



**AMERICAN EMT ACADEMY**  
**EMERGENCY MEDICAL TECHNICIAN (EMT)**  
**COURSE CATALOG**

SOC 20-2042

(800) 477-6193

8429 White Oak Ave. #111

Rancho Cucamonga, CA 91730

www.americanemtacademy.com

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**Catalog Effective Date:**

This catalog is effective for all courses commencing from January 1<sup>st</sup>, 2019 through December 31<sup>st</sup>, 2023

**Mission Statement:**

The goal of our program at American EMT Academy is to provide affordable training to enthusiastic individuals who are interested in working in the field of Emergency Medical Technician (EMT). Our program focuses on entry-level training for those with or without any emergency medical background. This course is designed to train individuals who wish to become an EMT. The purpose of this course is to prepare the student to meet industry standards, become an EMT, and then begin working in the field as an EMT. Upon successfully completing this program, the student will have a basic understanding in the field of Emergency Medicine as it pertains to a certified EMT.

The program consists of a total of 170 hours, which includes classroom instruction and hands-on training, taught by a state-certified EMT. During that time, the student will receive classroom instruction via lectures, tests, videos, handouts, and homework assignments. The student will also receive hands-on training on the individual skills required by the NREMT and county standards, taught by a certified EMT or higher, including any supplies needed required for the practical training.

At the end of their training, students will be given a final exam and to successfully complete the course will need a passing score of at least 80%. Before being sent to training on an ambulance or in an emergency room, the student will be able to properly identify emergency situations and respond appropriately. Following their training, the student will be expected to safely perform skills per industry standards (National Registry).

Upon completion of the program, the student will receive a certificate of completion. Completion of the course will make the student eligible to sit for the national registry exam. American EMT Academy sufficiently supports the instructional needs of the student in order to pass the course, fulfills all current state requirements to become licensed as an EMT, and the student will be eligible to sit for the national registry exam for Emergency Medical Technician.

This program fulfills ICEMA's requirements and the student will be eligible to sit for a state certification exam for Emergency Medical Technician.

American EMT Academy is a private institution and is approved to operate by the Bureau of Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. American EMT Academy does offer a distance educational program. All instruction will be conducted at American EMT Academy. American EMT Academy does offer off-site instruction. Please note that we do not offer credit for prior experiential learning.

**Occupation This Program Teaches:**

Upon completion of this program, the student will receive a certificate of completion and will be eligible to take the national registry exam for EMT basic. After passing the national registry exam, the student is eligible for certification through the State of California as an Emergency Medical Technician. The typical starting yearly wages for Emergency Medical Technicians are around \$31,000 per year (refer to salary.com)

**Facilities and Equipment to Meet This Goal:**

Upon successful enrollment, the student will be provided with a copy of the EMT textbook and study material. In addition, the student will receive handouts on the day of instruction regarding that particular topic. For practical training, we have two backboards, two straps, two KED, various splints, triangle bandages, triage tags, ten nonrebreathers, two O2 tanks, two O2 regulators, ten nasal cannulas, a gurney, two OB mannequins, three airway mannequins, and approximately twenty blood pressure cuffs with twenty stethoscopes. We have several videos designed to teach students how to identify emergency situations as well as PowerPoint instruction and practice dummies.

All books, study material and the course curriculum has been approved by ICEMA (Inland Counties Emergency Medical Agency) and is sufficient to support the instructional needs of the student in order to pass the course and be eligible to sit for the national registry exam for Emergency Medical Technician.

All equipment used at American EMT Academy is solely owned by American EMT Academy LLC.

The students will be educated by a certified Emergency Medical Technician with a current California license and at least five years' experience for the didactic and practical portions of the program.



All supplies used for practice will be provided to the student and are included in the fee of the program. It is required that the students show up and participate during the practical training portion of the program so that when they attend clinical training, they will be able to begin training at a basic level on their first day. Failure to do so may result in termination of the program.

