Catalog

January 1, 2026 – December 31, 2026

Name of Institution: Southern California EMS Training Institute

Address: 21330 Lemon Street, Wildomar,
CA 92595

Telephone Number: (951) 304-0099

Email: socalemstia@gmail.com

Website: www.emttrainingca.com

PLEASE BE ADVISED

"As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing the enrollment agreement."

This handbook is updated every calendar year and any revisions made during the calendar year will be published with attached addendums. This handbook is public knowledge and is available on the SoCal EMS website. If you would like a copy of this handbook we will send it to you via email.

Table of Contents

Introduction, Mission Statement and Objective	2
Program Staff and Faculty	3
EMT Course Description, Objectives, and Required Documentation	4
Breakdown of Cost and Commonly Associated Fees	5
EMT Student Attendance	5
EMT Student Grading Policies and Course Completion	7
Office Hours, Campus, and Libraries	9
Textbook Materials	10
Transfer of Credits from another Institution	11
Notice Concerning Transferability of Credits and Credentials earned at our Institution, Copies of Course Completion, Placement Assistance, Housing	11
Language Services, Distance Learning, Financial Aid, Students with Disabilities	12
Record Keeping, Approval to Operate, Institutional Disposition	14
Cancellations and Refunds, Student Tuition Recovery Fund Disclosure	15
Student Tuition Recovery Fund	16
EMT Student Clinical/Field Internship	17
Ethics and Standards of Conduct	19
Classroom Decorum	23
Academic and Disciplinary Probation, Termination	24
Ada Accommodations/ Grievance Procedure	25
Re-Enrollment and Withdrawal/Medical Leave, Returning Students	26
Exposure of Control Policy	27
Evaluation of Exposure Occurrences and Follow-up (Exposure/Injury Report Form)	29
Verification for NREMT and Issuance of Completion Certifications for the	E

MT Student

Recertification for the EMT 32

Frequently Asked Questions Regarding Criminal Background 32

Health and Safety Code Violations 1798.200 33

Frequently Asked Questions Regarding the EMT Program 34

Southern California EMS Training Institute Team 35

31

"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, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

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

The Bureau does not endorse the institution's programs and that approval does

not mean the institution exceeds minimum state standards

Introduction

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

This is an instructional program that prepares students for employment as Emergency Medical Technician (EMT), SOC29-2041, to function at the basic pre- hospital Emergency Medical Technician level and treat various medical and traumatic conditions using appropriate equipment and materials.

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

94817. Approval to Operate or Approval "Approval to operate" or "approval" means the authorization pursuant to this chapter to offer to the public and to provide postsecondary educational programs, as well as the written document issued to an institution signifying its approval to operate. Added by Stats. 2009, Ch. 310, §6. (AB 48) 94817.5.

Mission Statement

SoCal EMS Training Institute strives to bring a dedicated instructor cadre with the training, knowledge, and experience to not only train our current students but to shape the future of EMS through challenging the status quo of legacy information and replacing it with the most up to date lessons and techniques from the innovators and trail blazers of modern medicine.

Core Values:

Service- We believe it is important to deliver professional and courteous customer service to not only our students and guest but each other. We aim to create a culture of putting each other's needs before our own. If we all care about each other a little more than ourselves we will collectively grow more than the sum of our parts.

Accountability- We hold ourselves accountable for not only our actions but to each other. By being accountable we will allow our team to move forward in one common direction.

Innovation- We believe that the world is a forum and that every person we interact with has something to offer and bring to the table. It is important to not only teach the most up to date information but to challenge ourselves to create new ideas and seek better ways to do things.

Excellence- We are committed to carry a spirit of excellence to continually improve not only our services but to become the best versions of ourselves.

Objective

Our objective is to provide our students with the foundation required to be entry-level Emergency Medical Technicians and future clinicians through using cognitive, psychomotor, and affective learning domains.

