California Code of Regulations)
3. Students who have medical illnesses will be required to show proof of illness from a California licensed physician.
4. It is the responsibility of the student to obtain the information from any missed session. This must be arranged through the Program Director or Primary Instructor. Additionally, the instructor may require the student to perform additional assignments to cover missed information.
5. Students are expected to be ready and in class on-time (which means 10-15 minutes before the class starts) and ready for class at the assigned time. Students arriving more than 15 minutes late to class will be considered absent for the whole hour.
6. Students who sleep in class may be recorded as absent. If you are having trouble staying awake, you are encouraged to stand in the back of the classroom, without obstructing or interfering with other students or the course instruction.
7. If an exam/test is missed due to tardiness or absence, upon request, the student will be granted access to the missed exam/test, however, there will be an automatic 10% reduction on that exam/test grade. To make-up an in-classroom exam/test, the student must schedule to take the exam/test during office hours within the same week the original exam/test date took place.
8. Leave of Absence Policy: Any student who is absent for more than 16 class hours will be dropped from the course. Any student who is absent or will be absent is required to make-up the time missed in additional class time in another course at no additional charge. All requests to make-up hours must be made in writing, and are not guaranteed

for approval. Southern California EMS Training Institute will take into consideration extenuating circumstances when deciding whether or not to approve the request. There are no particular life events or qualifications for eligibility of being granted a leave-of-absence. Leave of absences will be granted at the total discretion of Southern California EMS Training Institute. If the student needs to be placed on a leave of absence, the student will have the option to enroll in the next course available.

EMT Student Grading Policies and Course Completion

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

- a. The student successfully passes the EMT Course Completion examination with a minimum score of 80%.
- b. The student adheres to the attendance policy, completes and submits all course assignments.
- c. The student successfully passes all final practical skill evaluation stations.
- d. The student successfully completes a minimum of 24 hours clinical observation time, with 10 documented patient contacts.

Additionally, students must also complete the following Pass/Fail (P/F) items:

- P/F Course Participation (attendance)
- P/F All Practical (Skills) Exams
- P/F Attendance at mandatory Clinical Orientation Day
- P/F Clinical Observation (minimum 24 hours & 10 patient contacts)

The grading scale is as follows:	
98-100%	A+
94-97%	A
90-93%	A-
87-89%	B+
83-86%	B
80-82%	B- Minimum Passing Grade
77-79%	C+
75-76%	C
70-74%	C-
60-69%	D
Below 60%	F

Note: A minimum score of 80% is required to complete the program and be recommended for certification.

The breakdown for grading in the Program is as follows:				
Homework	46	each worth	2 point	92 points altogether
Exam/Test	46	each worth	5-20 points	460 points altogether
Midterm	1	each worth	200 points	200 points altogether
Case Study	1	each worth	10 points	10 points altogether

- Homework

Homework assignments are mandatory. In order to take the written final, these assignments must be completed with an overall average of 80%. Please refer to your class syllabus for the due dates of these assignments.

- Exam/Tests

Exam/Tests will be given on a weekly scheduled basis. Exam/Tests are to be taken through MyBrady Lab and will test on material covered in a certain chapter or series of chapters. If a exam/test is missed for whatever reason, it is up to the instructor when, and if, a exam/test is reopened for the student to take again and there will be an automatic 10% reduction on that test grade.

- Midterm Exam

The midterm will be given in the middle of the Program and will include all the subject areas covered up to this point in the program. The exam is multiple-choice and no retakes are available for this exam.

- EMT Course Completion Exam

The EMT Course Completion exam will be given at the end of the Program and includes all the subject areas from the entire program. The exam will be multiple-choice and the minimum passing score is an 80%. No retake is available for the EMT course completion examination. Failure of the EMT course completion examinaion will result in termination from the course. Once a student has taken the EMT course completion exam(s), other exams/assignments cannot be retaken or made-up.

- Final Skills Exam

Students must pass all Final Practical Skills Stations. A total of 3 attempts are allowed on practical exams. All third attempts must be scheduled at the convenience of the third instructor. Failure to pass final prcatical skills stations on the third retake will be grounds for termination.

- Extra Credit

Extra Credit is offered as an opportunity to raise your course grade. These are optional assignments but highly recommended. Each assignment completed will add points to the total course score. These must be completed prior to the last day of the class.

- Community Service

- a. Each student is required to donate 4 hours of time to a community event/service.
- b. Options will be given by instructor. Proof of attendance is required.
- c. If a student is unable to fulfill service hours they are required to make a donation to an instructor approved charity and show proof of donation. (ex. – donate blood, minimum \$25.00 donation)

Please note the following concerns regarding testing and exams:

- NO ELECTRONIC DEVICES ARE ALLOWED DURING TESTING. Any student caught engaging in any form of academic dishonesty on an exam/test or the final exam will be immediately terminated from the program. In addition, students must request permission from the proctor to leave the testing area and are only permitted to do so for a restroom break not exceeding 5 minutes. No items are allowed on the desk during testing.
- Students will be allowed to sit for the EMT course completion examination only upon the following conditions:
 - a. All assignments have been successfully completed.
 - b. All practical skill labs have been completed.
 - c. Attendance is documented as satisfactory
 - d. All payments paid in full

Students who successfully complete all aspects of the course will be recommended for certification. Southern California EMS Training Institute will issue one EMT course completion certificate. This is not an EMT certification, but an acknowledgment of course completion.

Paramedic Course Description

The Paramedic Course fulfills all of the training requirements set forth by the State of California for Paramedics. Upon successful completion of this course, students will be eligible to take the National Registry Exam. This certification can lead to employment in a wide range of fields, to include ambulance or fire paramedic, E.R. technician, and special functions paramedic (sporting events, concerts, etc.).

The emergency medical technician paramedic course prepares the paramedic student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of paramedics, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting, and providing patient transportation.

This course is a nine month course with a total of 1,208 hours. It is comprised 488 Didactic hours, 240 hospital clinicals hours , and 480 field internship hours.

Successful completion of this course requires adherence to course policies, maintaining a course average of 80% with a minimum score of 80% on each in-class examination, a minimum score of 80% on the Paramedic course completion examination, and successfully demonstrating all required skills. Students must successfully complete all requirements for the didactic in order to proceed in the course and be placed in the hospital clinical, and field internship.

Paramedic Course Objectives

At the completion of this program, the student will be able to:

- Describe the roles of paramedics in the health care system.
- Demonstrate the professional attributes expected of paramedics.
- Perform the roles and responsibilities of a paramedic with regard to personal safety and wellness, as well as the safety of others.
- Perform the duties of a paramedic with regard for medical, legal and ethical issues, including functioning under medical direction and within the scope of practice.
- Apply principles of anatomy, physiology, pathophysiology, life-span development, and therapeutic communications to the assessment and management of patients.
- Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing, and circulation.
- Assess and manage patients of all ages with a variety of complaints, medical conditions and traumatic injuries.
- Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous materials incidents, and responding to situations involving weapons of mass destruction.

