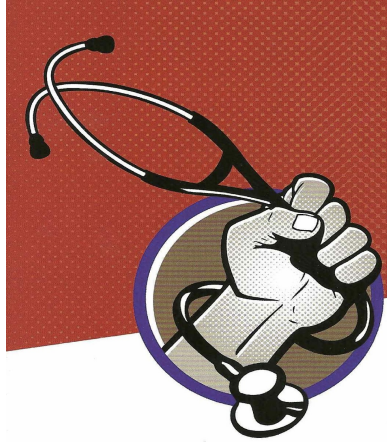


Defib Academy & Bear EMT



CATALOG

July 1, 2017 – June 30, 2018

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THIS CATALOG INCLUDES AN ADDENDUM.

MISSION

Defib Academy is committed to providing students with the best learning opportunities for a variety of medical professions. We implement all currently accepted social, medical and educational standards, while advancing our curriculum to meet the current and evolving healthcare needs of our community. Defib Academy adds value to the community by creating career opportunities that are affordable, accessible, and that serve the overall welfare of the general public.

OBJECTIVES

- To increase the percentage of students performing at the proficient and advanced levels.
- To engage students through dynamic and technologically integrated teaching strategies.
- To align technical programs to national standards and accreditation requirements, allowing students to obtain relevant licensure/certifications.
- To develop recruiting strategies to expand community awareness.

GENERAL INFORMATION

HISTORY AND OWNERSHIP

Emergency Response Training, Inc., dba Defib Academy was established in September of 2010 by Alex & Aki Williams with a combined experience of over forty years in the prehospital and acute hospital environment. Defib Academy provides medical training for community members and healthcare professionals. We offer a variety of courses backed by the American Heart Association, National Registry of Emergency Medical Technicians, American Academy of Pediatrics, and many more. Our humble roots keep us grounded as we continue to expand our offerings to suit the evolving needs of our community.

FACILITY AND EQUIPMENT

Defib Academy offers training in a residential format. All classes are held at 1543 Pacific Ave., Suite 104, Santa Cruz, CA 95060.

DESCRIPTION OF FACILITIES

Defib Academy comprises of 3,454 square feet including three classrooms, two clinical labs, administrative offices, restrooms, school store, student lounges and storage space. Parking is available on site.

DESCRIPTION OF EQUIPMENT

Defib Academy has office equipment to include computers, laptops and multifunctioning printing devices and AV equipment to include four (4) TVs, projectors, and DVD players. Classroom equipment includes projector screens, white boards, desks, chairs, hospital gurneys, storage cabinets, anatomical charts and models, chest compression, High fidelity medical training mannequins (CPR, intraosseous, OB, Defibrillation and airway to include infant, child and adult), IV simulation arms, simulators (cricothyrotomy, Pediatric IV, IM Injection), airway equipment

(airways, tubes, blades, esophageal intubation detector, oxygen delivery devices), Two way portable radios, IV supplies, diagnostic equipment (blood pressure cuffs, stethoscopes, glucose monitoring devices, pulse oximeter, penlight), cardiac equipment (AED trainer, cardiac monitor, dysrhythmia generator), miscellaneous/disposable supplies and personal protective equipment and supplies.

ADMINISTRATION DAYS / HOURS

Office hours are Monday- Friday 8:00am to 5:00pm and Saturday 9:00am to 2:00pm.

Instructor-Led Open Labs are Fridays from 1:00pm to 4:00pm.

EMT Program Administrator office hours are Fridays, 11:00am to 1:00pm and additional hours available by appointment.

EMT students are welcome to use the lounges to study during regular office hours.

CLASSROOM DAYS / HOURS

Classes are offered in two different Sessions A & B:

Session A

Mondays & Wednesdays: 5:00 pm - 9:30 pm & Saturdays: 9:00 am - 5:30 pm

Session B

Tuesdays & Thursdays: 5:00 pm - 9:30 pm & Sundays: 9:00 am - 5:30 pm

ACADEMIC CALENDAR

| Session | Start Date: | Anticipated Completion Date: |
|---------------|-------------|------------------------------|
| EMT Session A | 9/11/2017 | 11/18/2017 |
| EMT Session B | 9/12/2017 | 11/19/2018 |
| EMT Session A | 1/8/2018 | 3/17/2018 |
| EMT Session B | 1/9/2018 | 3/18/2017 |
| EMT Session A | 4/2/2018 | 6/9/2018 |
| EMT Session B | 4/3/2018 | 6/10/2018 |
| EMT Session A | 6/25/2018 | 9/1/2018 |
| EMT Session B | 6/26/2018 | 9/2/2018 |
| EMT Session A | 9/24/2018 | 12/1/2018 |
| EMT Session B | 9/25/2018 | 12/2/2018 |

HOLIDAYS

Defib Academy observes the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas vacation (last week of the year)

APPROVALS

Defib Academy is a private institution approved to operate by the California Emergency Medical Services Authority. Approval means the program meets the requirements contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009). Emergency Medical Technician training programs are approved by the local EMS agency (LEMSA) that has jurisdiction in the county where the training program is located.

Defib Academy is approved as a training provider through the County of Santa Cruz Health Services Agency (LEMSA), Provider number: 44-0009.

Defib Academy EMT Training Program has been developed and approved in compliance with the California Code of Regulations, Title 22, Division 9, Chapter 2, EMT-B.

Defib Academy is an approved continuing education provider through the State of California Board of Registered Nursing, License Number: CEP16840.

ADMISSIONS POLICY AND PROCEDURE

POLICY

Admission into the program requires that the prospective student:

- Be 18 years of age or older, 17 years of age is acceptable if the student has a high school diploma or the equivalent and can be accepted only with the written consent of a parent or legal guardian;
- Have a high school diploma or equivalent. Defib Academy will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree. A physical copy of the original diploma or its equivalent must be verified

and on file no later than 30 days after classes commence. The evidence of graduation must include the name of the high school attended, city, state, graduation year.

- Be a citizen or national of the United States or is an alien who meets all eligibility requirements to receive emergency medical technician licensure.
- Be provided an application for enrollment;
- Be provided the catalog;
- Complete all Prerequisite Requirements and
- It is recommended that applicants visit Defib Academy to gain an understanding of the academy and view the facilities and equipment. A personal interview can be scheduled with an Admissions representative.

Prerequisite Requirements for Admission:

Prerequisites are DUE BEFORE THE FIRST DAY OF CLASS.

Exceptions noted below

These are all essential items. You are not permitted to have patient contact without the items listed below, and you will not receive your EMT completion certificate or register for your NREMT exam without these items.

Uniform

Due in full by the 2nd Skills Lab

1. Dark Navy Short-Sleeve Button-Up EMS Shirt

Official EMT Student Patch will be supplied by Defib Academy and must be sewn onto the left sleeve, 1/2 inch below the shoulder

2. Dark Navy Undershirt
3. Dark Navy EMS Pants
4. Black Belt
5. Black EMS Boots

Equipment

1. Wrist Watch (with a second hand)
2. 7.5" Trauma Shears
3. Stethoscope
4. Blood Pressure Cuff
5. Penlight

Computer Requirement

A computer (laptop, tablet, etc.) is mandatory for this course.

