



Course Catalog
EMT Training Program
In-Class and Hybrid Training

January 1, 2022-December 31, 2022

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 amendments. This catalog will be made available to the public on HealthPro EMS Training's website. Upon request, this catalog will be distributed via e-mail to any prospective students.

Table of Contents

Cover Page	
Course Catalog - Advisory Notice	
Board of Directors and Faculty.....	1
Mission Statement.....	2
Program Eligibility.....	3
Student Services	4
Office Hours, Libraries, Required Text,.....	4
Transfer of Credits, Placement Asst, Housing,	5
Language Services, Distance Learning,	6
Financial Aid ,Students w/Disabilities,	6-7
Approval to Operate, Institutional Disposition,	7
Training Course Total Charge, Withdrawals and Refunds	8-9
Student Tuition Recovery Fund	10
Program Information	11
General Course Description, EMT & EMT Prep, Course Objectives.....	11-12
Campus, Equipment, Materials	13-14
Breakdown of Program Cost and Commonly Associated Fees.....	15
Left intentionally blank	16
Standards for Achievement, Grading Policies and Course Completion.....	17
Ride-Alongs/Clinical Observations	18
Frequently Asked Questions Regarding Ride-Alongs	18
Ethics and Standard of Conduct	19
Ethical Standards, Professional Behavior	19-20
Personal Conduct, Classroom Decorum.....	21-22
Disciplinary Action	23
Academic Probation, Disciplinary Probation, Termination from the Program.....	25
Appeal of Disciplinary Termination, Grievance Procedure	25
Condition for Re-Enrollment, Voluntary Withdrawal	25
Exposure Control Policy	26
Evaluation of Exposure Occurrences and Follow-Up.....	26
Verification for NREMT and Issuance of Completion Certificates	28
Initial Certification and Background Investigation	28
Recertification, Copies of Course Completion	29
Labor Board Statistics.....	30
Frequently Asked Questions Regarding Criminal Background, Public Safety Codes	31
Frequently Asked Questions Regarding the EMT Program	32
Meet The HealthPro EMT Team.....	33
Addendum A: Riverside Workforce Development Policy-----	34

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Board of Directors and Faculty

HealthPro EMS Training, Inc.

Courses held at:

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Mission Statement

The mission of HealthPro EMS Training is to improve the health and well-being of individuals and populations through our innovative educational EMT program. HealthPro EMS strives to implement this mission with the highest professional and ethical standards in a culture of diversity and inclusiveness. We envision sharing our knowledge and expertise by promoting values, attitude and professional behavior in an environment that enables the individual to develop his or her full potential.

Program Eligibility

Prior to the Start of the Program:

- **Eligibility for EMT Training In-Classroom, EMT Hybrid Training:** Students who successfully complete the course will be issued an Academic Course Completion Certificate. Those pursuing professional EMT certification must be a legal US Citizen and at least 17 years of age. You may need to meet additional requirements at the time of application for local certification.
 - a. **Education:** The EMT Program is a challenging course. Submission of a High School Diploma and/or GED is required to enroll. HPEMS does not accept Ability-to-Benefit students.
 - b. **BLS Certification:** Provide a copy of your current Basic Life Support CPR card from the American Heart Association (AHA). **No other card will be accepted by the certifying agency.** The card must remain current throughout the duration of the program.
 - c. **Articulation:** HPEMS does not have an articulation agreement with other institutions and all students must meet the listed admission requirements.
- **Eligibility for the EMT Prep Program:** Submission of a High School Diploma and/or GED is required to enroll. Must be a minimum of 17 years old. BLS certification is not required to attend the EMT Prep Program.

Additional Requirements Prior to the Start of the Clinical Rotations:

- **Clinical Orientation:** Attendance at Clinical Orientation is MANDATORY. Clinical Orientation is scheduled in advanced and completed in-class. The date of the Orientation is annotated in the program syllabus.
- **Be currently receiving a minimum grade average of 80%.**
- **Proof of the following immunizations / examinations:**
 1. **Hepatitis B vaccine/immunity:** If the Hepatitis B vaccine series has been started but not yet completed, proof that you have started the series must be provided. Documentation of HBV immunity (titer) is also acceptable.
 2. **Tuberculosis:** A negative TB test or chest x-ray within six (6) months prior to the beginning of the Clinical portion of the course.
 3. Corona 19 Vaccine for Clinical Internships

Clinical observation hours completed without meeting these requirements or done at locations not authorized by our the EMT Program Director will not be accepted and may subject the student to disciplinary action up to and including termination from the program.

Student Services

Office Hours

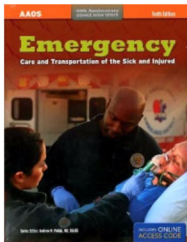
Administrative office hours are Monday-Friday, 10:00am-3:00pm. Administrative support and appointments for make-up exams can be scheduled during these hours. If you are unable to come in during our normal office hours, let us know. We may be able to coordinate an alternate meeting time. If you wish to 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. 951-729-6499 by appointment.