Program Staff and Faculty

Southern California EMS Training Institute

21330 Lemon Street Wildomar, CA 92595

Mailing Address: P.O. Box 891442, Temecula, CA

92589

Phone (951) 304-0099

www.emttrainingca.com

Administrative Board

President, CEO, COO, Institution Director Program Director, Chief Academic Officer

Jonathan San Nicolas, EMT-P Jade San Nicolas, EMT-P

Custodian of Records

Jade San Nicolas

Faculty

Principal Instructor(s)

Jonathan San Nicolas, EMT-P

Jade San Nicolas, EMT-P

PROGRAM INFORMATION

Emergency Medical Technician (EMT) Course Description

The EMT Course includes skills necessary to provide emergency medical care at a basic life support level (BLS) in accordance with the National Standard Curriculum and the guidelines set forth by the State of California. This course is offered in a hybrid format. Students complete 80 hours of in-person lecture and skills instruction at the SoCal EMS LLC classroom facility and 80 hours of asynchronous coursework off-campus through Google Classroom, in addition to 24 hours of clinical observation, for a total of 184 hours. During the 24-hour clinical observation a minimum of ten patient contacts are required before the EMT written final and EMT psychomotor skills exam.

Successful completion of this program requires completion of all course pre-requisites and requirements. Students must maintain an average of 80% in the class on all exams and assignments in order to take the written final. Students must pass the written final exam with a minimum score of 80% and successfully complete all EMT skills evaluations. Upon completion of the course students will receive an EMT Course Completion Certificate.

EMT Objectives

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

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

EMT Course Requirements

- A current American Heart Association Healthcare provider CPR card or Red Cross Provider Card **(Due PRIOR to Orientation) (Must be Valid for Entire Class)**
- Must be 18 years old
- Black work boots are required for uniform footwear, black or navy-blue Dickies style pants, blackbelt, and a wristwatch with a second hand (No Apple Watch).
- Background check done through Castle Branch
- Negative TB test or chest x-ray in the last 6 months **(Due PRIOR to Orientation)**
- Proof of Health Insurance
- Laptop with online access/Google Email for Google Classroom
- Successfully create an account with Canvas

ATB is not recognized by Southern California EMS Training Institute

Breakdown of Program Cost and Commonly Associated Fees

- Non-Refundable Application Fee = $250.00 (This fee is applied to the cost of the course $1,495.00)
- Tuition = $895.00 (Due by the first day of class or payment plan agreement completed)
- Equipment and Supplies = $350.00 (due by the first day of class and non-refundable once accepted by the student and after cancellation period)

  Equipment and Supplies are the following and are received by the first day of class. They are non-refundable once accepted by student and after cancellation period:

  Southern California EMS Training Institute uniform shirt $50

  Student Equipment needed for course participation: Stethoscope, BP Cuff, Trauma Sheers, Eye Pro, FIT Test and Pen Light $300
- Additional $100.00 Bookkeeping Fee = ONLY applies if Payment Plan is used ($50.00 weekly late fee)

Not Included in the tuition is the following:

- Any fees incurred in order to obtain the required immunizations prior to clinical rotations. It is the student's responsibility to obtain the required immunizations. Southern California EMS Training Institute does not offer any immunization services. (Cost will vary depending on the medical provider with which the student chooses to obtain these services, as well as the insurance coverage the student maintains. No moneys will be paid to Southern California EMS Training Institute in relation to this requirement. It is advised for students to assess how much these services will cost based on their medical provider of choice and personal insurance coverage prior to signing the enrollment agreement.)
- Health Insurance: Students must maintain health insurance or worker's compensation insurance for the clinical / field portion of the program and furnish proof of insurance. Students are responsible for all payments for medical care related to hazardous exposures injuries and/or illnesses.
- Any fees incurred to complete required background check through Castle Branch. It is the student's responsibility to complete and pay for the background check. Cost is $53.00.
- Any examination, certification and/or background check fees required to for certification at the local, state and/or national level. (NREMT Written Exam Fee = $104.00; Riverside County Certification Application = $137; Live Scan Fee = averages $70.00)