Students are responsible for obtaining access to a computer (laptop, iPad, tablet or other proprietary computing device) with web browsing and email capabilities for successful completion of this course. The cost of meeting this requirement varies from student to student, but may include purchase or lease of a computer, internet access fees, software purchases, and cost of maintenance and supplies.

eBook

All students must have the required eBook: Emergency Care and Transportation Of The Sick And Injured/ 11th Edition; Navigate 2 Advantage Digital Supplement EMT 11E.

It is the foundation for the didactic curriculum, and therefore an essential tool for every student. This required eBook is available for purchase through a web link to the JB Learning website for purchase. Please see an Admissions Representative for suggested purchasing instructions.

Immunizations

Students are required show proof of the following immunizations and tests. Proof of immunity (documented history of the illness or antibody blood titer) is acceptable. *Students will be withdrawn from the program if immunization requirements are not submitted by the 1st Skills Lab, week two of the program.*

1. MMR Vaccine
2. TDAP Vaccine
3. Hepatitis B Vaccine (if not previously vaccinated, series must be started)
4. Varicella Zoster (Chicken Pox) Vaccine
5. TB Test (negative PPD or chest x-ray results within 18 months prior to the course start date)

Professional Liability Insurance

All students are required to carry professional liability insurance for EMT students in the healthcare professions for the duration of the program.

Live Scan Report

A California Department of Justice fingerprint background check is required for all EMT Students. This shall be accomplished through the Live Scan system. Students will have their Live Scan Report mailed to them, and must submit a copy of this report to Defib Academy prior to the first day of class.

Please note, although it normally takes 3-4 business days to receive the report, it can sometimes take several weeks. Consequently, please be sure to allow extra time for processing.

Basic Life Support (BLS) Certification

Due before the first day of class

All students are required to complete an American Heart Association Basic Life Support (BLS) course. Defib Academy EMT applicants will be given a single-use promo code for complimentary access to any BLS class offered by our facility. All standard terms and conditions apply.

PROCEDURE

Admissions procedures may include meeting with an admissions representative to review goals, school policies and procedures, catalog, and graduation requirements. Each prospective student must:

- Provide evidence of age;
- Provide a high school diploma or equivalent;
- Provide evidence of being a citizen or national of the United States or is an alien who meets all eligibility requirements to receive emergency medical technician licensure.
- Complete the application/enrollment agreement documents; and
- Meet all Prerequisite Requirements.

If the program is a good fit determined by the prospective student and Defib Academy the student will:

- Complete an enrollment agreement and other application documents;
- Pay the registration fee; and
- Make payment arrangements, if applicable.

NON-DISCRIMINATION

Defib Academy is committed to providing equal opportunities to all applicants. No discrimination shall occur in any program or activity of this academy, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct inquiries regarding this policy, if any, to the Chief Executive Officer who is assigned the responsibility for assuring that this policy is followed.

INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

Defib Academy does not offer visa services to prospective students from other countries or English language services. Defib Academy does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. the admissions interview, if applicable; and
2. Defib Academy's receipt of prior education documentation as stated in the admissions policy.

FOREIGN TRANSCRIPT EVALUATION

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Defib Academy does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

ABILITY-TO-BENEFIT

Defib Academy does not admit ability-to-benefit students.

TRANSFER OF CREDIT

Defib Academy evaluates transfer credit from units earned at institutions accredited by an accrediting association recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), approved by the Bureau for Private Postsecondary

Education (BPPE) or approved by the California Emergency Medical Services Authority. Up to 50% of a program can be transferred in based upon the determination of equivalency.

A student requesting credit must make the request in writing during the admissions process and provide an official transcript from each institution that the student is requesting transfer credit from. A grade of “C” or better is required to be considered for transferability. Additional documentation may be requested to support the coursework completed.

Defib Academy does not accept hours or credit through transfer of credit challenge examinations, achievement tests, or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Defib Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Emergency Medical Technician program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Defib Academy to determine if your credits or certificate will transfer.

ARTICULATION AGREEMENTS

Defib Academy has not entered into any transfer or articulation agreements with any other college or university.

REENTRY

A former student requesting to re-enter a program previously withdrawn from should do so in writing. Supporting documentation and/or information should be provided regarding the mitigating circumstances that caused the withdrawal, along with the change in circumstances that will allow the student to successfully complete the program. A reinstatement committee shall notify the former student of the re-entry review decision within 30 days following the decision. The decision of the committee is final.

PROGRAM

EMERGENCY MEDICAL TECHNICIAN

Program Length: 184 hours / 10 weeks

Graduation Document: Certificate

Program Delivery: Residential

Standard Occupational Codes (SOC) and Sample Job Titles:

29-2041.00 - Emergency Medical Technicians and Paramedics

Sample of reported job titles: Emergency Medical Technician (EMT); Emergency Medical Technician, Basic (EMT, B); Emergency Medical Technician/Driver (EMT/DRIVER); EMT Intermediate (Emergency Medical Technician, Intermediate); EMT, Paramedic (Emergency Medical Technician, Paramedic); EMT/Dispatcher (Emergency Medical Technician/Dispatcher); First Responder; Flight Paramedic; Multi Care Technician (Multi Care Tech); Paramedic

53-3011.00 - Ambulance Drivers and Attendants, Except Emergency Medical Technicians

Sample of reported job titles: Ambulance Attendant, Ambulance Driver, CPR Ambulance Driver (Cardio Pulmonary Resuscitation Ambulance Driver), Driver, Driver Medic, Emergency Care Attendant (ECA), Emergency Vehicle Operator, EMS Driver (Emergency Medical Services Driver), First Responder, Medical Van Driver (Medi-Van Driver)

Program Description:

The purpose of this ten-week Emergency Medical Technician (EMT) course is to provide students with an academic and working knowledge to become state certified and to provide basic life support patient care. It provides the basic concepts of emergency care which are needed to function as an EMT. This class will be helpful for other healthcare fields and is a prerequisite for a Paramedic course.

The Emergency Medical Technician (EMT) provides basic life support care to critically ill or injured patients. EMTs work directly with another EMT(s) to provide this level of care and in conjunction with a paramedic to provide advanced life support. EMTs learn to manage an airway using artificial devices, assess the severity of illness or injury, manage wounds and bleeding, immobilize fractures, perform CPR, utilize an automated defibrillator and a host of other procedures. Recent curriculum changes at the national and state level allow EMTs to assist with the administration of some medications.

EMTs are entry-level EMS providers. They are essential in the EMS chain of survival. Additionally, one must become a certified EMT before entering a paramedic program.

Program Objectives:

The EMT Course has three components:

1. Didactic/Lab (165 Hours): technical, theory and practical hands-on education
 2. Clinical (24 Hours): field training (ambulance, emergency room and high fidelity simulation)
 3. Testing (Includes Didactic Hours): quizzes, tests, midterm, and final exam (theory and skills)
- Through lectures, interactive presentations, psychomotor training and simulations, EMT students build the knowledge and skills to care for patients.