Paramedic Course Prerequisites

- American Heart Association Healthcare Provider CPR card (A current AHA BLS card is required by the first day of class that will not expire within a year of the course start date.)
- Anatomy and Physiology (both semester courses at a college or A&P for Allied Health)

- Proof of at least six months, full-time equivalent, or 1000 hours of EMT experience (Pay stubs, W-2 forms, letter from supervisor, etc.)
- Black work boots are required for uniform footwear, black Dickies pants, and a wristwatch (with a second hand)
- Background check through Castle Branch
- Proof of Hepatitis B vaccination series and titers checked (within last 6 months)
- MMR (measles, mumps, and rubella) titers must be checked (within last 6 months)
- Tdap vaccination (within the last five years)
- Negative TB test or chest x-ray in the last 3 months
- Proof of Varicella
- Physical Form (filled out by your doctor)
- Annual Flu shot (if available)

Breakdown of Paramedic Program Cost and Commonly Associated Fees

- Non-Refundable Registration Fee/Deposit = \$250.00 (Due with application submission. This deposit is applied to the total cost of the course of \$11,500.00.)
- Tuition = \$11,250.00 (Due by the first day of class **or** Payment Plan agreement completed.)
 - Equipment and Supplies \$2475.00
 - Didactic Tuition \$7, 975.00
 - Clinical Internship Tuition \$300.00
 - Field Internship Tuition \$500.00
- Student Tuition Recovery Fund Fee Assessment zero per \$1000 institutional charges (non-refundable)

Equipment and Supplies included in the tuition is the following and is non refundable once accepted by the student:

- Southern California EMS Training Institute uniform shirts
- eBook
- Student Equipment needed for course participation
- Preceptor Fee
- Prehospital Trauma Life Support
- iPad

Not Included in the tuition is the following:

- Any fees incurred in order to obtain the required immunizations and/or physical examination required prior to clinical rotations. It is the student's responsibility to obtain the required immunizations and medical clearances. Southern California EMS Training Institute does not offer any immunization or physical examination services. (Cost will vary depending on the medical provider with which the student chooses to obtain these services, as well as the

insurance coverage the student maintains. No moneys will be paid to Southern California EMS Training Institute in relation to this requirement. It is advised for students to assess how much these services will cost based on their medical provider of choice and personal insurance coverage prior to signing the enrollment agreement)

- Any certification fee(s) required to obtain the required prerequisites.
- Any examination, certification and/or background check fees required in order to become certified at the local, state and/or national level.

Total Charges for Current Period of Attendance: \$11,500.00

Estimated Total Charges for the Entire Educational Program: \$11,500.00

Total Charges the Student is obligated to pay upon Enrollment: \$250.00

The course instructor may grant excused absences for extenuating circumstances. If 20 hours or more are missed for any reason, the status of the student will be reviewed by the faculty to determine a disposition. Course failure is likely under these circumstances because 20 hours or more missed is considered excessive. There may be an opportunity to make up hours in extreme circumstances e.g. severe illness or death of a close family member, proof will be required.

If a student misses any class, he is responsible for any missed quizzes, examinations, and material covered in that class session. Prompt arrival is expected at all class activities. It is the student's responsibility to sign in on the attendance roster.

Paramedic Grading Policies and Course Completion

Note: A minimum score of 80% is required to complete the program and be recommended for certification.

The grading scale is as follows:

98-100%	A+	
94-97%	A	
90-93%	A-	
87-89%	B+	
83-86%	B	
80-82%	B-	Minimum Passing Grade
<hr/>		
77-79%	C+	
75-76%	C	
70-74%	C-	
60-69%	D	
Below 60%	F	

The breakdown for grading in the Program is as follows:

Quizzes	49	each worth	10 points	490 points altogether
Assignments	49	each worth	5 points	245 points altogether
Exams	7	each worth	50 points	350 points altogether
Midterm	1	each worth	100 points	100 points altogether
Skills Exam major	3	each worth	300 points	900 points altogether
Course Completion Ex.	1	each worth	200 points	200 points altogether
Total				2,285 points

- Assignments

Assignments are mandatory. In order to take the written final, these assignments must be completed with an overall average of 80%. Please refer to your class syllabus for the due dates of these assignments.

- Exams

Exams are to be taken through MyBrady Lab and will test on material covered in a certain chapter or series of chapters. If an exam is missed for whatever reason, it is up to the instructor when, and if, an exam is reopened for the student to take again and there will be an automatic 10% reduction on that test grade.

- Midterm Exam

The midterm will be given in the middle of the didactic part of the program and will include all the subject areas covered up to this point in the program. This is a written exam. The exam is multiple-choice and no retakes are available for this exam.

- Paramedic Course Completion Exam

The Paramedic Course Completion exam will be given at the end of the Program and includes all the subject areas from the entire program. The exam will be multiple-choice and the minimum passing score is an 80%. One retake is available for the final written examination. Failure of the final written examinaion for the second time will result in termination from the course. Once a student has taken the final exam(s), other exams/assignments cannot be retaken or made-up.

- Final Skills Exam

Student must pass all Final Skills Stations. A total of 3 attempts are allowed on practical exams. All third attempts must be scheduled at the convenience of the third instructor. Failure to pass final prcatical skills stations on the third retake will be grounds for termination.

Please note the following concerns regarding testing and exams:

- NO ELECTRONIC DEVICES ARE ALLOWED DURING TESTING. Any student caught engaging in any form of academic dishonesty on an exam or the final exam will be immediately terminated from the program. In addition, students must request permission from the proctor to leave the testing area and are only permitted to do so for a restroom break not exceeding 5 minutes. No items are allowed on the desk during testing.
- Students will be allowed to sit for the Paramedic Course Completion examination only upon the following conditions:
 - a. All assignments have been successfully completed.
 - b. All practical skill labs have been completed.
 - c. Attendance is documented as satisfactory
 - d. All payments paid in full

Students who successfully complete all aspects of the course will be recommended for certification. Southern California EMS Training Institute will issue a Paramedic course completion certificate. This is not a Paramedic license, but an acknowledgment of course completion.

Administrative office hours are Monday, Tuesday, and Thursday, 9:00am-5:00pm. If you are unable to come in during our normal office hours, let us know and we may be able to coordinate an alternate meeting time. If you wish to meet with an individual instructor, contact him/her directly to schedule an appointment. It is the responsibility of the student to seek assistance in a timely manner.

Campus

The Southern California EMS Training Institute's EMT and Paramedic Program is a classroom based course taught using lecture, PowerPoint presentation, video presentation and skills demonstration. Skills demonstrations and practice will be performed on manikins and medical equipment that is current and used today in EMS. All relative EMT and Paramedic equipment is provided for skills practice and testing. Southern California EMS Training Institute teaches all classes at our training facility located at: 21440 Lemon Street, Wildomar, CA 92595. At our training facility, we provide a modest reception and waiting area where prospective students can make inquiries, gather course information, and register for the Programs. Current students will use this area to seek administrative assistance or guidance, as needed. Southern California EMS Training Institute has six classrooms: one classroom for lecture and five classrooms for additional room to be used during skills practice and/or operate as a skills labs. These classrooms will be available during scheduled course times throughout the Programs. For student convenience, Southern California EMS Training Institute has two restrooms within the facility. Southern California EMS Training Institute also has a large common area for more teaching or a lunchroom with available use of a refrigerator, two sinks, coffee pot, kuerig, two microwaves, and an additional space outside to be served as a break area.

Libraries

Library and instructional resources are available within the following areas of the Southern California EMS Training Institute facility:

Computer lab, has two computers that are fully Internet accessible. The computer lab is open and available to former and current students. Two hour time slots are available Monday, Tuesday, and Thursday 9am- 10:00pm. Students are required to sign up in advance with the Front Office Staff.