Total Charges for Current Period of Attendance: $1,495.00

Estimated Total Charges for the Entire Educational Program: $1,495.00

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

EMT Student Attendance

Attendance during all phases of the Program is extremely important due to the nature of the program material. During the Program, all lectures and skills are based on material from prior

lectures and skills sessions. Without having a strong foundation in this prior material, it is extremely difficult to attain and master the new material or skills. In addition, due to state requirements for EMT training, all EMT courses are required to consist of no less than 160 hours of instruction (80 hours of in-person lecture and skills sessions and 80 hours of asynchronous coursework completed off-campus through Google Classroom) and 24 hours of supervised emergency room clinical or ambulance patient care experience. Therefore, attendance is **mandatory**, not optional. The following are the attendance requirements for students while in the program:

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

EMT Student Grading Policies and Course Completion

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

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

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

items:

P/F All Practical (Skills) Exams

P/F Attendance at mandatory Clinical Orientation Day

P/F Clinical Observation (minimum 24 hours & 10 patient contacts)

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

Note: A minimum score of 80% is required to sit for the final, and 80 % on the final to be recommended for certification.

The breakdown for grading in the Program is as follows:

UPDATED : (Effective Beginning Summer 2026)

Course Content:	
Participation	10%
Homework	25%
Quiz/Exams	40%
Final Exam (Paper Test)	25%
Total:	100%

Grading Policy:

- Exam/Tests

  Exam/Tests will be given on a weekly scheduled basis. Exam/Tests are to be taken through Google Classroom and will test on assigned reading material and material covered in the modules being taught in class. If an exam/test is missed for whatever reason, it is up to the instructor when, and if, an exam/test is reopened for the student to take again and there will be an automatic 10% reduction on that test grade.

- EMT Course Completion Exam

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

- Final Skills Exam

  Students must pass all Final Practical Skills Stations. A total of 3 attempts are allowed on practical exams. All third attempts must be scheduled at the convenience of the program director or clinical coordinator. Failure to pass final practical skills stations on the third retake will result in termination of the course.

- Community Service

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

Please note the following concerns regarding testing and exams:

- **NO CELL PHONES ARE ALLOWED DURING TESTING.**

Any student caught engaging in any form of academic dishonesty on an exam/test or the final exam will be immediately terminated from the program. In addition, students must request permission from the proctor to leave the testing area and are only permitted to-do so for a restroom break not exceeding 5 minutes. No items are allowed on the desk during testing.

- Students will be allowed to sit for the EMT course completion examination only upon the following conditions:
  a. All assignments have been successfully completed.
  b. All skills labs practice have been completed.
  c. Attendance is documented as satisfactory
  d. All payments paid in full
  e. Class grade is 80%

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

Administrative: Office hours are Monday 8:00am-1:00pm, and Wednesday 8:00am-1:00pm. If you are unable to come in during our normal office hours, let us know and we may be able to coordinate an alternate meeting time. If you wish to meet with an individual instructor email: socalemstia@gmail.com. It is the responsibility of the student to seek assistance in a timely manner.

Campus: The Southern California EMS Training Institute's EMT is a classroom-based course taught using lecture, PowerPoint presentation, video presentation and skills demonstration. Skills demonstrations and practice will be performed on manikins and medical equipment that is current and used today in EMS. All relative EMT equipment is provided for skills practice and testing. Southern California EMS Training Institute teaches all classes at our training facility located at: 21330 Lemon Street, Wildomar, CA 92595. At our training facility, we provide a modest reception and waiting area where prospective students can make inquiries, gather course information, and register for the Programs. Current students will use this area to seek administrative assistance or guidance, as needed. Southern California EMS Training Institute has six classrooms: one classroom for lecture and five classrooms for additional room to be used during skills practice and/or operate as a skills lab. These classrooms will be

available during scheduled course times throughout the program. For student convenience, Southern California EMS Training Institute has two restrooms within the facility. Southern California EMS Training Institute also has a large common area for more teaching or a lunchroom with available use of a refrigerator, two sinks, coffee pot, Keurig, two microwaves, and an additional space outside to be served as a break area.