The classroom portion of the program consists of a total of 156 hours of instruction provided by a certified Emergency Medical Technician or other medical professional. During this time, the student will receive instruction via lectures, a state-approved EMT training book, tests, videos, handouts, and homework assignments. Upon successful completion of the program with at least an 80% passing grade on the final exam, the student then may begin their clinical experience. The student must complete 24 hours of clinical experience, with 10 patient contacts.

Upon successful completion of both the final test with a grade of 80% or better and completion of clinical training, the student will receive a certificate of completion and will be eligible to take the national exam for Emergency Medical Technician. American EMT Academy fulfills ICEMA's requirements for certification as an EMT and upon completion of the program, the student will be eligible to sit for the national registry exam for EMT.

Classes for the American EMT Academy are located at 8429 White Oak Ave, #111, Rancho Cucamonga, CA 91730.

This location also serves as the administrative office. Class times are Monday, Tuesday, Thursday and Friday from 9 a.m. until 5 p.m. The size of the office space is approx. 2500 square feet which includes an administrative office with sufficient audio/visual equipment to meet educational needs. The seating capacity is limited up to 35 students. Chris Siska's office is located at 8429 White Oak Ave, #111, Rancho Cucamonga CA 91730, and he may be reached at this location when needed after making prior arrangements by the student. There is also a small library located within the administrative office in the Rancho Cucamonga office. Restrooms: There are 2 restrooms – to be used for both men and women.

### **Student Services**

#### **Housing:**

American EMT Academy does not have transportation or housing/dormitory services under its control. If you desire to stay within a motel near Rancho Cucamonga close to the school, there are several motels available. However, we do not offer assistance in finding housing and it is the sole responsibility of the student in doing so. Listed below are examples of housing:

1. Best Western Plus Heritage Inn; 8179 Spruce Ave., Rancho Cucamonga, CA 91730; (866) 430-9014; \$79.20 per night.
2. Four Points by Sheraton, Ontario; 11960 Foothill Blvd., Rancho Cucamonga, CA 91739; (909) 204-6111; \$119.00 per night.

#### **Library:**

American EMT Academy has a library which is accessible to both staff and students. The library contains EMT related books and periodicals available for student use, which serves as a resource for their educational needs. American EMT Academy subscribes to several EMT-related magazines and periodicals to keep students and staff current on any EMT trends. We also have more than 20 instructional and educational videos available. Students may either review all videos and library material within the school or check out them out for review and study at home.

There are also libraries in the vicinity of the school in the Rancho Cucamonga area:

1. 12050 Cultural Center Drive, Rancho Cucamonga, CA 91730; (909) 47-2720
2. 7368 Archibald Ave., Rancho Cucamonga, CA 91730; (909) 477-2700

#### **Previous education and training:**

If the student wishes to challenge the theory portion of the class, they must bring in proof of content for previous training to be evaluated for similar content and coverage of topics. The training must have come from a recognized training course, approved by ICEMA and the Bureau for Private Postsecondary Education. If they meet the criteria, they will be given the final exam and must pass with at least 80%. If the student wishes to challenge the practical portion of the program, they

need to bring documentation where they trained to be considered. In addition, they must, without assistance, completely pass all skill requirements.

### **Job placement:**

American EMT Academy does provide job placement assistance. We encourage students upon completion of the program to actively apply for a job as soon as possible to as many ambulance companies in your area to successfully find a job.

### **Classes are conducted in English:**

All instruction and tests given will be done in English. The student should expect that any state approved national exam will also be given in English. All students entering the program should be able speak, read and write in English. The student upon enrollment here will be given an English proficiency exam. If the student does not pass the English proficiency exam with at least an 80%, they will not be enrolled.

### **Accreditation**

American EMT Academy is not accredited by an accrediting agency. When the student finishes the course, they will be eligible to sit for the licensing exam and when licensed will be able to work throughout the state of California as an EMT. The student will not be eligible for federal financial aid programs.

### **Requirements for admission:**

To be eligible for enrollment into our EMT course, you do not need to have any previous medical experience. You may enroll in the EMT course at any time, even if you have not yet met the medical requirements. Proof of completing the medical requirements will be required by the start of the course.