The Library, which houses approximately 100 text and reference books, is accessible for use by students during Southern California EMS Training Institute business hours (Monday, Tuesday, and Thursday 9:00am-5:00pm). The collection is maintained by the Program Director and materials can be checked out/in with the Front Office.

Notification of the required text is made prior to a student's registration in the course. Southern California EMS Training Institute includes the e-Book and e-Workbook in the course price. Southern California EMS Training Institute does not house a library equipped with the hard copies of the books used in the course, however the administrative office does have the book(s) available for purchase. For the purpose of instructional education, SoCal EMS TI has listed the learning resources used to be successful for completion of our program(s).

Textbook and Materials

EMT Materials

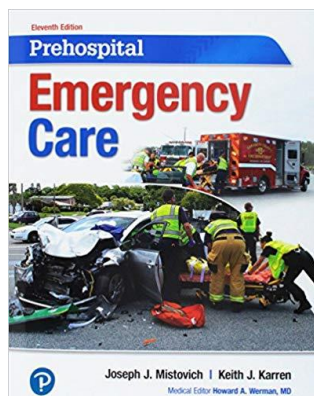
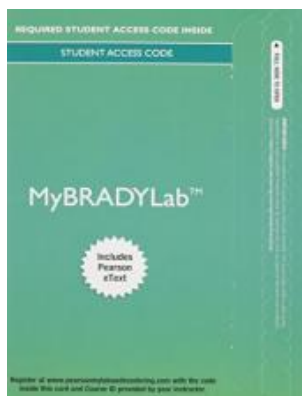
Prehospital Emergency Care MyBradylab with Pearson eText – Access Card Package, 11th Edition

By Joseph J. Mistovich, Keith J. Karren

Pub. Date:

ISBN-13: 978-0134752327

ISBN-10: 0134752325



Note: Students will receive the Prehospital Emergency Care MyBradylab Access Card Package on the first day of the course. Students can obtain a hard copy of the book on their own or purchase it through SoCal EMS TI. **Students will need computer/internet access outside of class for certain assignments. It is the responsibility of the student to ensure computer/internet access for any outside assignments, as SoCal EMS TI does not offer such services at this time.** All assignments and due dates are outlined in the syllabus at the beginning of the course.

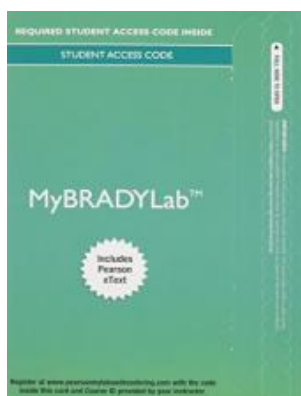
Paramedic Materials

Paramedic Care Principles and Practice **Volumes 1-5** 5th Edition. Upper Saddle River, Nj: Brady Books

By: Bledsoe, B., Porter, R., Cherry, R. (2017)

ISBN-13 978-0-13-457596-4

ISBN-13 978-0-13-480701-0



Note: Students will receive the Paramedic Care Principles and Practice MyBradylab Access Card Package on the first day of the course. Students can obtain a hard copy of the book on their own or purchase them through Southern California EMS Training Institute. **Students will need computer/internet access outside of class for certain assignments. It is the responsibility of the student to ensure computer/internet access for any outside assignments, as Southern California EMS Training Institute does not offer such services at this time.** All assignments and due dates are outlined in the syllabus at the beginning of the course.

Transfer of Credit from Another Institution

Southern California EMS Training Institute has not entered into an articulation or transfer agreement with any other college or university. Therefore, Southern California EMS Training Institute does not grant credit of prior experiential learning earned from another training institution and/or college or university. The EMT and Future Paramedic Programs are intense

and challenging courses. Any previous education in Health Science or Emergency Medicine will standing towards the be beneficial to the student, however, it will not count as credit earned for this course. The BLS Certification is the only credential that may be obtained from an outside source.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern California EMS Training Institute is at the complete discretion of an institution to which you may seek to transfer . Acceptance of the EMT and Paramedic Course Completion Certificates you earn in Southern California EMS Training Institute's Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the EMT or Paramedic Course Completion Certificate that you earn at this institution are 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 Southern California EMS Training Institute to determine if your EMT or Paramedic Course Completion Certificate will transfer.

Copies of Course Completion

The original copy of your course completion certificate is provided without cost. Persons requesting duplicates will be charged \$15.00 per copy. Make sure that your current mailing address is on file. Certificates mailed to previous addresses may not be forwarded.

Placement Assistance

Although the Programs may facilitate information about known vacancies, the EMT and Paramedic Program does not offer placement assistance nor is a guarantee for employment. We do however offer mock interviews.

Housing

Southern California EMS Training Institute does not offer housing nor do we recommend any housing/dormitory facilities. We bear no responsibility to find or assist a student in finding housing. It is up to the prospective students to arrange their own housing while attending this our Program(s). According to RentJungle.com, the average cost of a 1 bedroom apartment within a 15 mile radius of Murrieta, CA is \$1295/month.

VISA

Southern California EMS Training Institute does not admit students that are not currently U.S. citizens. It is not the responsibility of Southern California EMS Training Institute to check the immigration status of our prospective students. A Department of Justice background check will be required for any students wishing to become licensed in various counties in the near future.

Language Services

All instruction and audio/visual aids will be delivered in English. Proficiency in English will be documented by the submission of a High School Diploma or its equivalent. 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. No language services are offered at this time.

Distance Learning

Southern California EMS Training Institute does not provide distance education at this time.

Financial Aid

Southern California EMS Training Institute does not provide financial aid programs in any way. All costs that are associated with the enrollment into our programs shall be between the student and their financial institution, if applicable.

Title IV – Southern California EMS Training Institute does not participate in Federal or State Financial Aid Programs.

If you obtain a loan to pay for an education program, you have the responsibility to repay the full amount of the loan, plus interest. This is by and between the financial institution(s) from which you obtain the loan and has no relation or legal binding to Southern California EMS Training Institute. If you obtain a federal or state loan to pay for any portion of your tuition and fees and you default on your loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed to the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Students with Disabilities

Southern California EMS Training Institute may provide reasonable accommodations during a program to students with disabilities (including learning disabilities). Reasonable

accommodations are defined as accommodations that do not fundamentally alter the Program. All students are required to meet the Program's enrollment requirements.

If you require special accommodations, you must submit a written request along with your program registration. Upon receipt, you will be contacted by Southern California EMS Training Institute personnel to discuss your request and obtain your current disability evaluation.

For assistance with any questions concerning special accommodations, please contact us at (951) 304-0099 during normal business hours, or by emailing us at socalemsti@aol.com.

Record Keeping

- Southern California EMS Training Institute shall maintain records of the name, address, email address, and telephone number of each student who is enrolled in an education program within this institution.
- Students and alumni should contact the Custodian of Records for copies of records or transcripts. Fees may apply.
- Southern California EMS Training Institute shall maintain, for each student granted a certificate by this institution, permanent records of all the following:
 1. The EMT course completion certificate granted and the date on which that certificate was granted.
 2. The courses and units on which the certificate was based.
 3. The grades earned by the student in each of those courses.