Library

Notification of the required text is made prior to a student's registration in the course. HealthPro library is equipped with the manuals required for this course. For the purpose of instructional education, HealthPro has listed all required learning resources necessary to be successful for completion of our program. HealthPro has also listed educational material accessible for use during class and available to be checked out of the library for temporary use. The student will sign out the educational resource on our Library Log. The following resource is mandatory for each student to have prior to the first day of didactic instruction:

Required Textbook and Materials

Option 1-Emergency Care and Transportation of the Sick and Injured **Includes Navigate 2 Advantage Access**, Twelfth Edition ISBN: *(School discount available!)*



Option 2- Online Access only- includes eText: Navigate 2 **Advantage Access** Emergency Care and Transportation of the Sick and Injured, Twelfth Edition,
ISBN: 9781284243796

NOTE: *Students are expected to have the above textbook with them during class, either the physical book or the e-text. Students can either obtain the book on their own or purchase it through HealthPro. Students will need computer/internet access outside of class for assignments and exams assigned through MyBradyLab. It is the responsibility of the student to ensure computer/internet access for any outside assignments, as HealthPro does not offer such services at this time. All assignments and due dates are outlined in the syllabus at the beginning of the course. (HealthPro maintains several copies of required manual for student use in Library)*

This manual is not required for the EMT Prep Program

Educational Resources Available in Student Library

- EMT Skills Made Easy, John M ISBN-13: 978-1549591280
- Anatomy and Physiology, Morris and Ody, ISBN-13: 978-1119345237
- Human Body: An Illustrated Guide to Every Part of the Human Body and How It Works Page, Martyn ISBN-13: 978-0789479884

- Prehospital Emergency Pharmacology, Sixth Edition: Bledsoe, Clayden, ISBN-
- Guide to Physical Examination and History Taking, Ninth Edition, Bickley, ISBN-9781609137625
- Principles of Pathophysiology and Emergency Medical Care, Myers, Neighbors, Johns, ISBN-97801315071
- Human Anatomy and Physiology, Marieb and Hoehn, ISBN-0321743261
- AAOS Emergency Care and Transportation of the Sick and Injured, Student Workbook, 11TH Edition

Transfer of Credit from Another Institution

HealthPro EMS Training has not entered into an articulation or transfer agreement with any other college or university. Therefore, HealthPro does not grant credit of prior experiential learning earned from another training institution and/or college or university for our EMT Prep, EMT Hybrid or EMT Training in-classroom courses. The EMT Program is an intense and challenging course. Any previous education in Health Science or Emergency Medicine will be beneficial to the student, however, will not count as credit earned for this course. BLS Certification is the only credential that may be obtained from an outside source.

Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at HealthPro EMS Training for *In-Classroom EMT Training*, *EMT Prep Training* or attendance in the *EMT Hybrid program* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the EMT Certificate you earn in HealthPro's EMS Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 HealthPro EMS Training's EMT Program to determine if your certificate will transfer.

HealthPro EMS Training, Inc has not entered in an articulation or transfer agreement with any college or university for EMT Training in-class course, hybrid course of EMT Prep Course.

Degree Program: HealthPro is not a degree program and offers no degrees.

Placement Assistance

Although the program may facilitate information about known vacancies, the program does not offer placement assistance nor is it a guarantee for employment made for our EMT Prep, EMT Hybrid or EMT In-class Training courses.

Housing

HealthPro EMS Training *does not offer housing or dormitory facilities*, nor do we recommend any housing/dormitory facilities for EMT Prep, EMT Hybrid or EMT In-class Training. 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 EMT program. According to RentJungle.com, the average cost of a 1- bedroom apartment within a 10mile radius of Riverside, CA is between \$1000-1500/month.

VISA

HealthPro EMS Training does not admit students that are not currently US citizens. It is not the responsibility of HealthPro to check the immigration status of our prospective students. ***A Department of Justice background check will be required for any EMT 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 USA based High School Diploma or GED. English proficiency is also determined by oral interview and written student application. **No language services are offered to EMT Prep, EMT Hybrid or EMT In-class Training courses. TOEFL results will be accepted.**

Distance Learning

HealthPro EMS Training does not provide distance education for EMT Prep, EMT Hybrid or EMT In-class Training courses.

Financial Aid for EMT Prep, EMT Hybrid or EMT In-class Training courses

HealthPro EMS Training does not provide financial aid programs in any way. All costs that are associated with the enrollment into our program shall be between the student and their financial institution, if applicable. Title IV- HPEMT does not participate in Federal or State Financial Aid Programs.

If a student in the EMT In-class Training Program, EMT Hybrid Program or the EMT Prep Program obtains a loan to pay for an educational program, they have the responsibility 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 moneys not paid from federal financial aid. A loan is by and between the financial institution(s) from which you obtain the loan and has no relation or legal binding to HealthPro EMS Training. 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 on 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

HealthPro EMS Training 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 HealthPro personnel to discuss your request and obtain your current disability evaluation. HealthPro EMS Training sites have ADA accommodation for entrance into classrooms and the Hygiene area.

For assistance with any questions concerning special accommodations, please contact us at (951) 729-6499 during normal business hours, or by e-mailing us at info@hpemt.org.