Libraries

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

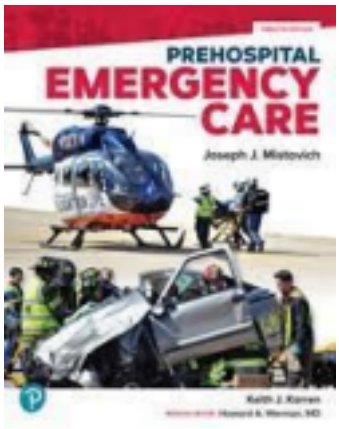
The Library, which houses approximately 100 text and reference books, is accessible for use by students during Southern California EMS Training Institute business hours. The collection is maintained by the Program Director and materials can be checked out/in with the Front Office.

Notification of the required text is made prior to a student's registration in the course. Southern California EMS Training Institute does not house a library equipped with the hard copies of the books used in the course. The required textbook can be purchased online through amazon or Pearson, a hard copy book or E-book is acceptable. For instructional education, SoCal EMS TI has listed the learning resources used to be successful for completion of our program(s).

Textbook and Materials

Prehospital Emergency Care Book,12th Edition

By Joseph J. Mistovich, Keith J. Karren



Note: ***Students will need computer/internet access outside of class for certain assignments. It is the responsibility of the student to ensure computer/internet access for any outside assignments***.

Transfer of Credit from Another Institution

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern California EMS Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the EMT Course Completion Certificates you earn in Southern California EMS Training Institute's Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the EMT Course Completion Certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Southern California EMS Training Institute to determine if your EMT Course Completion Certificate will transfer.

Copies of Course Completion

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

Placement Assistance

Although the Programs may facilitate information about known vacancies, the EMT Program does not offer placement assistance nor is a guarantee for employment.

Housing

Southern California EMS Training Institute does not offer housing, nor do we recommend any housing/dormitory facilities. We bear no responsibility to find or assist a student in finding housing. It is up to the prospective students to arrange their own housing while attending this our Program(s). According to google the average cost of a 1-bedroom apartment within a 15-mile radius of Wildomar, CA is $1900/month.

VISA

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

Language Services

All instruction and audio/visual aids will be delivered in English. Proficiency in English will be documented by the submission of a High School Diploma or equivalent. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California High School proficiency exam. No other language services are offered at this time.

Distance Learning

Southern California EMS Training Institute offers a hybrid delivery format. Depending on the cohort schedule selected, students complete 80 hours of in-person lecture and skills instruction on campus (Tuesday/Thursday or Monday/Wednesday, depending on the cohort) and 80 hours of asynchronous coursework off-campus through Google Classroom, in addition to 24 hours of clinical observation, for a total of 184 instructional hours. Asynchronous coursework is assigned weekly, generally consisting of 8 to 16 hours of handwritten assignments, and is due each Friday. Assignments submitted through Google Classroom are reviewed and graded within 3 to 5 business days.

Financial Aid

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

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

If a student obtains a loan to pay for an education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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

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

Students with Disabilities

Southern California EMS Training Institute may provide reasonable accommodations during a program to students with disabilities (including learning disabilities). Reasonable accommodations are defined as accommodations that do not fundamentally alter the Program. **All students are required to meet the Program's enrollment requirements.**

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

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

FERPA Policy - Student Authorization for Release of Information

In accordance with the **Family Educational Rights and Privacy Act (FERPA)**, SoCal EMS is committed to protecting the privacy and confidentiality of student educational records. FERPA is a federal law that prohibits the release of student information—including academic, enrollment, disciplinary, financial, or attendance records—to anyone other than the student, unless the student has provided signed, written consent.