NOTE: All students transcripts will be maintained indefinitely.

- Southern California EMS Training Institute shall maintain, for a period of not less than five years, at its principle place of business in this state, complete and accurate records of all of the following information:
 1. The educational programs offered by this institution and the curriculum for each.
 2. The names and addresses of the members of this institution's faculty and records of the education qualifications of each member of the faculty.
 3. Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16.

Approval To Operate

Southern California EMS Training Institute is a private institution and is approved to operate by the Bureau of Private Postsecondary Education and the Riverside Emergency Medical Services Agency. Approval to operate by the BPPE means that the institution meets the minimum standards contained in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. Successful completion of this Program will allow the

participant to apply for EMT or Paramedic Exam and Certification at the local, state or national level. This institution and its programs are not accredited.

Institutional Disposition

This institution has no 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 of Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

Cancellations and Refunds

STUDENTS RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you may withdraw at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
3. Cancellation may occur by notifying the office staff and filling out a withdrawal form located in the Southern California EMS Training Institute front office.
4. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00 within 45 days after the notice of cancellation is received.
5. Refunds may be credited back to the original credit card used for payment or a check may be issued.
6. Any and all administrative/registration fees are non-refundable.

Paramedic Training Program

Pursuant to the authority provided to the Bureau for Private Postsecondary Education (BPPE) in CEC §94921, the BPPE has determined that because of the unique way in which the Paramedic Training Program is offered and structured, the following alternative to the requirements of CEC §94920(d), withdrawal refund calculation, is as follows:

- A student who withdraws from the Program prior to completing 488 hours of the didactic portion of the program shall be entitled to a pro rata refund of the remaining didactic tuition as well as a full refund of the Clinical Rotation tuition and the Field Internship tuition.

- A student who withdraws from the Program after completing 488 hours of the Didactic training and prior to starting the Clinical Rotation shall be entitled to a full refund of the Clinical Rotation tuition and the Field Internship tuition.
- A student who withdraws from the Program at any point during the Clinical Rotation of the Program shall be entitled to a full refund of the Field Internship tuition
- A student who withdraws from the Program at any point during the Field Internship will not receive a refund, the tuition is considered earned.

Student Tuition Recovery Fund Disclosure

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California residents who attends a private post-secondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold students visas, are not considered a “California resident”. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Post-Secondary Education:

2535 Capitol Oaks Drive, Suite 400
 Sacramento, CA 95833
 Toll Free (888) 370-7589
 Fax (916) 263-1896
www.bppe.ca.gov

Student Tuition Recovery Fund

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

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

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

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

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

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

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

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

NOTICE: Effective January 1, 2015, the STRF assessment rate was changed to zero (\$0) per \$1,000.

EMT STUDENT CLINICAL/FIELD INTERNSHIP

In order to successfully complete the EMT Course and be eligible for certification, the student must complete a minimum of 24 hours of clinical and/or field internship with a contracted general acute care hospital, operational ambulance provider, and/or rescue vehicle provider. In addition students must have ten patient contact during the cumulative 24 hours.

Completed Clinical/Field (Ride-Along) forms should be given to the Primary Instructor before the student will be allowed to sit for the final exam.

Uniform Requirements:

EMT students must wear

1. Plain collared, button-down shirt or polo (dark and neutral in color)
2. Black or dark-blue slacks
3. Closed-toe, black or dark shoe
4. Wristwatch with second hand
5. ID badge
6. Hair must be tied-up or cut-above the collar
7. Mustaches and beards must be neatly- trimmed

The following is not permitted

1. T- shirts
2. Cut-off pants
3. Opened- toed shoes or sandals
4. Clothing that is torn, in disrepair, or unlaundered
5. Jeans of any color
6. Excessive jewelry or hoop-type or dangling earrings (for your protection)

Frequently Asked Questions Regarding Clinical/Field Internship Hours

1. Can I do more than two rotations?
 - a. You must complete the minimum requirements for internship (ride-along) hours as established by the program.

Availabilitiy beyond the minimum requirements will be at the discretion of Southern California EMS Training Institute in the occurance that a student does not receive all his/her PCR's during the required time the student previously fulfilled.

2. What if I do not get 10 patient contacts within the 24 hour minimum?
 - a. You will have to go on another rotation.
 - b. No exceptions are possible; this is a state certification requirement.
3. If I go on a rotation and reach my 10 total patient contacts, do I have to stay for the whole shift?
 - a. Yes, once you start a shift you have to stay for the duration.
 - b. On occasion, a shift will be longer due to the nature of the shift work.

PARAMEDIC STUDENT CLINICAL/FIELD INTERNSHIP

In order to successfully complete the Paramedic Training and be eligible for certification, the student must complete a minimum of 240 hours of clinical and 480 hours field internship with a contracted general acute care hospital, operational ambulance provider, and/or rescue vehicle provider.

Completed Clinical/Field forms should be given to the Primary Instructor before the student will be allowed to sit for the final exam.

Uniform Requirements:

Paramedic students must wear

1. Plain collared, button-down shirt or polo (dark and neutral in color)
2. Black or dark-blue slacks
3. Closed-toe, black or dark shoe
4. Wristwatch with second hand
5. ID badge
6. Hair must be tied-up or cut-above the collar
7. Mustaches and beards must be neatly- trimmed

The following is not permitted

1. T- shirts
2. Cut-off pants
3. Opened- toed shoes or sandals
4. Clothing that is torn, in disrepair, or unlaundered
5. Jeans of any color
6. Excessive jewelry or hoop-type or dangling earrings (for your protection)

Frequently Asked Questions Regarding Clinical/Field Internship Hours

1. What do I do if I miss a shift?
 - a. If you miss a scheduled shift you are to contact the Program Director as soon as possible
2. What if I do not get enough patient contacts within the allotted hour minimum?
 - a. You will have to go on another rotation.
 - b. No exceptions are possible; this is a state certification requirement.
3. If I go on a shift and reach my total patient contacts, do I have to stay for the whole shift?
 - a. Yes, once you start a shift you have to stay for the duration.
 - b. On occasion, a shift will be longer due to the nature of the shift work.

ETHICS AND STANDARDS OF CONDUCT

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

Ethical Standards

Students are expected to meet the following ethical standards while in the Program:

- Students must conduct themselves in an ethical manner throughout the classroom and clinical phases of the Program. Failure to adhere to these standards may result in termination from the Program. Violation of these standards includes, but is not limited to, stealing, cheating, and breach of a patient's confidentiality.
- EMTs and Paramedics are health care professionals regardless of whether or not they receive monetary compensation for their work. Thus, an EMT and Paramedic is bound by the highest standards of professional conducts and ethics. Southern California EMS Training Institute Program will not tolerate a breach of these standards by its students.