Upon successful completion of this course, the student will be eligible to take the National Registry (NREMT) Exam required prior to applying for State EMT certification.

The Defib Academy EMT Training Program has been developed and approved in compliance with the California Code of Regulations, Title 22, Division 9, Chapter 2, EMT-B verifying usage of the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996. The U.S. Department of Transportation's EMT Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation's website, <http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf>

Program Outline:

| Type of Training | Description | Hours | Weeks | Schedule |
|-------------------------|---|--------------|--------------|---|
| Didactic and Skills Lab | Classroom Instruction to include technical, theory and practical hands-on education | 160 Hours | 10 | 16.5 contact hours per week in Session A or Session B |
| Clinical Training | Field training (ambulance, emergency room and high fidelity simulation) | 24 Hours | | 2 – 12 Hour Shifts |
| Total | | 184 Hours | 10 | |

Course Descriptions:

Didactic/Skills Lab

Prerequisite: None

Hours: 160

Description:

The didactic portion of the course includes technical, theory and practical hands-on education. Through a series of interactive lectures and skills labs, students gradually build upon a foundation of basic life support knowledge and techniques, to prepare to provide the highest quality of care in a real world setting.

Clinical Training

Prerequisite: Week 1 and Week 2

Hours: 24

Description:

Students are required to complete a minimum of 24 clinical hours, which will be fulfilled through two, twelve-hour ride-along shifts. The 12-hour Day Shift starting between 0600 & 1200 hours. The Ride-Along Availability form is to assist students with scheduling clinical opportunities during the EMT Program. The signee agrees to maintain the scheduling agreement in accordance with the program's attendance policy.

Please Note:

- Availability dates **cannot conflict with EMT class time**
- Availability dates **must be adhered to (no rescheduling)**
- Ride-Alongs may only take place **between Week 3 and Week 10** of the program

- You must provide **at least two weekdays (excluding Fridays)**
- You may only provide **one date per week** (1 Week = Sunday through Saturday)

LICENSURE/CERTIFICATION

STEP 1: GRADUATE FROM AN APPROVED EMERGENCY MEDICAL TECHNICIAN PROGRAM

STEP 2: BECOME A NATIONALLY CERTIFIED EMERGENCY MEDICAL TECHNICIAN

Individuals applying for National Emergency Medical Technician certification must meet the following requirements:

1. 18 years of age or older
2. Successful completion of a state-approved Emergency Medical Technician (EMT) course that meets or exceeds the National Emergency Medical Services Education Standards for the Emergency Medical Technician.
 - o Candidates must have completed the course within the **past two years** and the course Program Director must verify successful course completion on the NREMT website.
3. Have a current CPR-BLS for "Healthcare Provider" or equivalent credential.
4. Successful completion of the NREMT cognitive (knowledge) and a state approved psychomotor (skills) exams.
 - o Passed portions of each exam (cognitive and psychomotor) remain valid for twelve (12) months.

Application Process

- Create an [account/login profile](#) on this website.
- Submit a NREMT application and answer all questions truthfully.
- The NREMT may deny certification or take other appropriate actions in regards to applicants for certification or recertification when a [criminal conviction](#) has occurred.
- Pay the application fee of \$80 (US funds). The application fee is non-transferable and non-refundable. **This fee is charged for each attempt of the cognitive examination.**
- Candidates will receive an electronic Authorization to Test (ATT) once you are eligible for the exam. The electronic ATT contains scheduling instructions and important details concerning proper identification required at testing centers. You can find the ATT in the 'Check Application Status' page.

Certification Process

National Advanced Emergency Medical Technician certification requires successful completion of both a cognitive (knowledge) and psychomotor (skills) exam. Passed portions of the exam (both cognitive and psychomotor) remain valid for up to a twelve (12) month period, provided all other requirements for NREMR certification are met.

Criminal Conviction Policy

A. Background

The National Registry of Emergency Medical Technicians (NREMT) has adopted a Criminal Conviction Policy to safeguard the public from individuals who, in practice as an EMS professional, might pose a danger to the public.

EMS professionals, under the authority of their state licensure, have unsupervised, intimate, physical and emotional contact with patients at a time of maximum physical and emotional vulnerability, as well as unsupervised access to a patient's personal property. These patients may be unable to defend or protect themselves, voice objections to particular actions, or provide accurate accounts of events at a later time. EMS professionals, therefore, are placed in a position of the highest public trust.

The public in need of out-of-hospital medical services relies on state licensure and national certification to assure that those EMS professionals who respond to their calls for aid qualify for this extraordinary trust. For these reasons, the NREMT has adopted the following Criminal Conviction Policy to ensure that individuals, who have been convicted of certain crimes, are identified and appropriately evaluated as to whether they would pose a risk to public safety as an EMS provider.

B. Policy

1. The NREMT may deny an applicant eligibility to sit for a certification examination, deny certification, suspend or revoke an individual's certification, or take other appropriate action with respect to the applicant's certification or recertification based on an applicant's felony criminal convictions and all other criminal convictions (whether felony or misdemeanor) relating to crimes involving physical assault, use of a dangerous weapon, sexual abuse or assault, abuse of children, the elderly or infirm and crimes against property, including robbery, burglary and felony theft.
2. All applicants for certification or recertification must disclose any criminal conviction as required on an application.
3. This policy applies to an applicant's plea of nolo contendere, a guilty plea, or plea agreement, as well as a conviction after trial.
4. Applicants are not required to disclose any criminal conviction that has been expunged from the public record or a deferred adjudication that did not result in the entry of a conviction judgment.
5. Failure to disclose a covered criminal conviction or the withholding of any material information regarding such conviction shall be an independent basis for denial of eligibility to sit for a certification examination, revocation of a certification or denial of an application for recertification.
6. NREMT shall post on its website an applicant's disclosure of any criminal conviction requiring disclosure under this policy and advise licensing authorities of the availability of this information.
7. NREMT may deny an applicant eligibility to sit for the certification examination, or take other appropriate action, if the applicable state licensing authority, in any state in which

the applicant holds or seeks a license as an EMS professional, denies the applicant's eligibility to obtain, or suspends or revokes, a license, based on a criminal conviction.

8. Notwithstanding the absence of any adverse action taken by an applicable state licensing authority on the basis of an applicant's criminal conviction, NREMT may deny an applicant eligibility to sit for a certification examination or recertification if, in the NREMT's sole discretion, based on the following considerations, the NREMT determines that certification may jeopardize public health and safety:
 - a. The seriousness of the crime.
 - b. Whether the crime relates to performance of the duties of an EMS professional.
 - c. How much time has elapsed since the crime was committed.
 - d. Whether the crime involved violence to, or abuse of, another person.
 - e. Whether the crime involved a minor or a person of diminished capacity.
 - f. Whether the applicant's actions and conduct since the crime occurred are consistent with the holding of a position of public trust.
 - g. Whether the applicant is a repeat offender.
 - h. Whether the applicant has complied with all court orders and probationary requirements associated with the conviction.