Student Consent Required

To allow anyone other than the student (such as parents, guardians, spouses, or other third parties) to access or receive information about the student's records, the student must complete and sign a **FERPA Authorization Form**. This form must:

- Clearly identify the individual(s) authorized to receive information
- Specify which records may be released
- Include the purpose of the disclosure
- Be signed and dated by the student

Without this signed consent:

- SoCal EMS will not disclose any student information to others
- Our staff are legally prohibited from discussing a student's academic, financial, or attendance status with anyone but the student

- This restriction applies regardless of the student's age or financial support arrangement

How to Submit the FERPA Form

Students may request to form from the office and handover a **wet signature** copy to the Office.

Consent remains in effect unless the student revokes it in writing.

Important Notice

This policy is strictly enforced to comply with federal law and to ensure the protection of every student's rights. Staff will not make exceptions or engage in discussions with third parties regarding any student without written consent on file. Students are responsible for completing the FERPA form if they wish for others to be involved in their educational experience.

Record Keeping

- Southern California EMS Training Institute shall maintain records of the name, address, email address, and telephone number of each student who is enrolled in an education program within this institution.
- Students and alumni should contact the Custodian of Records for copies of records or transcripts. Fees may apply.
- Southern California EMS Training Institute shall maintain, for each student granted a certificate by this institution, permanent records of all the following:

  1. The EMT course completion certificate granted and the date on which that certificate was granted.
  2. The courses and units on which the certificate was based.
  3. The grades earned by the student in each of those courses.
     - NOTE: All students transcripts will be maintained indefinitely.

- Southern California EMS Training Institute shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

  1. The educational programs offered by this institution and the curriculum for each.
  2. The names and addresses of the members of this institution's faculty and records of the education qualifications of each member of the faculty.
  3. Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16.

Approval To Operate

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

the participant to apply for EMT Certification at the local, state or national level. This institution and its programs are approved by BPPE, not through a college for credits.

94817. Approval to Operate or Approval "Approval to operate" or "approval" means the authorization pursuant to this chapter to offer to the public and to provide postsecondary educational programs, as well as the written document issued to an institution signifying its approval to operate. Added by Stats. 2009, Ch. 310, §6. (AB 48) 94817.5.

Institutional Disposition

This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States of Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

Cancellations and Refunds

STUDENTS RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you may withdrawal at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
3. Cancellation may occur by notifying the office staff and filling out a withdrawal form located in the Southern California EMS Training Institute front office.
4. If the Enrollment Agreement is cancelled the school will refund the student any money, they have paid, less a registration or administration fee not to exceed $250.00 within 45 days after the notice of cancellation is received.
5. Refunds may be credited back to the original credit card used for payment or a check may be issued.
6. All administrative/registration fees are non-refundable.
7. All refund requests must be submitted in writing within **30 days** of the student's last date of attendance or administrative drop date, whichever comes first.

Student Tuition Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the

STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education:

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

Student Tuition Recovery Fund

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of

noncollecting 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.

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-

7589 or by visiting http://www.osar.bppe.ca.gov."

NOTICE: Effective April 1,2024 the STRF assessment rate was changed to zero cents ($.0) per $1,000.

EMT STUDENT CLINICAL/FIELD INTERNSHIP

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

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

Uniform Requirements:

EMT students must wear	The following is not permitted:
1. Uniform Shirt 2. Black or dark-blue slacks with belt 3. Closed-toe, black boot 4. Wristwatch with second hand 5. ID badge 6. Hair must be tied-up or cut-above the collar 7. Mustaches and beards must be neatly-trimmed	1. T-Shirts 2. Cut Off Pants 3. Open 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 (for your protection) 7. Hooded sweatshirts

Frequently Asked Questions Regarding Clinical/Field Internship Hours

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

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

2. What if I do not get 10 patient contacts within the 24 hour minimum?

   a. You will have to go on another rotation.
   b. No exceptions are possible; this is a state certification requirement.
   c. Your hospital rotation should allow most of your patient contacts.

3. If I go on a rotation and reach my 10 total patient contacts, do I have to stay for the whole shift?
   a. Yes, once you start a shift you must stay for the duration.
   b. On occasion, a shift will be longer due to the nature of the shift work.