The following are the minimum eligibility requirements you must meet before you start the course:

1. Age requirement: You must be at least 18 years of age to be eligible to certify as an EMT in California. If you are not yet 18 years old, you may enroll in the course six months prior to your 18th birthday with the understanding that your certificate of course completion will be withheld until the age requirement is met. If you are under the age of 17½, you may still take the course; however, you will not be eligible for certification as an EMT in the State of California.
2. You must submit proof of having a current American Heart Association Basic Life Support for Healthcare Providers (CPR certification must be maintained current throughout the EMT course). Your course fees pay for a CPR course to be taken the week before your EMT course starts.
3. Medical Requirements: In addition to meeting the student eligibility requirements, if you enroll into the EMT course, you are required to complete and submit copies of the following medical and insurance records by the first day of the course:
  - Physical Examination: A current basic physical examination (conducted within the last 12 months prior to the beginning of the course), signed by a physician, that specifies that you have no physical limitations for participating in the classroom or clinical components of the course.
  - Furnish proof of the following immunizations: Hepatitis B vaccine/immunity: A Hepatitis-B vaccine (start of a 3 shot series or signed refusal form) Proof of Hepatitis-B vaccine, 3-shot series, positive Hepatitis-B titer, OR signed refusal form.
  - Measles-Mumps-Rubella (MMR): Proof of MMR vaccine or a positive MMR titer.
  - Tuberculosis: A negative TB skin test within six months of the beginning of the course. If you previously had a positive reaction to the skin test, please submit documentation of a negative chest x-ray.
  - Varicella: A varicella vaccination (or proof of immunization or a positive varicella titer). Copy of health insurance card. You must maintain private health insurance or worker's compensation insurance for the clinical/ride-along portion of the program, and furnish proof of insurance. You are responsible for all payment for medical care related to exposure/injuries/illnesses.
1. High school diploma or its equivalent. Foreign students must have the equivalent of a U.S. high school education. Documentation will be required such as a copy of certificate/degree and/or transcripts for state/national exams.
2. A form of photo identification (such as a driver's license or passport).
3. Must be able to read, speak, and understand English.
4. A legal U.S. resident (social security card, a working visa or a "green card"). American EMT Academy only accepts students who can show documentation proving citizenship or legally within the country. We do not vouch for any student's status or associated charges.
5. Successfully pass the English proficiency entrance exam with an 80%.



6. Please note that you may or may not be asked whether or not you have had any criminal or drug convictions. Conviction of a crime does not automatically mean that a student is ineligible for the course. American EMT Academy does not accept the ability to benefit exam.

### **Requirements for Licensure:**

In order to be certified as an EMT, you will be required by your local EMS Agency to undergo a background investigation, successfully complete a certified EMT training course, and take the National Registry of EMTs NREMT-B computer adaptive test, along with meeting the other application stipulations as set forth for California.

Successfully completing the American EMT Academy Training Program's EMT Course qualifies you to take the National Registry certifying exam for EMTs. If you pass the exam, you are then eligible for state and national certification.

The San Bernardino County EMT certification requirements: Locally, the certifying process for EMTs in the State of California is completed through the Inland County Emergency Medical Services Agency. Fee information and applications for certification in San Bernardino County will be distributed in class and are available for download online at [www.icema.com](http://www.icema.com).

### **Certification and Recertification:**

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 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 units (CEUs) for the EMT. Also, a student may gain their own CEU's and apply for a skill's only testing course which will meet recertifying requirements.

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 the elapsed time. 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 and background checks in San Bernardino County should be directed to ICEMA.

### **Background Checks:**

While it is not required for completing the EMT course or passing the NREMT-B exam, the local certifying agency for EMTs and most employers hiring EMTs will require a background investigation to determine if an applicant has a criminal history. In addition to background checks, employers generally seek applicants that successfully complete a DOT physical to be an ambulance driver, have a clean drug test before being hired, and a good driving record.