Any applicant or registrant subject to an adverse decision by the NREMT under this Policy may appeal that decision as outlined in the NREMT Certification Eligibility, Discipline and Appeals Policy.

STEP 3: APPLY FOR A CALIFORNIA EMT CERTIFICATION

State EMT certification is issued by the EMS Medical Director and is recognized statewide. It is valid for 2 years from the date of certification issued by the County EMS Agency.

To be eligible for certification, an individual must be a minimum of 18 years of age at the time of application, successfully complete an EMT course, pass the NREMT Exam, have current BLS certification and not be precluded from certification based on reasons defined in Section 1798.200 of the Health and Safety Code.

Be aware that certain types of criminal records could preclude you from EMT certification. On July 1, 2010 California instituted new criminal background regulations for EMT certification. The regulations are extremely strict. All felonies are automatic preclusions and many misdemeanor offense (including some which have been expunged) have been added for certification denial. Any student concerned about something in their background should consult with the EMS Agency for more information. An offense on your driving record may not necessarily preclude you from EMT certification but could preclude you from employment with many EMS service providers.

Prepare and submit: State of California EMT Certification Application through a Local EMS Agency.

TO CERTIFY in California:

You must provide the following:

EMT course completion certificate

Driver's license or State Issued Photo ID

Application Fee

Copy of current AHA or ARC CPR/AED card
National Registry Certificate & Card
Request for Live Scan Service (BCII 8016)

FEES FOR COUNTY AND STATE FEES

CASH or Money Order for \$100, price varies by county (Payable to Santa Cruz County Treasurer)
Cashier's Check or Money Order for \$75 (Payable to EMT Certification Fund)
Live Scan Service Fee, prices vary by county (Santa Cruz, \$55.00)

DECLARATION OF COMPLIANCE WITH HEALTH AND SAFETY CODE 2.5, CHAPTER 7. PENALTIES

Section 1798.200. (a) The medical director of the local EMS agency may, in accordance with regulations adopted by the authority, deny, suspend or revoke any EMT certificate issued under this division, or may place any EMT certificate holder on probation, upon the finding by that medical director of the occurrence of any of the actions listed in subdivision (c).

(b) The authority may deny, suspend or revoke any EMT license issued under this division, or may place any EMT license holder on probation upon the finding by the director of an imminent threat to the public health and safety as evidenced by the occurrence of any of the actions listed in subdivision (c).

(c) Any of the following actions shall be considered evidence of a threat to public health and safety and may result in the denial, suspension, or revocation of a certificate or license issued under this division, 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 under this division.
- (2) Gross negligence.
- (3) Repeated negligent acts.
- (4) Incompetence.
- (5) The commission of any fraudulent, dishonest, or corrupt act, which is substantially related to the qualifications, functions, and duties of prehospital personnel.
- (6) Conviction of any crime, which is substantially related to the qualifications, functions, and duties of prehospital personnel. The record of conviction or certified copy of the records shall be conclusive evidence of such conviction.
- (7) Violating or attempting to violate directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of this division or the regulations adopted by the authority pertaining to prehospital personnel.
- (8) Violating or attempting to violate any federal or state statute or regulation, which 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.

EMT Initial Certification Requirements

(a) An individual who meets one of the following criteria shall be eligible for initial certification upon fulfilling the requirements of subdivision (b) of this Section:

(1) Pass the cognitive examination and psychomotor examination within two (2) years from the date of application for EMT certification and have a valid EMT course completion record or other documented proof of successful completion of any initial EMT course issued within two (2) years of the date of application, or

(2) Pass the cognitive examination and psychomotor examination within two (2) years from the date of application for EMT certification and have documentation of successful completion of an approved out-of-state initial EMT training course within two (2) years of the date of application, or

(3) Pass the cognitive examination and psychomotor examination within two (2) years from the date of application for EMT certification and have a current and valid out-of-state EMT certificate, or

(4) Possess a current and valid National Registry EMT, Advanced EMT or Paramedic registration certificate, or

(5) Possess a current and valid out-of-state Advanced EMT or Paramedic certificate, or

(6) Possess a current and valid California Advanced EMT certificate or a current and valid California Paramedic license.

(b) In addition to meeting one of the criteria listed in subdivision (a), to be eligible for initial certification, an individual shall:

(1) Be eighteen (18) years of age or older;

(2) Complete the criminal history background check requirement. The certifying entity shall receive the State and Federal criminal background check results before issuing an initial certification;

(3) Complete an application form that contains this statement: "I hereby certify under penalty of perjury that all information on this application is true and correct to the best of my knowledge and belief, and I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to EMT certification in the state of California. I understand all information on this application is subject to verification, and I hereby give my express permission for this certifying entity to contact any person or agency for information related to my role and function as an EMT in California.";

(4) Disclose any prior and/or current certification, licensure, or accreditation actions:

(A) Against an EMT or Advanced EMT certificate, or any denial of certification by a LEMSA, including any active investigations;

(B) Against a Paramedic license, or any denial of licensure by the Authority, including any active investigations;

(C) Against any EMS-related certification or license of another state or other issuing entity, including denials and any active investigations; or

(D) Against any health-related license;

(5) Disclose any pending or current criminal investigations;

(6) Disclose any pending criminal charges;

(7) Disclose any prior convictions;

(8) Disclose each certifying entity or LEMSA to which the applicant has applied for certification in the previous 12 months; and

(9) Pay the established fee.

(c) The EMT certifying entity shall issue a wallet-sized certificate card within forty-five (45) days to eligible individuals who apply for an EMT certificate and successfully complete the requirements of this Chapter.

(d) The effective date of initial certification shall be the day the certificate is issued.

(e) The expiration date for an initial EMT certificate shall be the last day of the month two (2) years from the effective date of the initial certification.

(f) The EMT shall be responsible for notifying the certifying entity of her/his proper and current mailing address and shall notify the certifying entity in writing within thirty (30) calendar days of any and all changes of the mailing address, giving both the old and the new address, and EMT registry number.

(g) An EMT shall only be certified by one (1) certifying entity during a certification period.

ACADEMIC POLICIES

HOURS

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.

SATISFACTORY ACADEMIC PROGRESS

Defib Academy evaluates satisfactory academic progress at the following program increments of earned hours:

| Program | Total Didactic Hours | Midterm | Final |
|------------------------------|-----------------------------|-------------------|------------------|
| Emergency Medical Technician | 165 | 75% Hours=82.5 | 75% Hours=165 |

ATTENDANCE

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student may not miss more than 16 cumulative hours of the scheduled total class hours. Attendance is evaluated at Midterm and Final.

Attendance Requirement

CA Title 22 mandates a minimum hourly attendance requirement for the Program. EMT Students may not miss more than 16 hours of the Emergency Medical Technician Program, including both classroom and clinical hours. **Absences totaling more than sixteen hours, regardless of the reason, will result in immediate dismissal from the EMT Program.**

Golden Rule of EMS Attendance

"Early is on time. On time is late. Late is unacceptable."