ETHICS AND STANDARDS OF CONDUCT

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

Ethical Standards

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

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

Professional Behavior

The conduct of the Emergency Medical Technician student reflects upon the individual, his or her agency, Southern California EMS Training Institute, and the EMS Profession. Therefore, the student must always conduct themselves in a professional and responsible manner, as

described below:

- **Appearance**

  Excellent personal grooming and a neat, clean appearance help instill confidence in patients treated by EMS. Respond to the scene in neat, clean, and complete uniform or appropriate dress. This will help to effectively portray the positive image you want to communicate. Remember, you are on a medical team. Your appearance can send the message that you are competent and can be trusted to make right decisions.
- **Knowledge and skills**

  To practice as an EMT, 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 suctions 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 of yourself, your partner and other rescuers, as well as for the patient and bystanders.
  - The territory and terrain within the service area to allow expedient response to the scene and to the appropriate receiving facility.
  - State and local traffic laws and ordinances concerning emergency transportation of the sick and injured.
- **Physical Demands**

  Aptitudes required for work of this nature are good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry and balance at times in excess of 125 pounds. Motor coordination is necessary because of uneven terrain; the well-being of the patients, EMTs, Paramedics, and other workers must not be jeopardized. Prior to professional employment, all EMT and Paramedic candidates must qualify for a Medical Examiner's Certificate by passing the physical examination specified by U.S. Department of Transportation standards.
- **Temperament and abilities**

  In times of crisis, patients will look toward someone to reestablish order in a suddenly chaotic world. Chances are that someone will be you. It can bring out the best in you as well as cause you a great deal of stress. To be as effective as you can be, you should have the following characteristics:
  - **A pleasant personality.** As an Emergency Medical Technician 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.
  - **Sound Judgement.** You must be able to assess a situation quickly, often in unsafe or stressful situations involving human beings in crisis.
  - **Upstanding moral character.** While there are many legal constraints on the profession, you also have ethical obligations. You are in a position of public trust and that cannot be wholly defined by statute or case law alone.
  - **Stability and adaptability.** Being an EMT or Paramedic can be quite stressful. Exhaustion, frustration, anger and grief are part of the package. You must be

able to delay expressing your feelings until the emergency is over. Just as important, you must understand that intense emotional reactions are normal and that seeking support from coworkers, counselors, friends and family are important aspects of keeping yourself mentally and physically fit.

Misconduct

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

- **Academic Dishonesty**. All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty. For the purposes of this policy, the following definitions apply:
  - Cheating: Cheating includes, but is not limited to: the use of unauthorized materials, including any information and/or study aids unless otherwise authorized; leaving the testing area without permission or for a prolonged period of time; helping another student commit an act of academic fraud or dishonesty; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).
  - Fabrication: Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.
  - Plagiarism: Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own; including but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work; or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.
  - Other Forms of Dishonesty: Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency to the program or to program officials.
- **Forgery**: Forgery, alteration, or misuse of any Program document, record, key, electronic device, or identification. This policy applies to any individual for whom the Program maintains records, regardless of current student status.
- **Theft**: Theft of, conversation of, misappropriation of, or damage to or destruction of any property of Southern California EMS Training Institute or property of others while on Southern California EMS Training Institute premises or at official Southern California EMS Training Institute functions; or possession of any stolen property while on Southern California EMS Training Institute premises, or at official Southern California EMS Training Institute functions.
- **Unauthorized Conduct**: Unauthorized possession of, receipt of, duplication of, or use of the Southern California EMS Training Institute name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any Southern California EMS Training Institute properties, equipment, resources, or services. Selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, or using them for any commercial purpose, without the express permission of the instructor.
- **Physical Abuse**: Physical abuse, including but not limited to: rape, sexual assault, sex

offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.