Record Keeping for EMT Prep, EMT Hybrid or EMT In-class Training courses

- HealthPro EMS Training shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program within this institution.
- Students and alumni should contact the Custodian of Records for copies of records or transcripts, fees may apply.
- HealthPro EMS Training shall maintain, for each student granted any certificate by this institution, permanent records of all the following:

- The EMT Hybrid and EMT In-Class Training course Completion Certificate granted and the date on which that certificate was granted.
- The courses and units on which the certificate was based.
- The grades earned by the student in each of those courses.
- NOTE: All student transcripts will be maintained indefinitely.
- HealthPro EMS Training shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records for EMT Prep, EMT Hybrid, EMT I-Classroom courses, all the following information:
 - The educational programs offered by this institution and the curriculum for each.
 - The names and addresses of the members of this institution's faculty and records of the educational qualifications of each member of the faculty.
 - Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16.

Approval To Operate for EMT Prep, EMT Hybrid or EMT In-class Training Courses

HealthPro EMS Training is a private institution and is approved to operate by the Bureau of Private Postsecondary Education, the Riverside Emergency Medical Services Agency and the Orange County EMS 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 the EMT 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 Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

EMT Training Course Total Charges- In-Classroom and Hybrid

- **Non-Refundable Charges:**
 - **Registration Fee = \$350** (Due with application submission)
 - **BLS Access Code once rendered**
 - **AAOS Access Code once rendered**
 - **Student Tuition Recovery Fund (See Page 14 for details)**
 - **HealthPro required uniform shirt (if used)**

- **Tuition = \$750.00** (Due by the beginning of the program, unless on a payment plan)
 - **Included in the tuition is the following:**
 - Usage of any equipment:
 - Skills Equipment
 - Vitals Kits (Stethoscope, Sphygmomanometer, Safety Glasses, Pen Light)
 - Ride-Out Back Packs (Safety Vest, Helmet)
 - State-imposed assessment for the Student Tuition Recover Fund (STRF), whenever applicable. This fee is included in the tuition for those that are required to contribute (please see the Student Tuition Recovery Fund” section below for requirements). There is no deduction from the tuition for students not required to contribute to the STRF. This assessment is non-refundable. Current assessment rate: Zero (\$.50) per \$1,000.00

- **Additional fees required to become certified at the local, state and/or national level:**
 - (NREMT Written Exam Fee= **\$80**)
 - California State Certification Application- **\$75**
 - Background Check: **\$55**
 - Live Scan Fee= **\$55 – \$85**
 - **Student Recovery Tuition Fund: \$250.00**

Cancellations and Refunds

EMT In-Classroom Training and EMT Hybrid Training: HealthPro EMS Training Inc. has established a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event a course is cancelled, a student does not enter the course in which they enrolled or does not complete the period of enrollment for which the student has been charged.

Withdrawal Procedure:

1. Notify on of the following administrators of your intention to drop Course through email, in writing, by phone, or in person
 - a. Joan Battersby: e-Mail: joan@hpemt.org Phone: 949-381-2039
 - b. Ros Brown: e-Mail: ros@hpec.org Phone: 949-291-4521
2. Administration will confirm your request to drop has been received.
3. The date of confirmation will start the Refund period
4. Refund amounts will be issued per the criteria listed below
5. Refunds will be issued through Enrollware Pay or by check to the address listed at the time of enrollment.

Refunds:

1. Refunds, when due, must be made with a request from the student
2. Refunds, when due, shall be made within 45 days of the last day of attendance if (a) written notification of withdrawal has been provided to HealthPro EMS Training Inc. by the student, or (b) from the date HealthPro EMS Training Inc. terminates the student from the course, or (c) HealthPro EMS Training Inc. determines withdrawal by the student.
3. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$350.00.

Refunds for Classes Canceled by HealthPro EMS Training Inc.:

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw on or before the First Day of Class:

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$350 of the tuition and fees may be retained by the institution.

Refund Chart: (Based on 24 days of didactic lecture and tuition of \$1100.00)

Refunds for EMT-In-Classroom and Hybrid: Includes payment placed at enrollment (minus non-refundable \$250 deposit) along with any add on charges for services and or materials not rendered.

- a) Full refund prior to first day of class minus deposit and non-refundable charges
- b) 90% issued up to the first day of Week 2 = \$675.00
- c) 50% issued up to the first day of week 4 = \$375.00
- d) 25% issued up to the first day of week 5 = \$187.50
- e) 0% issued for week after the second day of week 5= \$0.00

Refunds for EMT Prep Course: (Based on 8-4-hour classes-32 hours of didactic lecture)

- a) Full refund prior to first day of class - \$250.00
- b) 90% issued for week 1 - \$225.00
- c) 50% issued for week 2 - \$125.00
- d) 25% issued for week 3 – \$62.50
- e) 0% issued for week 4 - \$0.00

Student Tuition Recovery Fund

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

1747 N. Market Blvd. Ste 255, Sacramento, CA 95834, (888) 370-7589

To be eligible for STRF, you must be a CA 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. As 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."

NOTICE: Effective January 1, 2020, the STRF assessment rate was changed to (\$2.50) per \$1,000

Program Information

General Course Description-In-Classroom Training

The EMT In-Classroom Program includes the knowledge and 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 completely instructor based taught in HealthPro classrooms. This two-part course is comprised of a combination of Didactic (Lecture)/Practical (Hands-on Skills) exercises and Clinical Observation (Ambulance Ride-along and/or Hospital Clinical Shifts). The course is a total of 200 hours, with 176 hours of Didactic and Practical Exercises, 24 hours Clinical Observation. The clinical internships require a minimum of 10 patient contacts.