In California, the background investigation often consists of an electronic fingerprint database search (Live Scan). Conviction of a crime does not automatically mean that a student is ineligible for certification. Typically, any felony conviction within the last seven years or any conviction for driving under the influence (DUI) may potentially disqualify an applicant from certification and/or employment. Failure to disclose the required information may result in refusal of certification due to falsification. Questions related to this process should be directed to ICEMA.

### **Emergency Medical Technician Examinations:**

There is currently one exam available for certification: The National Registry Exam which can be located at [www.nremt.org/nremt/about/reg\\_basic\\_history.asp](http://www.nremt.org/nremt/about/reg_basic_history.asp). The cost of the test is \$80.00 and will be paid by the student. For any questions that cannot be answered by viewing their website, they can be reached at (614) 888-4484.

### **Attendance Policy:**

All students must meet the minimum number of hours based on state protocols. If any student fails to meet the minimum requirements of 156 classroom hours, they will be put into the next class at a **cost of \$300**. A refund will not be issued. Due to the speed at which the class progresses and the tests that must be passed, it is advised that students not miss days. One missed test can be made up. Any other missed tests and the student takes a zero for those tests. A student may not miss the final exam.

It is important for the student to arrive to class on time and ready for instruction. Tardiness is disruptive to the other students as well as the instructor and will not be tolerated. Arriving to class later than ten minutes is considered tardy. The first offense will be a verbal warning. The second offense will result in a writing warning with/without suspension. The third offense will result in an automatic suspension. A fourth offense will lead to a possible termination of their program. In addition, students will be expected to come to class as scheduled unless there is a valid excuse (death in family, sickness, family emergency). Any disciplinary action will be at the discretion of the school.

#### **Probation, Drop Out, Re-admittance, Leave of Absence and/or Suspension:**

Students may be placed on suspension or dropped from the program as appropriate for any of the following reasons:

1. Nonpayment of fees for services rendered, as provided by law.
2. Nonattendance, excessive tardiness, excessive absences. All students are required to attend the required number of hours for the course they are attending. Excessive absences are defined as missing more than two days of class. If a student misses more than two classes, they will be removed from the program and have to start the program over with the next class. Excessive tardiness is defined as missing more than five hours due to tardiness or leaving early from class without prior arrangements to make up the time.
3. Unacceptable behavior which endangers others (students, patients, clinical staff, school instructors) will result in the student being dropped if not corrected (based on severity, a first offense may result in removal or being dropped from the program).
4. Cheating: If a student is caught cheating, lying, providing falsified information, or providing care that is outside their scope of practice, they will be removed from class and issued a prorated refund if they are under 60% completion of the class (Please see refund policy page 7 of Catalog). They will not be allowed to take any other course with American EMT Academy Training Program.
5. Academic Standards: If a student fails to pass their required tests, then they will be removed from the course. They will be allowed to join the next class for a **fee of \$500**.

The student may be given probation for a period of time following disciplinary action for a period as determined by the director here at American EMT Academy. During that time, any further inappropriate action by the student can be cause for dismissal from the program, as determined by the director. If the student is suspended, the student will not be permitted to continue the program until the situation is corrected. American EMT Academy will review each situation on a case-by-case basis.

Re-admittance is handled on a case-by-case situation, dependent upon the reason for leaving. The discretion upon re-admittance will be determined by the director of American EMT Academy on a case-by-case basis.

In cases where a student requests a leave of absence, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave to begin and end. The student will be considered withdrawn from the program if they do not return on the scheduled day from their leave of absence. The student upon their return will be placed in the next class based on the leave needed.

#### **Academic Standards:**

The full-time program is 6 weeks long. The part time program is 52 weeks long. The online classroom portion is 3 weeks long. The student will be given a series of tests (excluding the final test). An 80% score is considered passing for each test. Each test will be reviewed after scoring the results with the class and feedback will be given regarding wrongly answered questions. Students are advised to study **at least two to six hours** per subject, and they are expected to maintain an 80% average. Any student who does not achieve an 80% will be referred to the program director for academic review. At that time, an attempt to ascertain the cause of the poor scores will ensue.