Professional Behavior

The conduct of the EMT and Paramedic student reflects upon the individual, his or her agency, Southern California EMS Training Institute, and the EMS Profession. Therefore, the student must conduct him/herself in a professional and responsible manner at all times, as described below:

- **Appearance.** Excellent personal grooming and a neat, clean appearance help instill confidence in patients treated by EMS. Respond to the scene in neat, clean, and complete uniform or appropriate dress. This will help to effectively portray the positive image you want to communicate. Remember, you are on a medical team. Your appearance can send the message that you are competent and can be trusted to make right decisions.
- **Knowledge and skills.** To practice as an EMT or Paramedic, you need to successfully complete the training we are providing. In addition, you will also need to know:
 - How to use and maintain common emergency equipment, such as suction machines, spinal immobilization equipment, Automatic External Defibrillators, splints, OB kits, and various tools to gain access to the patient.
 - How and when to assist with the administration of medications approved by medical control.
 - How to clean, disinfect and sterilize non-disposable equipment.
 - Safety and security measures for yourself, your partner and other rescuers, as well as for the patient and bystanders.
 - The territory and terrain within the service area to allow expedient response to the scene and to the appropriate receiving facility.
 - State and local traffic laws and ordinances concerning emergency transportation of the sick and injured.

- **Physical Demands.** Aptitudes required for work of this nature are good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry and balance at times in excess of 125 pounds. Motor coordination is necessary because of uneven terrain; the well-being of the patients, EMTs, Paramedics, and other workers must not be jeopardized. Prior to professional employment, all EMT and Paramedic candidates must qualify for a Medical Examiner's Certificate by passing the physical examination specified by U.S. Department of Transportation standards.
- **Temperament and abilities.** In times of crisis, patients will look toward someone to re-establish order in a suddenly chaotic world. Chances are that someone will be you. It can bring out the best in you as well as cause you a great deal of stress. To be as effective as you can be, you should have the following characteristics:
 - **A pleasant personality.** As an EMT or Paramedic you will often be required to perform skills and procedures while speaking in a reassuring and calming voice to a patient who may be agitated, in shock or in a great deal of pain.
 - **Good Judgement.** You must be able to assess a situation quickly, often in unsafe or stressful situations involving human beings in crisis.
 - **Good moral character.** While there are many legal constraints on the profession, you also have ethical obligations. You are in a position of public trust and that cannot be wholly defined by statute or case law alone.
 - **Stability and adaptability.** Being an EMT or Paramedic can be quite stressful. Exhaustion, frustration, anger and grief are part of the package. You must be able to delay expressing your feelings until the emergency is over. Just as important, you must understand that intense emotional reactions are normal and that seeking support from coworkers, counselors, friends and family are important aspects of keeping yourself mentally and physically fit.

Misconduct

Students are subject to disciplinary action up to and including termination from the Program for misconduct. Misconduct can be defined by, but not limited to, the following:

- **Academic Dishonesty.** All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty. For the purposes of this policy, the following definitions apply:
 - **Cheating:** Cheating includes, but is not limited to: the use of unauthorized materials, including any information and/or study aids unless otherwise authorized; leaving the testing area without permission or for a prolonged period of time; helping another student commit an act of academic fraud or dishonesty; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).
 - **Fabrication:** Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

- Plagiarism: Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own; including but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work; or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.
- Other Forms of Dishonesty: Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency to the program or to program officials.
- **Forgery:** Forgery, alteration, or misuse of any Program document, record, key, electronic device, or identification. This policy applies to any individual for whom the Program maintains records, regardless of current student status.
- **Theft:** Theft of, conversation of, misappropriation of, or damage to or destruction of any property of Southern California EMS Training Institute or property of others while on Southern California EMS Training Institute premises or at official Southern California EMS Training Institute functions; or possession of any stolen property while on Southern California EMS Training Institute premises, or at official Southern California EMS Training Institute functions.
- **Unauthorized Conduct:** Unauthorized possession of, receipt of, duplication of, or use of the Southern California EMS Training Institute name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any Southern California EMS Training Institute properties, equipment, resources, or services. Selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, or using them for any commercial purpose, without the express permission of the instructor.
- **Physical Abuse:** Physical abuse, including but not limited to: rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
- **"Fighting Words":** The use of "fighting words" by students to harass any person(s) on Southern California EMS Training Institute property, on other property to which these policies apply, or in connection with official Southern California EMS Training Institute functions or Southern California EMS Training Institute sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in Program's programs and activities.

- **Hazing:** Hazing or any method of initiation or pre-initiation activity which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.
- **Obstruction or Disruption:** Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other Program activities.
- **Disorderly Conduct:** Disorderly or lewd conduct.
- **Failure to Comply:** Failure to identify oneself to, or comply with directions of, a Southern California EMS Training Institute official or other public official acting in the performance of their duties while on Southern California EMS Training Institute property or at official Southern California EMS Training Institute functions, or resisting or obstructing such Southern California EMS Training Institute or other public officials in the performance of or the attempt to perform their duties.
- **Destructive Devices:** Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
- **Weapons:** Students with special permits to carry weapons must receive clearance from Southern California EMS Training Institute prior to bringing that weapon into any course-sponsored settings.
- **Program Properties:** Using Program properties for the purpose of organizing or carrying out unlawful activity.
- **Violations of Law:** Violation of Federal, State, or local laws.

Note: Students subjected to disciplinary action for misconduct may appeal the sanction as provided in the appeal policy set forth in this manual.

Classroom Decorum

The following regulations concern classroom decorum:

1. No open toed shoes are allowed in the practical skills labs.
2. Students should wear clothing that is appropriate for the practical lab setting. This includes properly fitting clothing that provides a full range of body movement without exposing the chest, torso, or buttocks or requiring frequent and/or untimely adjustments.
3. Minimal jewelry is to be worn in the practical labs. Jewelry that may pose a significant risk of snagging or otherwise endangering the wearer or others should not be worn during skills practice.
4. All personal electronic devices (pagers, cellular phones, PDAs, etc.) need to be turned to silent alert mode or turned off during class.
5. Internet access is not allowed during instructional periods. Access is permissible during breaks.
6. All electronic devices must be powered off and stored during exams and exam review sessions. Nothing will be allowed on the desks.
7. Regularly scheduled breaks will be given throughout the class period. These breaks should be used for returning texts or phone calls, using the restrooms, obtaining snacks or beverages, or smoking. Disrupting the class for any reason other than an emergency will not be tolerated.
8. Smoking is not permitted in the building or near its entrances. Smoking is only permitted in assigned areas and proper disposal of cigarette butts should occur.
9. Students are not permitted to use facility equipment, including phones, fax machines, computers, or copiers. Students should not enter any faculty office or area without faculty permission.
10. While on breaks, students should respect other students, faculty, and staff. Bear in mind that the facility is used for many other classes and activities.
11. Students should respect the physical property of the facility. At the end of the session, all student areas should be neat and clean; desks and equipment must be wiped down with the provided disinfectant. Please notify the faculty or staff with any facility issues so that timely maintenance or repair can occur.
12. After all breaks, students should return to the classroom or skills groups in a timely fashion.
13. Do not prop, and leave unattended, outside doors.
14. Classrooms and equipment are to be put back in their original configuration after skills as directed by the instructor(s).
15. Bicycles and other similar devices are not permitted in the classroom or building.
16. Students must wear their name tags at all times.

Disciplinary Action

Students may be placed on Academic or Disciplinary Probation at the discretion of the Program. In the event that a student is placed on probation, the student will be notified in writing. A student who fails to comply with the terms of probation will be terminated from the Program.