- **Absences:** All lectures, labs and clinical hours are mandatory. Because of the intensive nature of this course, students will not be offered an opportunity to submit late or extra credit work due to lack of attendance or preparation.
- **Incomplete Attendance:** Checking in more than 15 minutes late or checking out prior to dismissal from class qualifies as incomplete attendance, and will result in a half-day absence. Incomplete quizzes, tests or exams due to late attendance may not be made up.
- **Failure to Attend Ride-Alongs:** You must adhere to your assigned ride-along dates, which are scheduled in accordance with your Ride-Along Availability Form. You must arrive at least 15 minutes early to your Ride-Alongs or you risk being left behind, and potentially dismissed from the EMT Program. Ride-Along absences count as 12 hours of missed attendance and will result in a \$50.00 rescheduling fee.
- **Communicate:** Special circumstances may arise such as sickness or emergencies. As long as you communicate ahead of time and provide reasonable proof, we will do our best to work with you.

Clinical Ride-Along Attendance Policy

Absences: Any problems with scheduling are to be addressed to the EMT Program Administrative Director and Lead Instructor immediately. Students are expected to attend all scheduled clinical rotations. If a scheduled clinical is missed without notification 24 hours prior to the scheduled rotation, the student will be counted absent.

Excused absences: Illness, family, or employment emergencies must be explained in writing to the EMT Program Administrative Director and Lead Instructor within 48 hours of the missed clinical. A decision will be made concerning the excused absence and reported to the student.

Unexcused absence: Students must adhere to assigned ride-along dates, which are scheduled in accordance with the students' Ride-Along Availability Form. Students are required to arrive at least 15 minutes early to Ride-Alongs, or risk being left behind. Missed Ride-Alongs count as 12 hours of absence and will result in a \$50.00 rescheduling fee.

Leaving: Leaving the clinical site without prior notification to the preceptor will result in an unexcused absence resulting in probation and possible dismissal.

Lack of Concern for Training: The student who demonstrates a lack of appropriate concern for training may be sent home by the preceptor with an unexcused absence. This includes, but is not limited to sleeping in class/clinical or showing up to class/clinical unprepared.

ACADEMIC REQUIREMENT

The student's comprehensive grade will be evaluated twice during the course:

- **Students with a Comprehensive Midterm Grade below 75% will be placed on Academic Probation.** They will be given 3 weeks to bring their grade up to passing. Failure to do so by the deadline will result in dismissal from the EMT Program.
- **Students with a Comprehensive Final Grade below 75% will be dismissed** from the EMT Program immediately after the Final Exam.

The comprehensive grade is based on cumulative results of all quizzes, tests and exams.

Progress

The student's academic average is reviewed to determine qualitative progress. The minimum required is 75% at the conclusion of each evaluation period.

Students must repeat any course in which they earn less than a 75%. The lowest grade will be identified as an "R" on the students transcript and the highest grade will be used to calculate the academic average.

Students who withdraw from the program will receive a grade of 0% in each course interrupted by the withdrawal.

GRADING

| Grade | Grade Percentages |
|----------------|--------------------------|
| P – Pass | 75-100% |
| F – Fail | 74% or below |
| I – Incomplete | 0% |
| R – Repeated | Based on grade. |
| W – Withdrawal | 0% |

P – Pass

Any course with a “P” grade is identified as successful completion to graduate.

F – Fail

Any course with a “F” grade must be repeated and passed to graduate.

I – Incomplete

An incomplete is provided only if approved for an extension to schedule and complete the clinical training (ride along) after the successful completion of the didactic course work. Extensions can only be given up to a maximum of 30 days from the last day of the term. If not completed by the last day of term plus 30 days, the grade earned to date is recorded. An “I” grade will be changed to an “F,” after 30 days of the end of the term if the clinical training is not completed.

R – Repeated

When a course is repeated to improve a previously earned grade, the first grade is replaced with a new grade upon completion of the repeat. Any course that has a grade of “F” (Fail) or “W” (Withdrawal) is required to be repeated. Any course with an “R” grade is not calculated into the grade point average.

W – Withdrawal

Withdrawal, a “W” grade is provided when a student leaves the course or is withdrawn from the school prior to the scheduled completion of a course. Any course with a “W” grade is not calculated into the grade point average.

EMT Student Academic Grading System

| Assignment | Total Percentage of Grade |
|-----------------------------------|----------------------------------|
| Lecture Quizzes (41 Total) | 20 |
| Weekly Tests (8 Total) | 30 |
| Exams (2 Total) * | 50 |

*** The two (2) exams must be passed with a minimum score of 75% to pass the course. Failure to obtain a 75% for either the midterm or final exams will result in withdrawal from the program.**

Participation Requirement

Students must comply with all Participation Standards set forth via the following three policies:

- 1. Assignment Policy**
- 2. Behavior Policy**
- 3. Dress Code Policy**

Any deviation from the policies will result in either an Infraction or immediate dismissal from the EMT Program, depending on the severity of misconduct. Refer to the Behavior, Dress Code and EMT Infraction Policy under Rules and Regulations of this Catalog.

Assignment Policy

Students are required to complete all assignments by their respective due dates. Assignments are subject to change by Administration. Any change to deadlines or requirements will be thoroughly communicated ahead of time.

Assignments include but are not limited to the following:

- **Prerequisites**
- **Homework**
- **Preceptor Forms**

Clinical Ride-Along Requirement

All students must complete 24 hours of Clinical Field Training (Ride-Alongs). Without fulfillment of the Clinical Ride-Along Requirement, the student will not be eligible for graduation.

To fulfill the Clinical Ride-Along Requirement, students must:

1. Attend two pre-approved ride-alongs.
2. Complete all corresponding documentation prior to assignment.

Clinical Ride-Along Documentation

The school will provide the students with ride-alongs, pending completion of required documentation:

- 1. Ride-Along Availability Form**
- 2. Applicable Ambulance Waivers**

The Ride-Alongs are not considered complete without the following documents, to be provided to the EMT Instructor prior to graduation:

- 1. Preceptor Continued Education (CE) Form**
- 2. Field Internship Evaluation Form**

All documents must be filled out clearly and thoroughly in order to get credit.

Academic Probation

If a student fails to meet the participation requirement or 75% grade average for the Midterm evaluation period, he or she will be placed on academic probation for a maximum of 3 weeks in the next evaluation period. Failure to achieve a 75% grade average, or both, at the end of the probation period will result in the withdrawal of the student.

Students will be notified in writing when they are placed on academic probation and the steps necessary to be removed from probation status. Students will also receive attendance or academic advising, from the Chief Academic Officer, as appropriate, when they are placed on probation.

The institution will notify a student in writing if he or she is being withdrawn for unsatisfactory academic progress.

Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee consisting of the Chief Academic Officer, Chief Executive Officer, Administrative Director, and Program Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probation status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Academy's receipt of the appeal. The decision of the Appeals Committee is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Appeals Committee letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Program length is 10 weeks, maximum time frame is 15 weeks.