Afterwards, a plan will be drawn up with the director and the student in ways to improve their scores. If the student continues to fall below an 80% average without showing any noticeable improvement, they could be subject to suspension and/or dismissal from the program, at the director's discretion.

The final test will have 175 to 200 questions and in order for the student to pass, you must answer (80%) correctly. If the student fails the final exam, they must wait at least two days before they may retake the final exam. If the student fails the final exam a second time, they will be given the option to reenter the program after paying **\$300** to retake the course. If the student after retaking the course again fails the final test along with the retake exam will no longer be allowed to take the final exam again nor will they be allowed to reenter the program.

### **Program Fee:**

The cost of the program is **\$ 850.00**. This price includes administrative and registration fees, lectures, books and handouts, school materials (the supplies provided during practical training), a certificate of completion, a name badge, CPR certification, malpractice insurance, and training with an ambulance crew. The following is the breakdown of the fees:

1. Tuition (classroom instruction only): **\$850.00**.
2. Administrative and registration fees: **\$150.00** (nonrefundable once enrolled into the program and nonrefundable deposit is paid).
3. Miscellaneous expenses: **\$ 75 +/-** : Books: \$150 (nonrefundable once issued). Handouts/study guides: \$40 (nonrefundable once issued). Name badge: \$25 (nonrefundable once issued). CPR certification: \$50 (nonrefundable once issued). Malpractice insurance: \$35 (nonrefundable once issued).  
 Certificate of Program Completion: \$25 (nonrefundable once issued). Student Tuition Recovery Fund Fee: \$0.00 (non-refundable). Student Uniform \$175 (estimated outside costs)
4. Total estimated charges for the entire program is **\$1300.00**

Payment may be made in cash, check, or credit card. Upon the complete discretion and approval of the clinical director, the amount deposited and the total cost of the program may be arranged with the student. American EMT Academy does not participate in any state or federally backed financial assistance or any other form of financial aid. If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. Please note that this institution does not participate in any federal or state financial aid programs.

**Refund/Tuition Reimbursement Policy:** A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or on the seventh day after enrollment, whichever is later. In addition, you have the right to cancel or withdrawal from the class at any point you like. If you do so before you have reached 60% of the class, a refund will be issued based on the daily charge for the program total institutional charge, divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal, minus an administrative fee not to exceed an amount of **\$150** and the cost of materials given to you. The total not to exceed the amount the student has paid. You will be required to return all material that has been provided to you. If any materials have been damaged, there will be a charge for those items along with the administrative fee. The fees refunded will be calculated by the amount owed for the program divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

The amount of the refund will depend upon all nonrefundable materials provided to the student or any services, such as CPR training. If the student has made prior arrangements for a deposit for future services such as CPR training but had not received such services, all money will be refunded to the student. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

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

The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income take refund; and

1. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

All refunds will be paid within 30 days of withdrawing from the program. The student must submit in writing any and all requests for withdrawing from the program and present the request to staff member from American EMT Academy Training Program. You must submit in writing if you want to cancel training; you cannot cancel by telephone. An applicant rejected by the school is entitled to a refund of all monies paid.



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

Initial \_\_\_\_\_: **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

**The date by which the student must exercise his or her right to cancel or withdraw:** (7 days from date signed) \_\_\_\_\_

If after paying the entire \$ 850.00 for the Program and the student has failed the final exam, the student will be refunded any money paid for extra services paid for but had not received, such as CPR training, etc. All refunds will be paid within 30 days of withdrawing from the program. The student must submit in writing any and all requests for withdrawing from the program and present the request to the educational director. You must submit in writing if you want to cancel training; you cannot cancel by telephone. Student termination from the program or abandonment (not showing up for classes) for 2 days from the program are also considered mandatory withdrawing from the program and are subject to the above-mentioned refund table. An applicant rejected by the school is entitled to a refund of all monies paid. If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 263-1897 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

**Retention of Student Records:**

Chris Siska will be the custodian of records for American EMT Academy. His office is at 8429 White Oak Ave, #111, Rancho Cucamonga, CA 91730. Phone number is 909-996-9906 Email: [chris@cprnmore.com](mailto:chris@cprnmore.com)

American EMT Academy shall maintain all records required as required by law.