Academic Probation

A student on academic probation may be required to complete additional assignments or tasks, as assigned by the Instructor. Grounds for academic probation include, but are not limited to:

- Failure of two or more quizzes or exams
- Failure to maintain an overall average of 80% on exams
- Failure of four or more practical skills stations

Disciplinary Probation

Grounds for disciplinary probation include, but are not limited to:

- Failure to comply with the standards of ethics, professional behavior and conduct set forth in this Manual
- Failure to comply with the attendance policy
- Failure to comply with the dress code during the clinical phase of training
- Failure to comply with the rules of classroom, clinical site or field station decorum
- Failure to comply with the exposure control policy
- Failure to meet the documentation requirements of course prerequisites prior to start of clinical rotations

Termination from the Program

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

Academic Grounds

- Failure to meet academic standards as outlined in the grading policy
- Continued academic failures after being placed on academic probation
- Failure to meet all conditions of a remediation program
- Failure to meet course requirements during any phase of the Program

Disciplinary Grounds

- Substantial or repeated violation of the standards of ethics, professional behavior and conduct set forth in this Manual
- Repeated absences, tardiness or early departure as outlined in the Attendance Policy
- Repeated or substantial failure to comply with the rules of classroom, clinical site or field station decorum

- Continued administrative violations after being placed on administrative probation
- Repeated or substantial failure to comply with the exposure control policy
- Failure to meet the documentation requirements of course requisites prior to start of clinical rotations

Upon termination, the student will be notified in writing of the reasons for the termination. This documentation will also be placed in the student's file. The Program Director may require an exit interview at the time of termination.

Appeal of Disciplinary Termination

If a student is terminated on disciplinary grounds, he or she may file a written appeal. The appeal must be filed within (10) ten days of the effective date of the termination. It must include an explanation of the circumstances of the termination, and specific and detailed reasons why the student believes the termination was unjustified. The student may also submit any relevant witness statements. An appeal lacking this information will be summarily denied without further action.

Program Faculty will review the appeal and take any action reasonably necessary to reach a decision, including interviewing the student and any relevant witnesses. A decision will be reached on the appeal within 45 days of the date it is filed. The decision will be final and binding.

Grievance Procedure

If you feel that your rights have been violated:

1. Informal Process – Notify instructor and/or Administrative Faculty
 - a. If Unresolved, File a formal complaint
2. Formal Process – Send a written complaint to the President, Kathy Durbin
 - a. If Unresolved, Formal Process continues
3. Investigation/Decision – Southern California EMS Training Institute will investigate grievance and respond within 2 weeks of receiving formal complaint
 - a. If Unresolved, file appeal within 5 days of decision
4. Appeal to Board – Send a written appeal to the Program Director of Southern California EMS Training Institute, a decision will be given to the student within 30 days of receiving the written complaint
 - a. If Unresolved, send a written complaint to the BPPE
5. Appeal to the Bureau of Private Postsecondary Education
 - a. Final Disposition

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

Condition for Re-Enrollment

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

Voluntary Withdrawal

1. A student wishing to voluntarily withdraw from the Program must discuss his/her decision with the Principal Instructor or the Program Director in the form of an exit interview.
2. All requests for withdrawal must be made in writing and signed with an original signature.

Exposure Control Policy

Students are at risk of exposure to infectious disease during the Program because they may:

1. Have direct physical contact with patients
2. Work with blood and other body fluids
3. Potentially have contact with blood or other bodily fluids

Universal or Standard Precautions

Universal or standard precautions must be taken when in contact with patients and where there is a potential for contact with body fluids. Appropriate barrier precautions must be used to prevent skin and mucus membrane exposure to blood and other body fluids.

1. Gloves must be worn for:
 - Touching blood and/or body fluids, mucus membranes or non-intact skin of all patients;
 - Protection of cuts or open lesions on the hands (of the healthcare provider);
 - Gloves must be changed when soiled, torn, or punctured and after contact with each patient.
2. Protective eyewear and face masks must be worn during tasks that are likely to generate droplets of blood, saliva, sputum or other body fluids.
3. Protective Barriers must be used to minimize the need for emergency mouth-to-mouth resuscitation, such as pocket masks or BVM.
4. Puncture-resistant sharps containers must be used to dispose of needles and other disposable sharp implements.

Clean Up of Blood or Other Body Fluid Spill

Prior to initiating clean-up of any bodily fluids or other potentially hazardous substance, students must report the incident to an instructor during class or practical skills lab or to their direct supervisor during clinical/ride-along sessions. Any potentially hazardous exposure where such a substance enters the body must be immediately reported to the Administrator on call (see “Evaluation of Exposure Occurrences and Follow-up” section of this Manual.

1. At minimum, gloves must be worn.
2. Wipe up any spill with a clean, dry absorbent material, and then discard in biohazard container.
3. Vigorously wipe contaminated surface with 10% alcohol, a 1:1000 hypochlorite (bleach) solution, or an equivalent disinfectant, for a minimum of 30 seconds.
4. Solutions for cleaning must be mixed fresh on a daily basis, following manufacturer’s instructions or by mixing ¼ cup bleach with a gallon of water.

Safe Work Practices

Students must use safe work practices designed to minimize the chance of exposure to bloodborne diseases:

1. Students who have, or recently have had, any type of infectious disease should refrain from participatory skills until they are considered well. Examples of diseases include, but not limited to:
 - Open cuts, leaking skin lesions, or sores on face, mouth, or hands
 - Respiratory infection
 - Flu-like symptoms, cough, sore throat, fever
 - Active, acute hepatitis
 - Mononucleosis
 - Tuberculosis
 - Active infections, i.e. herpes, shingles, fungi, conjunctivitis
2. Hands and other skin surfaces (as applicable) must be washed:
 - Before and after direct patient contact
 - After removal of gloves
 - After any accidental contamination with blood or other body fluids
3. Students must wear appropriate personal protective equipment according to guidelines set forth by Southern California EMS Training Institute, the individual hospital clinical site, ambulance company or the Fire/EMS agency.
4. Procedures must be performed in such a manner as to decrease the chance of splashing or spraying of blood or other body fluids.
5. Reusable instruments contaminated by blood or other body fluids (such as Stethoscopes) must be placed in designated containers disinfectant, for a minimum of 10 minutes.

EVALUATION OF EXPOSURE OCCURRENCES AND FOLLOW-UP

Policy

1. It is the student's responsibility to follow safe work practices and infection control guidelines.
 - Should a student be exposed, he or she must report it immediately to the Principle Instructor, or other pre-designated personnel.
 - Appropriate medical evaluation and testing will be done according to current Centers for Disease Control Guidelines, current medical standard of care for infectious disease exposure, or hospital policy.

Procedure

An Exposure/Injury Report must be written by the exposed student.

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

Liability

Students of the EMT or Future Paramedic program are covered by the Southern California EMS Training Institute general and professional liability policy to the extent that the student is acting in the course and scope of his or her education or training. Additional coverage, and uninsurable events including gross negligence, is the responsibility of the student. The student can purchase private supplemental insurance at his/her own cost.

Southern California EMS Training Institute
Exposure/Injury Report Form

Student Name: _____ Date Incident Occurred: _____

Clinical Site or Ambulance Company Address: _____

Clinical Site/Ambulance Company Telephone #: _____

Incident occurred under the supervision of: _____

Source of exposure or injury: _____

Activity being performed: _____

Briefly describe what occurred*: _____

*Be sure to include witness names and contact information. Continue statement on attachment, if necessary.