Students exceeding the maximum time frame will be withdrawn from the program.

WITHDRAWAL

A student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

LEAVE OF ABSENCE POLICY

Defib Academy does not provide a leave of absence from the Emergency Medical Technician program.

GRADUATION REQUIREMENTS

- Satisfy the program (*academic & clinical* requirements);
- Earn a minimum cumulative grade point average (CGPA) of 75%; and
- Not have any outstanding financial obligations to the school.

RULES AND REGULATIONS

HIPAA Confidentiality & Non-Disclosure Agreement

I understand that every Medical Transportation Company that hosts my ride-alongs provides services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of all patients. I understand that it is necessary, in the rendering of every Medical Transportation Company's services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected from improper use and disclosure by federal and state laws. I agree that I will comply with all confidentiality and security policies and procedures set in place by each individual Medical Transportation Company during my experience as a student/guest/trainee with said company. If at any time I knowingly or inadvertently breach the patient confidentiality or security policies and procedures, I agree to notify the Privacy Officer of the corresponding Medical Transportation Company immediately.

I also understand that I may be exposed to other confidential or proprietary information of from the Medical Transportation Company and I agree not to reveal any of that information to anyone at any time. In addition, I understand that a breach of patient confidentiality may result in immediate suspension or termination of the privilege to gain clinical experience or observe the activities of each participating Medical Transportation Company. Upon termination of this privilege for any reason, or at any time upon request, I agree to return any and all patient confidential information in my possession. As a general rule, I understand that any patient or confidential information that I see or hear while a student/guest/trainee will stay within the confines of the Medical Transportation Company when I leave. I have been given an overview of the privacy policies and procedures and have been given access to review those policies. I agree to abide by all policies or my privilege to participate in clinical activities or to otherwise observe all participating Medical Transportation Companies' activities will be terminated.

Health and Safety Policy

Incidents, Injuries and Exposure

EMT Program faculty and staff are concerned about your health and safety. The Health and Safety Policy is in place to preserve the student's personal wellbeing throughout the EMT Program.

- All students are required to apply the appropriate Personal Protective Equipment (PPE) when involved in clinical patient contact or any other activities that involve a risk for injury or exposure.
- If a student incurs or is involved in an activity resulting in an injury, potential injury or exposure, the student is responsible for notifying their immediate faculty whether in the classroom, lab or clinical environment in order to follow appropriate procedures and to complete all appropriate paperwork and an incident report.
- In the event of an injury or a significant exposure to a disease or illness, the student will notify the preceptor or evaluator at the clinical site as soon as possible. All the procedures at the clinical site regarding exposure or injury will be followed. Immediate documentation of the event will be required. The clinical coordinator must be called as soon as possible. If the clinical coordinator is unavailable, the student will contact the lead instructor or Program Director or their designee. ALL paperwork required by the EMS program shall be filled out within 24 hours of the event (example: an accident/incident report form). It is

recommended that all suggested treatments be followed. It is up to the student to make the final decision about what course of treatment(s) they receive.

- The CDC and the Health Resources and Services Administration have launched a toll-free hotline to provide information, counseling, and treatment recommendations to healthcare workers who have been exposed to blood borne diseases and infections on the job.
- The National Clinician's Post Exposure Prophylaxis toll-free hotline (PEPLine) is staffed by specifically trained physicians who can be reached from anywhere in the country by dialing (888) 448-4911. This service is supported by the Health Resources and Services Administration Ryan White CARE Act and the AIDS Education and Training Centers and CDC. Recommendation for occupational exposure to HBV, HCV and HIV including postexposure prophylaxis should be initiated as soon as possible. If there is an associated cost for this treatment, it is the student's responsibility.
- Any student who poses an immediate threat to the health, safety or welfare of a patient, and/or is involved with patient/client endangerment or harm, may be suspended and/or exited from a clinical setting/situation upon approval of the coordinator, faculty, and/or Program Director. Criteria are included in the clinical evaluation tool used in the EMS programs. Behavior that threatens the health, safety or welfare of a patient/client or clinical faculty/site may result in the student being exited from the EMS program per faculty, coordinator and/or Program Director recommendation.

Allergies

Latex: The use of latex and latex-based products may exist in healthcare universal precautions and in environments such as, but not limited to, EMS classrooms and training labs, hospitals, EMS care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding exposure to latex.

Immunizations: Immunizations are required in order to participate in clinical education. Individuals with allergies to required immunizations should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field. A statement from the student's healthcare provider noting that the student may proceed through the program with no limitations will be required of all students declaring an immunization allergy.

Substance Abuse

Students enrolled in the EMS program are prohibited from reporting to duty in a clinical facility, class, lab, or other EMS program activity under the influence of alcohol, unauthorized narcotics, or controlled drugs. Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion and/or bizarre and unusual behavior. It is the faculty's responsibility to identify students who display physical and/or emotional conditions which may impede clinical judgment and/or practice. Upon identification, such students will be excused from class, lab, or clinical assignment and may be required to submit to blood and/or urinalysis testing with follow-up referral to the Program Director. EMS programs may use random drug testing and screening during the student's attendance in the program. The signed signature form indicates the students understanding and compliance of this rule.

Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion. Reasonable suspicion is defined as a belief drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience. Indicative factors may include, but are not limited to: bizarre and unusual behavior, repeated accidents, unexplained mood swings, an odor of alcohol on the breath, disheveled appearance or poor personal hygiene blatant impairment of judgment, chronic absenteeism or tardiness, unsafe clinical practice to include errors of omission or commission.

Reasonable suspicion that a student is impaired will be documented by at least two faculty members, or one faculty member and a licensed or certified professional at the clinical facility where the student is assigned. After documentation, the student will be relieved of patient care responsibilities and will be given the opportunity to discuss the behavior with the two witnesses to the behavior. At this time, it is the responsibility of the student to disclose any prescription or nonprescription medications or drugs that the student is taking or any other relevant information. The faculty member will then contact the appropriate staff members, who, in conjunction with the EMS Program Director, will assess the situation and plan appropriate interventions which may include, but are not limited to, dismissal from the program, counseling, drug testing, and referral to the appropriate administrative official. All expenses incurred will be the responsibility of the student.

Academic Dishonesty

Academic dishonesty is grounds for immediate termination from the course. The term “Academic Dishonesty” includes, but is not limited to:

- **Cheating** - The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying coursework from another student; working together with a student when not specifically permitted; utilizing another student’s work when not permitted; referring to text or notes when not permitted; the acquisition of tests or other academic material belonging to the EMT Program without express authorization. Tendering of information includes, but is not limited to, giving academic documents or information to another student without expressed authorization.
- **Plagiarism** - The attempt to represent the work of another as the product of one’s own thought, whether the work is published or unpublished. “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. This applies to speech and electronic media as well. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distributing of term papers or other academic materials.
- **Bribery** - The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain an academic advantage for yourself or another.
- **Conspiracy** - The planning or acting with one or more persons to commit any form of academic dishonesty to gain advantage for yourself or another.
- **Fabrication** - The use of invented or fabricated information, or the falsification of information with the intent to deceive in order to gain academic advantage.

