

## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2020 & 2019

24 Hr. Refresher Course (24 hours/4 days)

## **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2019	135			91%
2020	40	40	40	100%

Student's Initials:\_\_\_\_\_Date:\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

## Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field		
2019	0	0	0	0	0		
2020	0	0	0	0	0		
2020 0 0 0 0 0 0 0 0 0 0 You may obtain from the institution a list of the employment positions determined to be in the field for which a student received educated and training. (The student can obtain this information by requesting it from admin@ciemt.com)							

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.



#### Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment					
Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field		
2019	0	0	0		
2020	0	0	0		

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	0	0	0
2020	0	0	0

#### Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	0
2020	0	0

## Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	0
2020	0	0

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information



## License Examination Passage Rates

(includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Caldenar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam Exam	Number Who Failed First Available Exam	Passage Rate
2019	0	0	0	0	0
2020	0	0	0	0	0

Student's Initials: Date: Initial only after you have had sufficient time to read and understand the information.

## **Salary and Wage Information**

(includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Information
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2019 0		0	0	0	0	0	0
2020 0		0	0	0	0	0	0
2020       0							



## **Cost of Educational Program**

Total charges for the program for students completing on-time in 2019 & 2020: \$210. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

Students at California Institute of EMT are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

Student Name - Print

Student Signature

Date

School Official

Date



#### **Definitions**

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the
  applicable educational program are gainfully employed, whose employment has been reported, and for whom the
  institution has documented verification of employment. For occupations for which the state requires passing an
  examination, the six months period begins after the announcement of the examination results for the first examination
  available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL**

#### **Cancellation and refund policy:** STUDENTS RIGHT TO CANCEL

Students who require the EMT-Basic Refresher Course must pay in full by the first day of instruction of the class. Cancellation of a registered EMT-Basic Refresher Course can be made anytime up until twenty four (24) hours before the course with a full refund. The student has the option to use the payment as a credit for future EMT Refresher Course. If cancellation is less then twenty-four hours (24) before the registered start date of the EMT-Basic Refresher Course the payment is considered non-refundable. Program Director Matthew Goodman. (562) 989-1520 admin@ciemt.com



## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2020 & 2019

## American Heart Association BLS CPR/First Aid Course (7 hour class)

## **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2019	628	628	582	92%
2020	332	332	315	94%

Student's Initials:\_\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

## Job Placement Rates (includes data for the two calendar years prior to reporting)

llendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	0	0	0	0	0
2020	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (The student can obtain this information by requesting it from admin@ciemt.com)

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.



#### Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment					
Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field		
2019	0	0	0		
2020	0	0	0		

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	0	0	0
2020	0	0	0

#### Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	0
2020	0	0

## Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	0
2020	0	0

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information



## License Examination Passage Rates

(includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Caldenar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam Exam	Number Who Failed First Available Exam	Passage Rate
2019	0	0	0	0	0
2020	0	0	0	0	0

Student's Initials: Date: Initial only after you have had sufficient time to read and understand the information.

## **Salary and Wage Information**

(includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Information
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2019 0		0	0	0	0	0	0
2020 0		0	0	0	0	0	0
	<u>(The stud</u>	dent can obtain this in	formation	<u>by request</u>	ng it from	admin@cie	<u>emt.com)</u>



## **Cost of Educational Program**

Total charges for the program for students completing on-time in 2019 & 2020: \$40-\$65. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

Students at California Institute of EMT are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

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Student Name - Print

Student Signature

Date

School Official

Date



#### **Definitions**

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the
  applicable educational program are gainfully employed, whose employment has been reported, and for whom the
  institution has documented verification of employment. For occupations for which the state requires passing an
  examination, the six months period begins after the announcement of the examination results for the first examination
  available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL**

#### **Cancellation and refund policy:** STUDENTS RIGHT TO CANCEL

Individual Students who have enrolled in any of the American Heart Association classes may cancel at any time including "if notice of cancellation is made through attendance at the first class session" before the start of the class the student has enrolled. A full refund will be issued. There are no advance deposits taken for individual students who wish to take an American Heart Association class



## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2020 & 2019

## EMT Hybrid Course (203 hours/11 weeks)

#### **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2019	121	121	47	38%
2020	81	81	24	29%

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

## Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendaı Year	<ul> <li>Number of</li> <li>Students</li> <li>Who</li> <li>Began</li> <li>Program</li> </ul>	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	121	47	35	1	03%
2020	81	24	24	1	04%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (The student can obtain this information by requesting it from admin@ciemt.com)

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.



#### Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment							
Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field				
2019	0	1	1				
2020	1	0	1				

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	0	1	1
2020	1	0	1

#### Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	0
2020	0	0

## Institutional Employment

Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
0	0
0	0
	Employed by the Institution, an Employer Owned by the Institution, or an Employer

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information



## License Examination Passage Rates

(includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Caldenar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam Exam	Number Who Failed First Available Exam	Passage Rate
2019	47	35	34	1	97
2020	81	14	14	0	100

Student's Initials: Date: Initial only after you have had sufficient time to read and understand the information.

## **Salary and Wage Information**

(includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

				-				
Calendar		Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year		Available for	Employed in	-	-	-	-	Information
		Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2019	35		1	0	0	0	1	0
2020	24		1	0	0	0	0	1
		A list of s	ources used to substant	tiate salary	disclosures	is available	from the se	chool.
		Stude	nt's Initials:	Date:				
		Initial	only after you have ha	d sufficier	nt time to re	ad and und	derstand th	ne information.
							Publishe	d:December 1, 20 Page 3 of



## **Cost of Educational Program**

Total charges for the program for students completing on-time in 2019 & 2020: \$1295. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

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Student Name - Print

Student Signature

Date

School Official

Date



#### **Definitions**

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- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
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- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the
  applicable educational program are gainfully employed, whose employment has been reported, and for whom the
  institution has documented verification of employment. For occupations for which the state requires passing an
  examination, the six months period begins after the announcement of the examination results for the first examination
  available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
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- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL**

- <u>Cancellation and refund policy:</u> STUDENT'S RIGHT TO CANCEL
- Students are required to submit a two hundred dollar (\$200.00) registration fee as a condition of registration for the Paramedic Preparation Course. Cancellation of attendance in this program will allow the student a full refund only if cancellation is made Ten (10) working days prior to the start date of the class in which the student has registered. If cancellation is made less than ten working days prior to the start date of the course the registration fee is considered non-refundable. Cancellation is defined as sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the registration fee is considered non-refundable. (Matthew Goodman CIEMT Program Director, 562 989-1520, Admin@CIEMT.COM)



## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2020 & 2019

## **Emergency Medical Technician (170 hours)**

## **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2020	413	413	196	47%
2019	758	758	360	47%

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

## Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2020	413	196	196	13	06%
2019	758	360	356	19	05%
		ng. Please contact		to obtain this informat	the field for which a studen ion.
Student's In	itials:	Date:			

Initial only after you have had sufficient time to read and understand the information.



# Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment						
Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field			
2020	2	11	13			
2019	1	18	19			

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2020	10	3	13
2019	16	3	19

#### Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field	
2020	3	13	
2019	0	19	

## Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2020	0	0
2019	1	19

Student's Initials:\_\_\_\_\_Date:

Initial only after you have had sufficient time to read and understand the information Standard Occupational Classification Code: 29 2041

Standard Occupational Classification Code: 29-2041



# License Examination Passage Rates

(includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Caldenar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam Exam	Number Who Failed First Available Exam	Passage Rate
2020	196	186	166	20	89%
2019	360	356	316	40	89%

Student's Initials: Date: Initial only after you have had sufficient time to read and understand the information.

## **Salary and Wage Information**

(includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

-			-	_	-	-	
Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Information
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2020	196	13	4	3	1	4	1
2019	356	19	5	10	3		1
		nt's Initials: only after you have ha		nt time to re	ad and un		ne information.



## **Cost of Educational Program**

Total charges for the program for students completing on-time in 2019 & 2020: \$1095.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

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Student Name - Print

Student Signature

Date

School Official

Date



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- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
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- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the
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  institution has documented verification of employment. For occupations for which the state requires passing an
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- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL**

#### Cancellation and refund policy: STUDENT'S RIGHT TO CANCEL

Students are required to submit a two hundred dollar (\$200.00) registration fee as a condition of registration for the Initial Certification Program for EMT-Basic. Cancellation of attendance in this program will allow the student a full refund only if cancellation is made Ten (10) working days prior to the start date of the class in which the student has registered. If cancellation is made less than ten working days prior to the start date of the course the registration fee is considered non-refundable. Cancellation is defined as sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the **registration fee is considered non-refundable**. (Matthew Goodman CIEMT Program Director, 562 989-1520, Admin@CIEMT.COM)