- **"Fighting Words"**: The use of "fighting words" by students to harass any person(s) on Southern California EMS Training Institute property, on other property to which these policies apply, or in connection with official Southern California EMS Training Institute functions or Southern California EMS Training Institute sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in Program's programs and activities.
- **Hazing**: Hazing or any method of initiation or pre-initiation activity which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.
- **Obstruction or Disruption**: Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other Program activities.
- **Disorderly Conduct**: Disorderly or lewd conduct.
- **Failure to Comply**: Failure to identify oneself to, or comply with directions of, a Southern California EMS Training Institute official or other public official acting in the performance of their duties while on Southern California EMS Training Institute property or at official Southern California EMS Training Institute functions, or resisting or obstructing such Southern California EMS Training Institute or other public officials in the performance of or the attempt to perform their duties.
- **Destructive Devices**: Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
- **Weapons**: Students with special permits to carry weapons must receive clearance from Southern California EMS Training Institute prior to bringing that weapon into any course-sponsored settings.
- **Program Properties**: Using Program properties for the purpose of organizing or carrying out unlawful activity.
- **Violations of Law**: Violation of Federal, State, or local laws.

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

Classroom Etiquette

The following regulations concern classroom decorum:

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

Disciplinary Action

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

Academic Probation

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

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

Disciplinary Probation

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

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

Termination from the Program

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

Academic Grounds

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

Disciplinary Grounds

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

- Repeated or substantial failure to comply with the exposure control policy
- Failure to meet the documentation requirements of course requisites prior to start of clinical rotations

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

Appeal of Disciplinary Termination

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

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

Grievance Procedure

If you feel that your rights have been violated:

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

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

Condition for Re-Enrollment

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

Voluntary Withdrawal

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

Medical Withdrawl

1. Students who must withdraw due to serious medical reasons may be eligible for a partial refund, if they drop prior to 60% of class. To be considered for this accommodation, students must submit a written request and supporting documentation (e.g., a doctor's note confirming inability to attend) within 5 business days of the missed instruction.

Please note:

- Refunds are not guaranteed and are not issued for non-medical personal reasons.
- Credits will be prorated based on the date of withdrawal.
- Only one medical withdrawal credit may be granted per student per calendar year.

Right to Deny Re-Enrollment Policy

Southern California EMS Training Institute (SoCal EMS) is a private institution approved to operate by the **California Bureau for Private Postsecondary Education (BPPE)** pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code §94800 et seq.). In accordance with BPPE regulations and the institution's enrollment policies, SoCal EMS reserves the right to deny re-enrollment to any student.

Denial of re-enrollment may occur at the sole discretion of the institution and may be based on, but is not limited to, the following:

- Failure to meet academic progress, attendance, or conduct standards
- Disruptive behavior or conduct that negatively affects the learning environment
- Harassment, threats, or inappropriate conduct directed at staff, instructors, students, or school representatives — including behavior by third parties such as family members
- Prior violations of institutional policies or professional standards

- Any actions, behaviors, or associations deemed to compromise the integrity, safety, or reputation of the institution or its community

All decisions related to re-enrollment are made in good faith and in accordance with institutional policy and applicable state laws. The school is not obligated to disclose specific reasons for denial of re-enrollment. This policy is enforced uniformly and without discrimination based on race, color, national origin, religion, sex, age, disability, or any other protected category as defined under state and federal law.

Students have the right to file a complaint with the **Bureau for Private Postsecondary Education** if they believe this policy has been applied unfairly or in violation of the law

Exposure Control Policy

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

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

Universal or Standard Precautions

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

1. Gloves must be worn for:
• Touching blood and/or body fluids, mucus membranes or non-intact skin of all patients; • Protection of cuts or open lesions on the hands (of the healthcare provider); • Gloves must be changed when soiled, torn, or punctured and after contact with each patient.
2. Protective eyewear and face masks must be worn during tasks that are likely to generate droplets of blood, saliva, sputum or other body fluids. (Must wear safety glasses or have it readily available.)
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. (Student shall not be required to sharps needles)

Clean Up of Blood or Other Body Fluid Spill

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

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

Safe Work Practices

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

1. Students who have, or recently have had, any type of infectious disease should refrain from participatory skills until they are considered well. Examples of diseases include, but not limited to:

- Open cuts, leaking skin lesions, or sores on face, mouth, or hands
- Respiratory infection
- Flu-like symptoms, cough, sore throat, fever
- Active, acute hepatitis
- Mononucleosis
- Tuberculosis
- Active infections, i.e. herpes, shingles, fungi, conjunctivitis

2. Hands and other skin surfaces (as applicable) must be washed:

- Before and after direct patient contact
- After removal of gloves
- After any accidental contamination with blood or other body fluids

3. Students must wear appropriate personal protective equipment according to guidelines set forth by Southern California EMS Training Institute, the individual hospital clinical site, ambulance company or the Fire/EMS agency.

4. Procedures must be performed in such a manner as to decrease the chance of splashing or spraying of blood or other body fluids.

5. Reusable instruments contaminated by blood or other body fluids (such as Stethoscopes) must be placed in designated containers disinfectant, for a minimum of 10 minutes.

EVALUATION OF EXPOSURE OCCURRENCES

AND FOLLOW-UP

Policy

1. It is the student's responsibility to follow safe work practices and infection control guidelines.

- Should a student be exposed, he or she must report it immediately to the Principle Instructor, or other pre-designated personnel.
- Appropriate medical evaluation and testing will be done according to current Centers for Disease Control Guidelines, current medical standard of care for infectious disease exposure, or hospital policy.

Procedure

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

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

Liability

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

Exposure/Injury Report Form

Student Name: Date Incident Occurred:

Clinical Site or Ambulance Company Address:

Clinical Site/Ambulance Company Telephone #: _

Incident occurred under the supervision of:

Source of exposure or injury:

Activity being performed:

Briefly describe what occurred*:

*Be sure to include witness names and contact information. Continue statement on attachment, if necessary. Blood exposures only: Sent for follow-up testing/counseling? Yes No

Injury only: Sent to ER/private physician for treatment? Yes No Location of follow-up: _

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

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

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

Signature/Date Program Director Signature/Date

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

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

Initial Certification and Background Investigation

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

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

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

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

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

Recertification for the EMT

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

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

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

Frequently Asked Questions Regarding Criminal Background

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

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

Health and Safety Code Violations 1798.200

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

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

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

Frequently Asked Questions Regarding the EMT Course

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

SOUTHERN CALIFORNIA EMS TRAINING INSTITUTE TEAM

Jonathan San Nicolas, EMT-P, CEO, COO, and Institutional Director, President

Jonathan San Nicolas is the founder, CEO, COO, Institutional director and president of Southern California EMS Training Institute. He brings over a decade of experience working and teaching in the emergency medical field. He started out as an Emergency Medical Technician working for a BLS ambulance company and serving as a reserve firefighter. Jonathan then went on to earn his paramedic license at Palomar College and became a paramedic with Escondido Fire Department. Jonathan worked his way up into a Firefighter-Paramedic position and began teaching multiple CE courses for his department and surrounding departments. Jonathan became a Swat Medic for the fire department and taught multiple courses for the Escondido Police Department Swat team. Under his leadership, Southern California EMS Training Institute will continue to succeed and grow in Southern California. Jonathan will take lead at the school and continue to educate our primary instructors and students to surpass the local, state and national standard within their profession.

Jade San Nicolas, EMT-P, Chief Academic Officer and Program Director

Jade San Nicolas is the Program Director and Chief Academic Officer for Southern California EMS Training Institute. She has over a decade of experience in the Emergency medical field. In 2008 she started her career as an Emergency Medical Technician for a local BLS ambulance company where her responsibilities were in both BLS and CCT transport. Shortly after gaining the experience required she attended paramedic school at NCTI and was hired at AMR Hemet as a paramedic. She has been both a primary and skill instructor for Southern California EMS Training Institute for the last 8 years.

Teaching Staff

Southern California EMS Training Institutes teaching staff consists of Emergency Medical Technicians, Paramedics, and Firefighters.

Policy Certification

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

Student Signature: Sign in Student Supportal