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 its requirements, students will receive an EMT Certificate.

General Course Description-Hybrid EMT Training

The EMT In-Classroom Program includes the knowledge and 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 provides 112 hours of online training via the JBL Advantage Access Learning Software. This three-part course is comprised of a combination of Didactic learning done Online (112 hours), practical (Hands-on Skills) exercises provided in a face-to-face instructor led class (64 hours) and a total of 24 hours Clinical Observation. The clinical internships require a minimum of 10 patient contacts.

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 requirements, students will receive an EMT Certificate of Completion.

Course Objectives for In-Class Program and Hybrid Program are:

- Describe the roles of EMS in the health care system.
- Demonstrate the professional attributes expected of EMTs.
- Perform the roles and responsibilities of an EMT in regard to personal safety and wellness, as well as the safety of others.
- Perform the duties of an EMT 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 life-saving 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.

General Course Description-EMT PREP Training

The Emergency Medical Technician preparation course prepares the prospective EMT student for the rigors of the full EMT program. The goal of this course is to provide students an overview of the EMS field, and to provide additional supports to assist the student in their endeavor toward EMT certification. Areas of study include an introduction to emergency medical services, general anatomy and physiology, reading comprehension strategies, documentation strategies, and test taking skills.

Teaching-Learning Methods for EMT Prep Course:

- Teaching-learning methods in this course may include, but are not limited to, assigned readings, presentations, discussion, critical thinking exercises, labs, and class activities. Evaluation procedures include quizzes, examinations, and assignments. Course Grading:
- Item Total # Assigned Pts Each Total Possible Pts % of Grade
- Homework 35%
- Quizzes (4) 20%
- Tests (1) 25%
- Class Participation 20%
- Successful Achievement: Minimum of 80 %

Course Objectives for the EMT Prep Program

- At the completion of this course student will:
- Describe the roles of EMS in the health care system.
- Demonstrate general knowledge of anatomy and physiology.
- Interact in group collaboration –
- Use reading strategies to critically analyze comprehensive test questions.
- Effectively write short answer responses utilizing the R.A.C.E. strategy

Campus

The HPEMS Training Program is a classroom-based course taught using lecture, PowerPoint presentation, video presentation and skills demonstration. All relative EMT equipment is provided for skills practice and testing. HealthPro instructs the Riverside EMT classes at our training facility located at: 2900 Adams St. Riverside, CA 92504.

The training facilities provide a reception and waiting area where prospective students can make inquiries, gather course information, and register for the program. Current students will use this area to sign-in and seek administrative assistance or guidance, as needed. HealthPro sites have two classrooms: a classroom for lectures and a room for skills practice and a skills lab. These classrooms will be available during scheduled course times throughout the program. For student convenience, HealthPro offers kitchen-breakroom facilities with refrigerator, microwave and coffee bar.

Equipment and Materials

The following is a list of equipment and material used in the delivery of instruction for both face-to-face and the hybrid educational program

1. Diagnostic Equipment

A. Individual Vitals Kits-Blood Pressure Cuffs (Infant, Child, Adult, and Large Adult)

- Stethoscope and Trainer Stethoscope
- Glucose Monitoring Device w/strips
- Pulse Oximeter
- Penlight
- Bandage Scissors
- Body Substance Isolation
 - Gloves- Assorted sizes (latex and latex-free)
 - Face and Eye Protection
 - N95 Masks
 - Gowns- Assorted sizes

2. Airway Devices

- Oropharyngeal Airways (Infant, Child, Adult sizes)
- Nasopharyngeal Airways (Infant, Child, Adult sizes)
- Bag-Valve Mask Resuscitators (Infant, Child, Adult sizes)
- N95 Fit Testing Equipment
- Oxygen Delivery Devices
 - High Concentration Mask (Adult and Pediatric)
 - Nasal Cannula (Adult and Pediatric)
 - Simple Mask (Adult and Pediatric)
 - Venturi mask
 - Oxygen Supply Tubing
 - Pocket Mask
 - BVM
 - Portable Oxygen tanks w/regulator
 - Suction Unit
 - Suction Catheters (Soft and Rigid) (Various Sizes)
 - Suction Tubing
 - Portable Suction Device

3. Cardiac Monitoring

- AED Trainer (With Pads)
- EKG Monitor, EKG Simulator
- 12 Lead Cables

4. Bandages and Dressings

- Abdominal Pad
- Elastic Bandage (Various sizes)
- Adhesive Bandage with a non-stick center
- Elastic gauze
- Burn Sheet (Sterile) or Clean Wrapped Sheets
- Gauze Pads (Sterile and non-sterile) (4X4 and 2X2)

- Multi-Trauma Dressing
- Sterile Eye Pads
- Triangular Bandage
- Petroleum Gauze
- Adhesive Tape – Assorted sizes

5. Immobilization

- Splints – Arm and leg (various types)
- Cervical Collars – Assorted sizes or adjustable
- Head Stabilization Devices
- Traction Splint (Adult and Pediatric)
- Long Spine Boards w/3 straps
- Scoop Stretcher
- Short Immobilization Device (Vest type)
- Pediatric Immobilization Device