Blood exposures only: Sent for follow-up testing/counseling? Yes No

Injury only: Sent to ER/private physician for treatment? Yes No

Location of follow-up: _____

If excused from clinical/field rotation(s), date authorized to return: _____

Attach a copy of the exposure or injury from the clinical or field site

What might be done to prevent similar incidents from occurring in the future? _____

Student Signature/Date

Program Director Signature/Date

VERIFICATION FOR NREMT AND ISSUANCE OF COMPLETION CERTIFICATES FOR THE EMT STUDENT

Students completing the course and submitting all required paperwork on or before the last day of the course will have their course completion verified for the NREMT and Certificates of Completion issued on the day of graduation. NREMT Verifications are normally done once a week. If a delay occurs in your verification, it is your responsibility to follow-up with Southern California EMS Training Institute in order to ensure all course requirements have been met, including the clinical component.

Initial Certification and Background Investigation

After a student successfully completes our EMT Course, the student receives an EMT Course Completion Certificate. In order to become certified as a professional EMT, applicants will be required to:

- Successfully complete a certified EMT course within two years of application for professional EMT certification,
- Successfully complete the final practical exam within 12 months of the last day of class,
- Pass the National Registry of EMTs computer adaptive test within 24 months of the last day of class (it is **STRONGLY** recommended to complete this exam within 14-21 days of course completion),
- Undergo and pass a background investigation, and
- Meet all requirements as set forth by the local certifying agency for California.

Students will need to complete the online application for the National Registry certifying exam. This may be done **upon successful course completion** by going to www.nremt.org. Upon passing this examination, a National Registry certification card will be issued, qualifying the graduate for State of California certification. The instructions for this certifying process will be included with the Course Completion Certificate. **Students must be certified by the State of California to work as an EMT in California. National Registry certification alone does not allow you to work in the State of California.**

The certifying process for EMTs in the State of California is completed through the local certifying agency. Our Local Emergency Medical Services Agency (LEMSA) is the Riverside County Emergency Medical Services Agency. Applications and instructions for certification in Riverside County will be distributed in class and are available for download at: www.rivcoems.org

The background investigation begins upon application for local certification. Applicants will be required to describe on their application for certification any misdemeanor or felony convictions over one's lifetime (including juvenile, expunged or sealed violations). Failure to disclose the required information may result in refusal of certification due to falsification. Conviction of a crime does not automatically mean an applicant is ineligible for certification.

Recertification for the EMT

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

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

Should the EMT fail to recertify before the expiration date, a two year grace period is extended for recertification, with additional requirements based upon the length of lapse. During this two-year period, an EMT may NOT work as an EMT until the recertification process is completed. Should the two years lapse without successful recertification, the EMT must take the entire primary training program again. Any questions regarding certification should be directed to REMSA at (951) 358-5029.

VERIFICATION FOR NREMT AND ISSUANCE OF COMPLETION CERTIFICATES FOR THE PARAMEDIC STUDENT

Students completing the course and submitting all required paperwork on or before the last day of the course will have their course completion verified for the NREMT and Certificates of Completion issued on the day of graduation. NREMT Verifications are normally done once a week. If a delay occurs in your verification, it is your responsibility to follow-up with Southern California EMS Training Institute in order to ensure all course requirements have been met, including the clinical component.

Initial Certification and Background Investigation

After a student successfully completes our Paramedic program, the student receives an Paramedic Course Completion Certificate. In order to become certified as a professional Paramedic, applicants will be required to:

- Successfully complete a certified Paramedic training course within two years of application for professional Paramedic certification,
- Successfully complete the final practical exam within 12 months of the last day of class,
- Pass the National Registry of Paramedic's computer adaptive test within 12 months of the last day of class (it is **STRONGLY** recommended to complete this exam within 60 days of course completion),
- Undergo and pass a background investigation, and
- Meet all requirements as set forth by the local certifying agency for California.

Students will need to complete the online application for the National Registry certifying exam. This may be done **upon successful course completion** by going to www.nremt.org. Upon passing this examination, a National Registry certification card will be issued, qualifying the graduate for State of California certification. The instructions for this certifying process will be included with the Course Completion Certificate. **Students must be certified by the State of California to work as a Paramedic in California. National Registry certification alone does not allow you to work in the State of California.**

The certifying process for Paramedic's in the State of California is completed through the local certifying agency. Our Local Emergency Medical Services Agency (LEMSA) is the Riverside County Emergency Medical Services Agency. Applications and instructions for certification in Riverside County will be distributed in class and are available for download at: www.rivcoems.org

The background investigation begins upon application for local certification. Applicants will be required to describe on their application for certification any misdemeanor or felony convictions over one's lifetime (including juvenile, expunged or sealed violations). Failure to disclose the required information may result in refusal of certification due to falsification. Conviction of a crime does not automatically mean an applicant is ineligible for certification.

Recertification for the Paramedic

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

In order to recertify, students must successfully complete a prescribed Refresher Course or obtain 48 hours of approved continuing education (CE) for the Paramedic. In addition to completing a refresher course every two years or meeting the continuing education requirements, Paramedics must take the standardized State of California skills exam every two years.

Should the Paramedic fail to recertify before the expiration date, a two year grace period is extended for recertification, with additional requirements based upon the length of lapse. During this two-year period, a Paramedic may NOT work as a Paramedic until the recertification process is completed. Should the two years lapse without successful recertification, the Paramedic must take the entire primary training program again. Any questions regarding certification should be directed to REMSA at (951) 358-5029.

Frequently Asked Questions Regarding Criminal Background

1. Which criminal offenses **WILL** exclude an applicant from being eligible for EMT or Paramedic Certification?
 - a. Has been convicted of any sexually related offense specified under Section 290 of the Penal Code
 - b. Has been convicted of murder, attempted murder, or murder for hire
 - c. Has been convicted of two (2) or more felonies
 - d. Is on parole or probation for any felony
 - e. Has been convicted and released from incarceration for offenses during the preceding fifteen (15) years for the crime of manslaughter or involuntary manslaughter
 - f. Has been convicted and released from incarceration during the preceding ten (10) years for any offense punishable as a felony
 - g. Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to the use, sales, possession, or transportation of narcotics or addictive or dangerous drugs.
 - h. Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to force, threat, violence, or intimidation
 - i. Has been convicted within the preceding five (5) years of any theft related misdemeanor

2. Which criminal offenses **MAY** exclude an applicant from being eligible for EMT or Paramedic Certification?
 - a. Has committed any act involving fraud, intentional dishonesty for personal gain within the preceding seven (7) years
 - b. Is required to register pursuant to Section 11590 (Controlled Substance Offender) of the Health and Safety Code
 - c. Conviction of (1) misdemeanor within the last five (5) years for a related offense listed within the Health and Safety Code, Section 1798.200

Health and Safety Code Violations 1798.200

Any of the following actions shall be considered evidence of a threat to public health and safety and **may result in denial, suspension, or revocation of a certificate or license, or in the placement on probation of a certificate or license holder under this division:**

1. Fraud in the procurement of any certificate or license.
2. Gross negligent acts.
3. Repeated negligent acts.
4. Incompetence.
5. The commission of any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications, functions, and duties of prehospital personnel.