- **Failure to Cooperate** - Refusal to hand over materials, electronic media, and/or other resources pursuant to a reasonable request by a College official or instructor in their efforts to determine if academic dishonesty has occurred.

Behavior Policy

- **Students will conduct themselves in a professional manner**, as stipulated by the EMS Guidelines in Chapter One of the 13th edition Emergency Care textbook, pages 9 - 10, "Traits of a Good EMT."
- **Students will always treat peers, faculty, clinical staff and patients with respect.**
- **The student is required to comply with direction from EMT Program Authorities.** Failure to do so may result in disciplinary action up to and including dismissal from the EMT Program.
- **Students will maintain an alert and attentive attitude at all times during class.** When class begins, all students will face forward, cease all talking and unnecessary activity, and render the proper respect to the instructor. Dozing off or sleeping in class will not be tolerated and will result in the student being dismissed for the day with an unexcused absence.
- **Each student will be assigned a permanent seat.** This seat is to be used throughout the program unless otherwise permitted.
- **No cell phones are allowed during class time.** Cell phones must be turned off or kept in silent mode during class, and may not be visible in the classroom.
- **Students are prohibited from using any tobacco products while in uniform.**
- **Use proper procedure when asking questions during class.** Students should raise a hand and await acknowledgment from instructors, administrators or guest speakers.
- **Eating and drinking may be allowed during class, with certain exceptions.** Exceptions include food/drink that is disruptive (due to sound or odor), or excessively messy.
- **The classroom and lab shall always be left in a neat and orderly fashion.** All trash and recycling shall be placed in the corresponding bins and chairs in their required position. Students will abide by the cleaning schedule to ensure cleanliness of all rooms used.
- **Do not disrupt class.** Do not disrupt any classes in the facility or the routine business of the training center. **NREMT Application, PCR's, Etc.**
- **Discrimination or Harassment is cause for immediate dismissal.** The EMT Program is committed to maintaining an educational environment that is free of discrimination and harassment. Any student who alleges discrimination and/or harassment in the EMT Program should contact their faculty and/or Program Director.
- **Any conduct that puts students, faculty, clinical staff or patients at risk is cause for immediate dismissal.**
- **Any student who breaches any portion of the behavior policy may be sent home, per the discretion of the instructor and/or administration.** Students who are sent home will receive a full absence for the day.

Dress Code Policy

Students will undergo random Dress Code Checks to ensure adherence to all requirements. Incomplete uniforms will result in an infraction, and students may be sent home with an unexcused absence for the day. When in uniform, students are representatives of the EMT Program. As such, professional appearance and readiness of equipment is integral at all times.

- Students must wear the assigned uniform (including all required equipment) to all classes and clinical shifts. Exceptions include Open Lab and Office Hours.
- Uniform and Equipment must be clean and in good repair. Shirts will be buttoned and tucked in. Boots will be laced and tied. Equipment must be in proper working order. This requirement serves both professional and safety purposes.

Dress Code Requirements:

- Dark Navy Short-Sleeve Button-Up EMS Shirt
- EMT Student Patch (*to be supplied by EMT Program*)
- Dark Navy Undershirt
- Dark Navy EMS Pants
- Black Belt
- Black EMS Boots
- Wrist Watch (with a second hand)
- 7.5“ Trauma Shears
- Stethoscope
- Blood Pressure Cuff
- Penlight
- Student ID Tag (*to be supplied by EMT Program*)
- N95 Mask (*to be supplied by EMT Program*)
- Safety Glasses (*to be supplied by EMT Program*)
- *Optional: Dark Navy EMS Jacket (no logos allowed)*
- *Optional: Dark Navy Ball Cap or Beanie (no logos allowed)*

EMT Infraction Policy

Any deviation from the Participation Requirements is considered a Breach of Contract, which will result in either an Infraction or immediate dismissal from the EMT Program, depending on the severity of misconduct.

Students who accrue three (3) Infractions will be required to meet with the EMT Program Director to determine if they are eligible to continue in the program or are withdrawn.

STUDENT SERVICES

ORIENTATION

Defib Academy conducts an orientation session for all new students. The purpose of the session is to brief new students on the rules, regulations, and policies of the school.

ACADEMIC ADVISING

Academic advising may be initiated by Defib Academy personnel or the student when the need is identified.

TUTORING

Students who experience difficulty or who have learning challenges will be provided assistance with tutoring and academic remedial planning for all students who find themselves falling below the minimum academic threshold. Defib Academy offers an open three-hour skills & didactic lab every week staffed by one of our EMT instructors.

Interested students should contact the EMT Program Administrative Director. Individual tutoring can be arranged to help struggling students to catch up with the program and to improve academic progress.

ACCESSIBILITY FOR DISABLED STUDENTS

Defib Academy has handicapped parking spaces available. Students with disabilities who require assistance are encouraged to disclose this information to the Admissions representative in order to determine a plan of action for support services.

SPECIAL LEARNING REQUIREMENTS

It is the policy of Defib Academy to administer its curriculum in a manner that does not discriminate against an otherwise qualified applicant by offering reasonable and appropriate accommodations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA). Candidates requesting any accommodation should submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise.

HOUSING

Defib Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Santa Cruz, CA and the surrounding area (Campbell and San Jose, CA), rentals start at approximately \$1,500 per month.

PARKING INFORMATION

We strongly encourage you to arrive early to allow for time to find parking. There is a free 3-hour public parking lot next to our building or you can park in the Locust Street Parking Garage for \$0.50 per hour with a maximum fee of \$5.00 per day.

RESOURCE CENTER

Defib Academy provides a learning-friendly environment and a variety of helpful services including computers, printers and wireless internet access as well as access to textbooks and additional EMT related texts, manikins and equipment, tutoring, and even snacks. Additionally, our resource center provides a convenient location for networking and studying. Our online student portal provides access to course schedules, policies, contact information, and additional study tools and resources. Resources are accessible on campus and online through the internet. Students may access the on-campus resources during regular office hours and the internet 24 / 7. There is a check-in, check-out system for removing resources from the center.

LIBRARY & RESOURCES

The Defib Academy has a small in-house library for student convenience. For more thorough research or information, students are encouraged to visit one of the ten local libraries in the Santa Cruz area, and/or access the internet resources listed on the following pages. Students are welcome to contact the school for more direct assistance.

Nearby Public Libraries and Internet Connections for EMT Students:

- Santa Cruz Public Library • 117 Union St, Santa Cruz • (831) 427-7706

- Garfield Park Branch Library - 705 Woodrow Ave, Santa Cruz • (831) 420-6344
- Branciforte Branch Library - 230 Gault St, Santa Cruz • (831) 420-6330

BRANCH LOCATIONS & HOURS

The Santa Cruz Public Library system has 10 branches and a Bookmobile. For detailed information about locating the branch nearest you, hours, services and events at each branch, please visit www.santacruzpl.org/branches/

INTERNET RESOURCES

Here you will find magazines, newspapers, encyclopedias, websites, databases, links to local resources, and more. The databases are for the most part subscription resources purchased by the library. They may be accessed from within the library without a library card. All databases can also be accessed from home, but most require a Santa Cruz library card and a PIN. The websites have been selected by librarians at SCPL, and are recommended based on their quality, accuracy, and usability. These resources are arranged by subject category, but you may also search for a specific topic using the Search Box. If you have questions, or would like help using these resources, ask a Librarian.