6. Pharmacological

- Poison Antidote Kit w/ Activated Charcoal)
- Epi-Pen Trainer
- Naloxone Trainer

7. Mannequins/Simulators

- Airway Mannequins- (Infant, Child, and Adult sizes)
- CPR Mannequins (Infant, Child, and Adult sizes)
- Defibrillation Manikins
- OB Mannequin
- Intubation Manikins (Adult, Infant)
- Intubation Kits

8. Miscellaneous

- Alcohol Prep
- Chest Wound Seals
- Blankets
- Cold and Hot Chemical Packs
- Cotton Swabs
- Water Based Lubricant
- Linen
- Positive Pressure Ventilation Device
- Motorcycle Helmet (Open and Closed)
- Infant Car Seat
- Fire Blanket
- Hemostatic Agents
- **Software Used for delivery of Instruction for EMT Hybrid Course**

A. JBLearning Advantage Access 12th edition

Navigate Advantage Access is a digital-only Access Code that unlocks a complete eBook, Study Center, homework and Assessment Center, a dashboard that reports actionable data, <https://www.jblearning.com/navigate>. The American Academy of Orthopedic Surgeons (AAOS) published the first edition of *Emergency Care and Transportation of the Sick and Injured* and laid the foundation of EMS training. Today, the Eleventh Edition transforms how EMS education is delivered throughout the world and helps develop world-class EMS providers around the globe.

Breakdown of Program Cost and Commonly Associated Fees for EMT Hybrid and EMT In-classroom Training Program

1. **Non-Refundable Registration Fee = \$350** (*Due with application submission*)
2. **Tuition = \$750.00**

Included in the tuition is the following:

- HealthPro Polo Shirt (Required for wear during all clinical rotations)
- Usage of any equipment, lab supplies or kits necessary during the course (i.e.- stethoscope, BP cuff, etc.)
- State-imposed assessment for the Student Tuition Recover Fund (STRF), whenever applicable. This fee is included in the tuition for those that are required to contribute (please see the Student Tuition Recovery Fund” section below for requirements). There is no deduction from the tuition for students not required to contribute to the STRF. This assessment is non-refundable. *Current assessment rate: Zero (\$2.50) per \$1,000.00*

Not included in the tuition is the following:

- Required access to Navigate 2 with e-text (see Student Services for details approx. \$150-190)
- Any additional recommended resources (i.e.- Medical Dictionary, test prep materials)
- Any fees incurred in order to obtain the required background check (**Castle Branch approx. \$55**)
- Any fees incurred in order to obtain the required immunizations and/or CA DL-51 physical examination required prior to clinical rotations. It is the student’s responsibility to obtain the required immunizations and medical clearances. HealthPro 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 HealthPro 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 this enrollment agreement)
- 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**; Riverside County Certification Application= **\$35**; Live Scan Fee= **\$15 – \$85**)

Charges for the EMT In-Class Training Program and the EMT Hybrid Training Program:

<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:</u>	\$1110.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u>	\$1400.00
<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>	\$350.00 (Non-refundable)

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Standards of Achievement for EMT In-Class Training and EMT Hybrid Course

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

1. The student successfully passes the final written examination with a minimum score of 80%.
2. The student adheres to the attendance policy completes and submits all course assignments.
3. The student successfully passes all final practical skill evaluation stations.
4. The student successfully completes a minimum of 24hrs clinical observation time, with 10 documented patient contacts.
5. The student completes all pending course requirements within 30 days from the last day of the didactic/Practical phases of the program

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

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

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 (Mandatory)	5%
Discussion Boards	5%
SIDS Project	5%
Quizzes	5%
Block 1 Exam	20%
Block 2 Exam	20%
Block 3 Exam	20%
Block 4 Exam	20%
Written Final	Pass/Fail
Skills Final	Pass/Fail

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.

Clinical Observation

To successfully complete the EMT training and be eligible for certification, the student must complete a minimum of 24 hours of clinical observation with a contracted general acute care hospital, operational ambulance provider, and/or rescue vehicle provider. In addition, students must have ten patient contacts during the cumulative 24 hours. Students may need to do several rotations to meet the patient contact requirement. Students must complete their clinical rotations and return their check off forms to the HPEMS office no later than 14 days following the last day of class. Exceptions must be approved by the Program Director or Program Coordinator. Students must also attend a clinical orientation and meet the clinical requirements to be eligible for the ride-along component of the course. Voluntary during Covid Pandemic

- Completed shift evaluation forms must be signed and dated by both the crew and student for each clinical/field shift attended.
- Completed Clinical Observation (Ride-Along) forms should be given to the Program Coordinator. Be sure to retain a copy for your own records. **Do not mail forms.**

UNIFORM REQUIREMENTS:

EMT students must wear

1. HealthPro issued shirt
2. Dark or NavyBlue EMS style slacks with black belt
3. Closed-toe, black work EMS style boots
4. Wristwatch with seconds
5. ID badge
6. Hair must be tied-up or cut-above the collar
7. Mustaches and must be neatly- trimmed

The Following is NOT permitted

1. T-shirts
2. Cut-off pants
3. Opened-toe 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, No Nose rings

Frequently Asked Questions Regarding Clinical Observation Hours

- a) Can I do more than one rotation?
 - You must complete the minimum requirements for clinical observation hours as established by the program; however, you are welcome to do as many rotations as are available.
 - Availability beyond the minimum requirements will be at the discretion of the contracted hospital, ambulance and/or rescue provider that is providing the observation.
- b) What if I do not get 10 patient contacts within the 24-hour minimum?
 - You will have to go on another clinical rotation.
 - No exceptions are possible; this is a state certification requirement.
- c) If I go on a rotation and reach my 10 total patient contacts do I have to stay for the whole shift?
 - Yes, once you start a shift you have to stay for the duration.
 - On occasion, a shift will be longer due to the nature of the shift work.