American EMT Academy will permanently retain a transcript and all administrative and financial documents as required and maintain them for a period of 5 years from the student's date of completion or withdrawal.

American EMT Academy will maintain records relating to federal financial aid if/when federal financial aid is accepted.

All records are considered current for three years following a student's completion or withdrawal. All records will be stored on paper in a locked file cabinet and or climate-controlled room with a lock. This will serve to make sure that the records will be able to be reproduced all documents without loss of information or legibility. The academic and financial files for each student will be kept together in 1 file.

For a record that is current, American EMT Academy will maintain functioning devices such as high-quality printers and flash drives/computers, that can immediately reproduce exact, legible printed copies of stored records. The devices shall be stored in American EMT Academy's corporate office at 8429 White Oak Ave, #111, Rancho Cucamonga, CA 91730 where the files for a record that is no longer current, American EMT Academy shall be able to reproduce exact, legible printed copies within two (2) business days.

American EMT Academy has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and any person authorized to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institutions equipment and material to make copies at a rate not exceed ten cents (\$0.10) per page.

A 2<sup>nd</sup> set of academic and financial records will be kept on a flash drive with password protection. This flash drive will be kept in a fire-resistant cabinet and be protected by lock and key in our corporate offices.

All records that American EMT Academy is required to maintain shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

**Physical Assault/Sexual Assault/Sexual Abuse/Sexual Harassment Policy:**

American EMT Academy has a strict no-tolerance policy regarding physical assault, sexual assault, sexual abuse, and sexual harassment. Any suspected cases will be reviewed by the clinical director which may result in the possible suspension or termination of any student or staff member who have been found to have violated this policy. If you feel you have been a victim of an assault or harassment, immediately contact either a teacher or the clinical director to report the incident. If the situation warrants police intervention, the proper authorities will be notified for an investigation.



**Code of Conduct:**

Students are expected to observe all school rules and regulations as well as mutually respect all students and staff members. Failure to observe any of the school rules or regulations, or failure to show mutual respect to others could lead to suspension and/or expulsion, at the discretion of the clinical director. Each student will be expected to dress appropriately to class. The student will not be allowed to class with half-shirts, tank tops, or any other clothing which may be distracting or disruptive to other students. This will be up to the discretion of both the teaching staff and the clinical director. Students will be expected to wear long pants held up with a belt and a collared shirt while attending class. During the clinical portion of training, the students will wear a white polo shirt and Dickies-style work pants. During all parts of the course, students will wear closed-toe shoes with a heel. No sandals or heels will be allowed.

**Confidentiality Agreement:**

Upon enrollment, the student is expected to observe confidentiality of the entire curriculum used here at American EMT Academy. In addition, the student understands that it is their legal obligation to observe the confidentiality of any and all patient information that they may receive during the course of their education and training. Finally, the student agrees to maintain the confidentiality of any personal, privileged, or proprietary information regarding American EMT Academy and its affiliate training facilities received during the course of their education and training. By enrolling here, the student agrees to abide by this confidentiality agreement to the letter and intent of this agreement.

**Notice of Transferability of Credits/Credentials Received at American EMT Academy:**

The transferability of credits you earn at American EMT Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American EMT Academy to determine if your certificate will transfer. This institution has not entered into an articulation or transfer agreement with any other college or university.

**Notice of Student Rights/Grievance Procedure:**

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.

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or on the seventh day after enrollment, whichever is later (refer to the **Refund/Tuition Reimbursement Policy on page 8 for details**); for any questions regarding a refund, contact a school official for details. If the school closes before you graduate or complete the course instruction, you may be entitled to a refund (refer to the **Student Tuition Recovery Fund on pages 9-10 for details as well as for the contact information**); for any questions, contact a school official for details.