6. Conviction of any crime that is substantially related to the qualifications, functions, and duties of prehospital personnel. The record of conviction or a certified copy of the record of conviction shall be considered conclusive evidence of the conviction.
7. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of this division or the regulations adopted by the authority pertaining to prehospital personnel.
8. Violating or attempting to violate any federal or state statute or regulation that regulates narcotics, dangerous drugs, or controlled substances.
9. Addiciton to, the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
10. Functioning outside the supervision of medical control in the field care system operating at the local level, except as authorized by any other license or certification.
11. Demonstration of irrational behavior or occurrence of a physical disability to the extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the duties normally expected may be impaired.
12. Unprofessional conduct exhibited by any of the followings:
 - a. Mistreatment or physical abuse of any patient resulting from excess force in excess of what a reasonable and prudent person trained in a similar capacity would use.
 - b. Failure to maintain confidentiality.
 - c. The commission of any sexually related offense under Section 290 PC.

Questions related to this process should be directed to the Riverside County Emergency Medical Agency (REMSA) at (951) 358-5029. Additional background screening measures may be taken by individual employers as well.

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 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Frequently Asked Questions Regarding the EMT Course

1. **How much studying do I need to do?** The amount of studying required will depend completely upon the individual. Those who have some medical knowledge or background may grasp material easier than those who do not. The most common hindrance is terminology. Anywhere from 1 to 4 hours per lecture session may be needed.
2. **When will my phone call or email be answered?** All student correspondence is important to us. We will make every effort possible to answer your email or phone message within 24 hours of receiving them, Monday through Friday, not including holidays.
3. **How much time do I have to complete my ride-along?** Time will be allotted throughout the course to complete the required clinical observation. If you do not meet the requirements before the last day of class, you may request an extension. Students requesting an extension must do so in writing to the Principal Instructor and/or Program Director. Extensions may be granted only under exceptional circumstances.
4. **When can I get my Southern California EMS Training Institute course completion certificate?** After you complete the course, including submission of your clinical or ride along, we will issue your Southern California EMS Training Institute Course Completion Certificate upon the day of graduation. You must submit a copy of your Course Completion for certification in the State of California. You may take the National Registry exam prior to receiving your copy of the Course Completion Certificate.
5. **When can I take the certifying test?** You may schedule the certifying examination **after** you have successfully completed our program. You may apply for certification testing by completing the online application at www.nremt.org. This application will be verified within one week, if all course completion requirements are met. If you are pursuing certification through the NREMT it is highly suggested to take the National Registry exam within 60 days of your course completion.
6. **Can I certify out of Riverside County?** With a Southern California EMS Training Institute course completion certificate in hand, a student may attempt to attain State certification anywhere in California, through local certifying agency, normally the country Department of Health Services.
7. **Is my county certification good throughout California?** Yes. Individual counties are only allowed to request additional background investigation above and beyond the one conducted upon initial certification. You may be required to complete additional trainings (i.e.- OC Extended Scope of Practice). This practice will vary from county to county.
8. **Is my certification good in other states?** EMTs must be certified within the state that they take the initial EMT course. Upon becoming California State certified, an EMT may apply for certification in another state. Approximately half of all states are under the National Registry of EMT. These states require that an EMT is nationally registered upon entering the state. A student may request information regarding National Registry certification by calling the National Registry at (614)888-4484 or visiting www.nremt.org.

Frequently Asked Questions Regarding the Paramedic Program

1. **How much studying do I need to do?** The amount of studying required will depend completely upon the individual. Those who have some medical knowledge or background may grasp material easier than those who do not. The most common hindrance is terminology. Anywhere from 1 to 4 hours per lecture session may be needed.
2. **When will my phone call or email be answered?** All student correspondence is important to us. We will make every effort possible to answer your email or phone message within 24 hours of receiving them, Monday through Friday, not including holidays.
3. **How much time do I have to complete my clinical/field internship?** Time will be allotted throughout the course to complete the required clinical observation. If you do not meet the requirements before the last day of class, you may request an extension. Students requesting an extension must do so in writing to the Primary Instructor and/or Program Director. Extensions may be granted only under exceptional circumstances.
4. **When can I get my Southern California EMS Training Institute course completion certificate?** After you complete the course, including submission of your clinical or field internship, we will issue your Southern California EMS Training Institute Course Completion Certificate upon the day of graduation from the Program. You must submit a copy of your Course Completion for certification in the State of California. You may take the National Registry exam prior to receiving your copy of the Course Completion Certificate.
5. **When can I take the certifying test?** You may schedule the certifying examination within the last month of the program and the exam can actually be taken before the student has finished the field internship. You may apply for certification testing by completing the online application at www.nremt.org. This application will be verified within one week, if all course completion requirements are met. If you are pursuing certification through the NREMT it is highly suggested to take the National Registry exam within 60 days of your course completion.
6. **Can I certify out of Riverside County?** With a Southern California EMS Training Institute course completion certificate in hand, a student may attempt to attain State certification anywhere in California, through a local certifying agency, normally the county Department of Health Services.
7. **Is my certification good throughout California?** Yes. Individual counties are only allowed to request additional background investigation above and beyond the one conducted upon initial certification. You may be required to complete additional trainings (i.e.- OC Extended Scope of Practice). This practice will vary from county to county.
8. **Is my certification good in other states?** Paramedic's must be certified within the state that they take the initial Paramedic course. Upon becoming California State certified, a Paramedic may apply for certification in another state. Approximately half of all states are under the National Registry of Paramedic. These states require that a Paramedic is nationally registered upon entering the state. A student may request information regarding National Registry certification by calling the National Registry at (614)888-4484 or visiting www.nremt.org.

SOUTHERN CALIFORNIA EMS TRAINING INSTITUTE TEAM

Kathy Durbin

RN, CEO, COO, Institution Director, President



Kathy has more than 20 years of experience in EMS as well as teaching experience. After she became an EMT she began to work in several emergency departments while she also worked as an instructor at a local college teaching EMT skills. Kathy went on to earn her associates of science degree as a Registered Nurse. She has 13 years of experience in the E.R. both as a trauma nurse and a relief charge nurse. Kathy founded Southern California EMS Training Institute in 2013 and oversees all course development.

Art Durbin

EMT-P, RN, BS, MS Ed, Chief Academic Officer, Program Director



Art began his EMS career as an EMT in 1975. He went on to become a Paramedic and then a Registered Nurse. He has experience as a Tactical Medic working for Riverside County Sheriff's department as well as becoming a Reserve Deputy Sheriff. Among many other titles, Art also was the EMS Coordinator for Murrieta Fire Department for 11 years. He has also taught EMS while completing additional degrees and writing EMT and Paramedic programs. Art has been teaching in the EMS field for over 30 years and holds a Master's degree in postsecondary education. He currently works as the EMS Coordinator for Hemet Fire Department.

Tyler Andrews

Primary – Primary Instructor



Tyler acquired his interest in the medical field while doing medical missions and disaster relief work. He started working in a physical therapy clinic with aspirations of becoming a Physician's Assistant and went to EMT school to start attaining experience. Tyler has worked as an ER Tech at Rancho Springs Medical Center and currently works as a Paramedic for AMR Hemet.

Policy Certification

I, _____ have read and understood the expectations and requirements to participate in the Southern California EMS Training Institute Program and all of the Program Course Policies. I understand that failure to meet the requirements as described within may result in my termination from the Program. I also agree to conduct myself as a professional and in a manner consistent with the Ethics and Standard of Conduct Policy outlined in this catalog.

Student Signature: _____ Date: _____

Date of Course: _____