Ethics and Standard of Conduct

Due to the high standards of the EMT Education Program and the EMS Profession, student conduct must reflect professionalism, integrity and responsibility. 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 (HIPAA).
- EMTs are health care professionals regardless of whether they receive monetary compensation for their work. Thus, an EMT is bound by the highest standards of professional conduct and ethics. HealthPro EMS Training Program will not tolerate a breach of these standards by its students.

Professional Behavior

The conduct of the EMT student reflects upon the individual, his or her agency, HealthPro EMS Training, 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 EMTs. 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 the right decisions.

Knowledge and Skills: To practice as an EMT, 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, and other workers must not be jeopardized. Prior to professional employment, all EMT candidates must qualify for a Medical Examiner's Certificate by passing the physical examination specified by U.S. Department of Transportation standards. Because of this standard, this has also been established as a program requirement, which must be met prior to beginning clinical observation hours.

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 as an EMT, you should have the following characteristics:

- a. **A pleasant personality:** As an EMT 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.
- b. **Leadership ability:** You must be able to assess a situation quickly, step forward to take control when appropriate, set action priorities, give clear and concise directions, be confident and persuasive enough to be obeyed, and carry through with what needs to be done.
- c. **Good judgment:** You must be able to make appropriate decisions quickly, often in unsafe or stressful situations involving human beings in crisis.
- d. **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.
- e. **Stability and adaptability:** Being an EMT 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.

Academic Integrity

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.

Personal Conduct

- **Forgery:** Forgery: alteration, or misuse of any Program document, record, key, electronic device or identification documents. This policy applies to any individual for whom the Program maintains records, regardless of current student status.
- **Theft:** Theft of, conversion of, misappropriation of, or damage to or destruction of any property of HealthPro EMT Training or property of others while on HealthPro premises or at official HealthPro functions; or possession of any stolen property while on HealthPro premises, or at official HealthPro functions.
- **Unauthorized Conduct:** Unauthorized possession of, receipt of, duplication of, or use of the HealthPro name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any HealthPro 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 HealthPro property, on other property to which these policies apply, or in connection with official HealthPro functions or HealthPro-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 programs and activities. The use of foul language will not be permitted at any time.
- **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.
- **Alcohol & tobacco:** This is an alcohol and tobacco free zone. This includes E-Cigarettes, chewing tobacco, and nicotine gum but does not include nicotine patches.
- **Disorderly Conduct:** Disorderly or lewd conduct.
- **Failure to Comply:** Failure to identify oneself to, or comply with directions of, a HealthPro official or other public official acting in the performance of their duties while on HealthPro property or at official HealthPro functions, or resisting or obstructing such HealthPro 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 HealthPro 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.

Classroom Decorum

The following HPEMS regulations state expected classroom decorum:

1. No open toed shoes are allowed in the classroom or practical skills labs.
2. Students should wear clothing that is both professional and practical. All dress should be 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. (Closed toed shoes, navy blue pants/slacks and a plain t-shirt, button-down or polo are acceptable. We recommend bringing a light sweater/jacket, as our classrooms can be a little cooler than some prefer)
3. Minimal jewelry 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. This would include but is not limited to hooped earrings or ear lobe hoops greater than ½ of an inch in diameter or anything dangling around your neck that may cause a strangling risk. No facial jewelry
4. No hats are allowed to be worn during class instruction or during skills labs unless it is a HealthPro EMT provided hat.
5. All personal electronic devices (pagers, cellular phones, PDAs, etc.) need to be turned to silent alert mode during class.
6. Internet access is not allowed during instructional periods. Access is permissible during breaks.
7. All electronic devices must be powered off and stored during exams and exam review sessions. Nothing will be allowed on the desks.
8. 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.
9. If students decide to stay during the lunch hour, all food and drink items must be eaten in the classroom or to the outside table area.
10. Smoking or Vaping is not permitted in the building or near its entrances. Smoking and Vaping is only permitted in assigned areas and proper disposal of cigarette butts should occur.
11. 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.
12. 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.
13. Students should respect the physical property of the facility. At the end of all sessions, 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.
14. After all breaks, students should return to the classroom or skills groups in a timely fashion.
15. Do not prop open, and leave unattended, outside doors.
16. Classrooms and equipment are to be put back in their original configuration after skills as directed by the Skills Coordinator or Instructor.
17. Bicycles and other similar devices are not permitted in the classroom or building.
18. No gum is allowed to be chewed in class at any time.
19. All information such as grades, attendance, etc. will only be discussed with the student unless a FERPA Consent Form was received for a specific family member to obtain this information. However, information can be discussed with the parent / guardian if the student is under 18 years of age.