Any complaint lodged by a student, employee, or independent contractor must either be brought to the attention of an instructor or the clinical director verbally or they may prefer to fill out a complaint form found in the office of the clinical director. Any complaints brought to the attention of the director will not result in any reprisals or threats. It is presumed that anyone lodging a complaint is doing so in good faith. The school will take all the necessary steps to keep confidential both the identity of person making the complaint as well as the complaint. Once the complaint has been lodged by someone, the clinical director will investigate the complaint. The clinical director has ten working days after receiving the complaint to find resolution of the complaint with the individual who filed the complaint. They will then be informed of the findings and any actions if any taken by American EMT Academy Training Program. If the complaint is rejected, the reason for the rejection will be provided in writing.

If, however they feel the complaint has not been addressed to their satisfaction or they have questions that cannot be answered the staff at American EMT Academy, they may contact the Bureau for Private Postsecondary Education. 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 website [www.bppe.ca.gov](http://www.bppe.ca.gov).



The student, employee, or independent contractor's participation in the complaint procedure and the disposition of the complaint will not waive or limit any of their rights or remedies.

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 1747 North Market Blvd., Suite 225, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**Disclaimer:**

American EMT Academy has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition with the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq). In addition, American EMT Academy does not take any credits from other schools, colleges, or universities for transfer. The education you receive here may or may not be transferable to another educational center; it is strictly up to their discretion whether or not to accept the education received here as transferable. Note that all instruction will be English.

**Beginning and Ending Dates:**

The start date and scheduled completion date of the class will be from \_\_\_\_\_ to \_\_\_\_\_. The beginning is defined as the first day of class. The schedule completion date is defined as when the student takes the final exam.

**Faculty:**

Chris Siska, EMT: Mr. Siska has been trained as a CPR instructor through Always CPR with three 8-hour instructor courses, and has been monitored as an instructor three times for a total of 12 hours. Additionally, he has taken 16 hours of training as a CPR instructor through CPR Success (located in Montclair, CA) with 8 hours of instructor monitoring. As a CPR instructor with over five and a half years' experience, Mr. Siska has trained over 10,000 people how to perform CPR. Mr. Siska also has ten years' experience as an EMT-B in the State of California and previously worked as a firefighter for the County of Riverside.

- EMT-Basic (Los Angeles County) (State of CA) E017889, expires 03/31/2017
- AHA CPR Instructor (Always CPR) 10102093129, expires 04/2018

Leslie Davis EMT-P: Leslie is a long time EMT/PARAMEDIC with AMR in Redlands. She graduated from Victor Valley College Paramedics program and has been a CPR instructor since 2015.

Samantha Timpson EMT-B: Samantha has been an EMT since 2001 with AMR Riverside. She is an FTO and travels to Natural Disasters as part of an emergency response team.

Jacob Medina Fire fighter/Paramedic: Jacob is currently a probationary fire fighter with Ontario fire Department and has been an EMT since 2013.

Nancy Siska, RN: Ms. Siska has worked for the past 20 years as a Registered Nurse, both in and out of hospitals and nursing homes, and as a home health nurse. For the past ten years, she has worked for Big Bear Valley Hospital as an RN and currently serves as Head of Nursing there.

Other instructors that meet the minimum requirements may be added at a later time.

**Description of program**

The EMT program is designed to prepare a student for a career in Emergency Medicine. This course will cover 11 skills including cardiac arrest, medical and trauma assessment, use of a KED and long back board, use of traction splints and various other splints, bleeding control and emergency childbirth. The course is taught in a classroom setting and will use power point, videos and lectures along with demonstrations to help enhance the students' knowledge and abilities. The course requires a minimum of 136 hours of classroom time along with a minimum of (2) 12-hour ambulance ride along or clinical sessions with an approved ambulance or hospital. A student must also have a total of 10 patient contacts during their clinical sessions.

To earn a course completion, certificate the student must pass all skills and exams with an 80% or better.

The program was created using the "AAOS Emergency care and transportation of the sick and injured 12<sup>th</sup> edition" text book and is approved by the Department of Transportation and Inland counties emergency management authority.

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**GOOD LUCK AND WELCOME TO American EMT Academy's EMT COURSE**

**I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.**

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

School Official: \_\_\_\_\_

School Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Social Security Number or Student Number: \_\_\_\_\_