LOCAL RESOURCES

- The Santa Cruz Health Services Agency (HSA), www.santacruzhealth.org provides programs in environmental health, public health, medical care, substance abuse prevention and treatment, and mental health for Santa Cruz residents. A large number of website links are provided on its Health Resources page, including links to local programs, and reports and statistics relevant to the local community. Links to mental health and substance abuse resources are particularly comprehensive. Browse related subjects: Consumer Health, Social Issues
- Dominican Santa Cruz Hospital, www.dignityhealth.org/bayarea/locations/dominican Dominican Hospital's homepage offers a number of useful tools online, including a directory of affiliated physicians, a catalog of health enrichment classes, referral to support groups, and online encyclopedias for diseases/conditions, drug and herb information, and surgical procedures. Click on the left sidebar to locate the links for health information and library. Browse related subjects: Consumer Health, Libraries
- Medical Board of California, www.mbc.ca.gov/ The Medical Board of California is a state government agency which licenses and disciplines medical doctors. The Board provides two principal types of services to consumers: public-record information about California-licensed physicians, and investigation of complaints against physicians. This site also links to the State Department of Consumer Affairs, which licenses other allied health personnel (midwives, acupuncturists, opticians) Browse related subjects: Consumer Health
- Palo Alto Medical Foundation, www.pamf.org/ Serving Santa Cruz County residents, PAMF, an affiliate of Sutter Health, offers through its online site, information on participating health plans, a local physician directory, referrals to local support groups, a calendar of health education classes and local events, in addition to links to general medical information. Browse related subjects: Consumer Health, Medicine

- PlaneTree Health Library, www.planetree-sv.org/
Plane tree Information Center offers in-depth health and medical information services specific to the needs of each person. The Center is located on the second floor of the Cupertino Library, in partnership with the Santa Clara County Library System. The Library is open to the public and services are free. Recommended websites are authoritative and excellent for beginning research on health topics. Browse related subjects: Consumer Health, Libraries

JB Learning STUDENT PORTAL

<https://www2.jblearning.com/my-account/login>

Santa Cruz County Emergency Medical Services

<http://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/EmergencyMedicalServices.aspx>

CAREER SERVICES

While Defib Academy will assist graduates in developing job search skills such as resume and cover letter development, interviewing, and appropriate interview follow-up activities, it cannot and does not guarantee the student will find employment nor does it guarantee the student will realize a given wage or salary following graduation.

STUDENT RECORDS

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

GRIEVANCE PROCEDURE

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution cannot be reached, the student should document the concern in writing and make an appointment to speak with the Chief Academic Officer or Program Director. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Chief Academic Officer or Program Director will review the written statement and any supporting documentation, gather facts, and endeavor to provide a written response to the student within fourteen (14) business days. The Chief Academic Officer's or Program Director's decision is final.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. Students have the right to cancel their 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.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1543 Pacific Avenue, Suite 104, Santa Cruz, CA 95060. This can be done by mail or by hand delivery.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less an Administrative Fee not to exceed \$100.00 and less any deduction for equipment not returned in good condition within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

Students may withdraw from the school at any time after the cancellation period (described above) and receive a refund of ½ the price of tuition if they have completed 30 percent or less of the scheduled hours. The refund will be less an Administrative Fee not to exceed \$100.00, and less any non-refundable fee described in your Enrollment Agreement as well as any deduction for used materials and supplies, within 45 days of withdrawal. If the student has completed more than 30% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

Definitions:

- Last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
- Date of withdrawal determination is the date that an institution determined that a student was no longer in school.
- Payment period is considered the total period of attendance and entire program.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

TUITION AND FEES

| Registration Fee | Equipment & Supplies Fee | Tuition | *Total Cost |
|-------------------------------------|------------------------------|---------------------------------------|-------------|
| Refundable, less Administrative Fee | Non-Refundable, upon receipt | Refundable, Prorated upon withdrawal. | |
| \$800.00 | \$100.00 | \$1,950.00 | \$2,850.00 |

*Charges for the period of attendance and the entire program.

ADDITIONAL FEES - Required and payable to a third party for entry level employment
(stated charges are approximate):

| | |
|---|---|
| eBook | \$125.00 |
| <i>(prerequisite; Purchased at the JB Learning website via weblink provided by Defib Academy)</i> | |
| Uniforms | \$100.00 |
| <i>(prerequisite; can be purchased though a third party or Defib Academy)</i> | |
| Live Scan | \$55.00 x2 |
| <i>(prerequisite requirement and upon Certification application; prices vary by county)</i> | |
| Immunizations | \$55.00 (prerequisite) |
| Insurance | \$23.00 |
| NREMT Exam | \$80.00 |
| County Certification Application fees | \$175.00 |
| <i>(certification application prices vary by county)</i> | |
| Public parking fees | \$5.00 max per day |
| Equipment | |
| 1. Wrist Watch (with a second hand) | \$20.00 |
| 2. 7.5" Trauma Shears | \$10.00 |
| 3. Stethoscope | \$50.00 |
| 4. Blood Pressure Cuff | \$15.00 |
| 5. Penlight | \$10.00 |
| Computer/Laptop/Tablet | \$600.00 |
| <u>Additional Fees, if applicable</u> | |
| Finance Fee | \$50.00 |
| Late Payment Fee | \$25.00 |
| Returned Check Fee | \$25.00 |
| Transcript Fees | \$25.00 (reprint request after initial copy) |
| Clinical Ride-Along Rescheduling Fee | \$50.00 |
| Reprint Workbook fee | \$40.00 |

PAYMENT

Upon enrollment in the EMT Program, students have the option to either pay the total tuition and fees immediately, or enroll in a Payment Plan.

Students who enroll in the Payment Plan must sign the EMT Program Promissory Note detailing the terms of repayment, pay the Registration Fee, and provide all other required documentation per the Promissory Note.

Students who opt into the payment plan will be charged an initial finance fee of \$50.00. Payments not received by the due date will be considered late and will be charged a \$25.00 late fee and returned checks will be charged a \$25.00 fee.

LOAN

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

STATE OF CALIFORNIA CONSUMER INFORMATION

Defib Academy does not participate in federal or state financial aid programs.

Defib Academy is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

CATALOG CHANGES

Information about Defib Academy is published in this catalog, which contains a description of policies, procedures, and other information about the School. Defib Academy reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Defib Academy, the student agrees to abide by the terms stated in the catalog and all school policies.

CATALOG RECEIPT

I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THE SCHOOL CATALOG. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT.

Student Name - Print

Student Signature

Date

School Official

Date