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

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:

1. Failure of two or more quizzes or exams
2. Failure to maintain an overall average of 80% on exams
3. Failure of four or more practical skills stations

Disciplinary Probation

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

1. Failure to comply with the standards of ethics, professional behavior and conduct set forth in this Manual
2. Failure to comply with the attendance policy
3. Failure to comply with the dress codes during the clinical phase of training
4. Failure to comply with the rules of classroom, clinical site or field station decorum
5. Failure to comply with the exposure control policy
6. Failure to meet the documentation requirements of course requisites 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 Catalog, with or without being placed on probation, as follows:

Academic Grounds

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

Disciplinary Grounds

1. Substantial or repeated violation of the standards of ethics, professional behavior and conduct set forth in this manual
2. Repeated absences, tardiness or early departure as outlined in the Attendance Policy
3. Repeated or substantial failure to comply with the rules of classroom, clinical site or field station decorum
4. Continued administrative violations after being placed on administrative probation
5. Repeated or substantial failure to comply with the exposure control policy
6. 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
- If unresolved, file a formal complaint

2. Formal Process:

- Send a written complaint to the HealthPro EMS Training, Program Directors or CEO-Joan Battersby
- If unresolved the Investigative process will continue

3. Investigation/Decision:

- HPEMT will investigate grievance & respond within 2 weeks of receiving formal complaint
- If unresolved, file appeal within 5 days of decision

4. Appeal to Board:

- Send a written appeal to HPEMT Board through the Program Director, a decision will be given to the student within 30 days of receiving the written complaint
- If unresolved, send a written complaint to the BPPE
- Appeal to the Bureau of Private Postsecondary Education
- Final disposition

“Any 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 or by completing a complaint form, which can be obtained on the Bureau’s internet website www.bppe.ca.gov.”

Conditions for Re-Enrollment

Re-enrollment or re-entrance will be approved only after evidence is shown to the satisfaction of the program directors 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

- A student wishing to voluntarily withdraw from the program must discuss his/her decision with the Program Director in the form of an exit interview.
- 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:

- Have direct physical contact with patients
- Work with blood (i.e. venipuncture) and other body fluids
- Potentially have any 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 health the care 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 Body Fluids

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 on Page 22 of this manual.

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

Safe Work Practices

Students must use safe work practices designed to minimize the chance of exposure to blood borne 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, weeping 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 HealthPro EMS Training, 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 containing disinfectant, for a minimum of 10 minutes.

Evaluation of Exposure Occurrences

POLICY

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.

- This report should document the route of exposure, the circumstances of exposure, and, if known, the HBV and HIV status of the patient.
- 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 program are covered by the HealthPro EMT Training 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.

Bureau for Private Postsecondary Education:

Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

Address: 1747 North Market Blvd., Suite 225, Sacramento CA 95834

PO Box 980818, West Sacramento, CA 95798

Web Address: www.bppe.ca.gov

Telephone: 888-370-7589, 916-431-6959 **Fax:** 916-263-1897

Bureau for Private Postsecondary Education:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling: Toll Free number: 888-370-7589

Or by completing the complaint form found on www.bppe.ca.gov

VERIFICATION FOR NREMT AND ISSUANCE OF COMPLETION CERTIFICATES

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 within one week. NREMT Verifications are normally done once a week. If a delay occurs in your verification, it is your responsibility to follow-up with HealthPro 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 program, 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 training 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 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 requirement 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: <http://www.rivcoems.org/downloads/downloads>

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

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.

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.

United States Labor Board Standard Occupational Classification

EMT CLASSIFICATION CODE- 29-2040 AND 29-2041

Job Information for graduates of HealthPro EMS Training, Hybrid and In-Classroom EMT Classes

State	Employment	Employment per thousand jobs	Location quotient	Hourly mean wage	Annual mean wage
California	22,690	1.38	0.75	\$ 23.21	\$ 48,280

“EMTs and paramedics typically do the following:

- Respond to 911 calls for emergency medical assistance, such as cardiopulmonary resuscitation (CPR) or bandaging a wound
- Assess a patient’s condition and determine a course of treatment
- Provide first-aid treatment or life support care to sick or injured patients
- Transport patients safely in an ambulance
- Transfer patients to the emergency department of a hospital or other healthcare facility
- Report their observations and treatment to physicians, nurses, or other healthcare facility staff
- Document medical care given to patients
- Inventory, replace, and clean supplies and equipment after use
- When transporting a patient in an ambulance, one EMT or paramedic may drive the ambulance while another monitors the patient’s vital signs and gives additional care. Some paramedics work as part of a helicopter’s or an airplane’s flight crew to transport critically ill or injured patients to a hospital.

EMTs and paramedics also transport patients from one medical facility to another. Some patients may need to be transferred to a hospital that specializes in treating their particular injury or illness or to a facility that provides long-term care, such as a nursing home.

If a patient has a contagious disease, EMTs and paramedics decontaminate the interior of the ambulance and may need to report the case to the proper authorities.

The specific responsibilities of EMTs and paramedics depend on their level of certification and the state they work in. The National Registry of Emergency Medical Technicians (NREMT) provides national certification of EMTs and paramedics at four levels: EMR, EMT, Advanced EMT, and Paramedic. Some states, however, have their own certification programs and use similar titles.

Emergency Medical Responders, or EMRs, are trained to provide basic medical care with minimal equipment. These workers may provide immediate lifesaving interventions while waiting for other emergency medical services (EMS) resources to arrive. Jobs in this category may also go by a variety of titles including Emergency Care Attendants, Certified First Responders, or similar.

An **EMT**, also known as an *EMT-Basic*, cares for patients at the scene of an incident and while taking patients by ambulance to a hospital. An EMT has the skills to assess a patient’s condition and to manage respiratory, cardiac, and trauma emergencies.

An **Advanced EMT**, also known as an *EMT-Intermediate*, has completed the requirements for the EMT level, as well as instruction in more advanced medical procedures, such as administering intravenous fluids and some medications.

Paramedics provide more extensive prehospital care than do EMTs. In addition to doing the tasks of EMTs, paramedics can give medications orally and intravenously, interpret electrocardiograms (EKGs)—which monitor heart function—and use other monitors and complex equipment.

The specific tasks or procedures EMTs and paramedics are allowed to perform vary by state.”

-TAKEN FROM THE US DEPARTMENT OF LABOR-

FREQUENTLY ASKED QUESTIONS REGARDING CRIMINAL BACKGROUND

Which criminal offenses **WILL** exclude an applicant from being eligible for EMT Certification?

- Has been convicted of any sexually related offense specified under Section 290 of the Penal Code
- Has been convicted of murder, attempted murder, or murder for hire
- Has been convicted of two (2) or more felonies
- Is on parole or probation for any felony
- Has been convicted and released from incarceration for offenses during the preceding fifteen (15) years for the crime of manslaughter or involuntary manslaughter
- Has been convicted and released from incarceration during the preceding ten (10) years for any offense punishable as a felony
- 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.
- 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
- Has been convicted within the preceding five (5) years of any theft related misdemeanor

Which criminal offenses **MAY** exclude an applicant from being eligible for EMT Certification?

- Has committed any act involving fraud, intentional dishonesty for personal gain within the preceding seven (7) years
- Is required to register pursuant to Section 11590 (Controlled Substance Offender) of the Health and Safety Code
- Conviction of one (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:**

- Fraud in the procurement of any certificate or license.
- Gross negligence.
- Repeated negligent acts.
- Incompetence.
- The commission of any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications, functions, and duties of prehospital personnel.
- 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.
- 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.
- Violating or attempting to violate any federal or state statute or regulation that regulates narcotics, dangerous drugs, or controlled substances.
- Addiction to, the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or

controlled substances.

- 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.
- 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
- Unprofessional conduct exhibited by any of the followings:
 - 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
 - Failure to maintain confidentiality
 - The commission of any sexually related offense under Section 2

FREQUENTLY ASKED QUESTIONS REGARDING THE EMT 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 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 HealthPro course completion certificate?** After you complete the course, including submission of your clinical or ride along, we will begin processing your HealthPro EMT Course Completion Certificate. (See section: **Verification of NREMT and Issuance of Certificates of Completion** for further details.) You must submit a copy of your Course Completion for certification in the State of California.
- 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 HealthPro EMT 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 county certification good throughout California?** Yes. Individual counties are only allowed to request an 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.

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 N Market Blvd, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888)370-7589 or by fax (916)263-1897.



MEET THE HEALTHPRO EMS TEAM



JOAN BATTERSBY, RN MSN
President, CEO
Assistant/Skills Instructor

Joan has a Master's Degree in Nursing, specializing in Education. She has over 35 years of nursing and teaching experience.



GERALD BATTERSBY, MD
Medical Director
Assistant/Skills Instructor

Dr. Battersby is a Board-Certified Internist. He has over 40 years' experience in medicine and professional teaching.



**ROS BROWN, RN, BSN
MICN**
Program Director, Orange
County

Ros began his career in 1996 as an EMT and is now a Registered Nurse specializing in management and care of the trauma patient. Ros has various trainings as an EMS educator, and is an NAEMSE Level 1 certified instructor.

Eddie Apodaca, Primary Instructor has over 10 years' experience in EMS, working both in management and as a firefighter and paramedic. He is the co-owner of HealthPro EMS Training, Inc.



HealthPro EMS Training, Inc Catalog
Addendum A

1. This policy was added to the 2022 Student Catalogue in January 2022. This policy states that the students enrolled in HealthPro EMT Training courses through the Riverside Workforce Development, Riverside County (Rivco) would not be eligible for refunds based on partial attendance of the program. Per discussions with the Administration at Riverside it was agreed that HealthPro would issue no refunds for students in this cohort that voluntarily dropped or withdrew from this course dated January 24, 2022- March 24, 2022.
2. The cost of the instruction that is provided by HealthPro to this cohort is \$1500.00 consisting of the following:
 - a. \$1100.00 Registration Fee
 - b. \$75.00 BLS Fee
 - c. \$180.00 Online Software Fee
 - d. \$45.00 Uniform fee
3. This policy will now extend to each cohort eligible for Riverside Workforce Development for the year of 2022.
Joan Battersby, RN MSN, President
HealthPro EMS Training, Inc