



Emergency Medical Technician Student Policies and Handbook

2023

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EMT Student Policies and Handbook

Class Intro- This intensive course is designed to prepare participants in all phases of pre-hospital emergency care. Participants will be educated and prepared for the National Registry EMT examination (NREMT) upon successful completion of the course and may be eligible for Washington State EMT certification once affiliated with a recognized EMS provider. Content includes lecture and hands-on practice in pre-hospital medication administration, trauma management, soft tissue injuries, environmental emergencies, lifting and moving patients, infectious disease education, emergency childbirth, and other topics. Course length is 11 weeks to include 165 instructional hours and 10 clinical/patient contact hours.

Students must be affiliated with a State recognized EMS provider order to receive a Washington State EMT certification. NOTE: Students have 12 months to complete the certification process with NREMT.

Entrance Requirements

- Student must be at least 17 years old by the start of class and 18 years old to take the final test.
- Prospective student must take and pass with at least an 80% the pre-entrance exam. This includes information from the first 4 chapters of the textbook.
- Pre-EMT class- Immunizations: Verification is required for everything on the Immunization Checklist. (Two) Hepatitis B shots must be completed before an application can be accepted. Be aware that after receiving the first Hep-B shot the second Hep-B shot cannot be given for another thirty days. A current PPD (TB test,) within the last 9 months is required. Varicella (Chicken Pox) as well as Measles/Mumps/Rubella (MMR) immunity is also required. A titer test is acceptable.
- Application
- Student must pass a criminal background check (provided).
- BLS/Healthcare Provider or equivalent CPR card (card must be earned within the previous 6 months)

Note: First-In Responder Technical Academy encourages diversity and accepts applications from all minorities. First-In Responder Technical Academy does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. First-In Responder Technical Academy acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, First-In Responder Technical Academy will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.

Tuition and Additional Costs

EMT Class - \$2,100

Registration fee - \$0

Textbooks and workbooks-Included

Supplies and materials-Included

Location

Class will be held in Kirkland, WA. Exact location of class will be provided upon registration.

Course Schedule and Time Commitment

- Class hours:
 - Saturdays 8:00am-4:00 pm
 - Tuesdays 6:00 PM-9:30 PM
 - Thursdays 6:00 PM-9:30 PM
- Students must read/review each chapter or lesson and complete the related online tests each week of the course and maintain a score of 80% or above.
- Students must complete all course work, pass the course final, complete BLS psychomotor skill examination, which meets WA/NREMT standards, and complete required clinical/field contact.
- Students may form study groups to meet throughout the quarter outside class times to review texts and practice hands-on drills that they have learned.

Grading System/Standards of Progress

EMT Class-80% minimum for testing purposes. Practical evaluations will be scored on appropriate state skill sheets.

-Scoring will be updated and reported to the student after each test. The class is essentially pass/fail once 80% threshold is reached.

Student Evaluation Techniques

- A. Instructors will evaluate student performance both in practical evolutions and in the classroom.
- B. Every effort will be made to help students meet and exceed the minimum requirements.
- C. The instructors will be available to students if they feel they need extra help. They need only to ask. The burden is on the student to request help. Do not rely on an instructor to take the initiative to arrange for specialized sessions.
- D. Where lack of improvement is apparent, the student will meet with the Lead Instructor and the Director to determine a path for success.
- E. Students will be able to re-take 2 tests in the EMT class if the 80% threshold is not reached.
- F. End of course practical tests-Students will be allowed up to three (3) attempts in alignment with current DOH/NREMT standards.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades

Students who fail (below 80%) on two written tests will be placed on a probationary status and must set up times to meet with an instructor or qualified tutor for remedial training. Students that continue to fail the class will not be granted a refund for not reaching the standards of the pursued certificate.

Attendance Requirements

FIRE Tech records the daily attendance of each student. Records are available for student review. Due to the skills taught in each class and the tight schedule, each student is allowed only 2 absences per session. A student who has greater than 2 absences per session will have his or her case reviewed by the school director with the possibility of being dropped from the program. The student is responsible for the curriculum that is covered during their absence.

Make-up Work

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors or engine company officers to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

Tardiness

Developing a good work ethic is an important part of the training at FIRE Tech and for future employment. Students arriving late for class are interrupting the instructor and other students. Students are allowed 2 tardies per session. A student who has greater than 2 per session will have his or her case reviewed by the school director with the possibility of being dropped from the program.

Withdrawing from School

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. More than 2 absences and/or tardies
3. Not maintaining the minimum grade percentage
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students dismissed from the school that request re-entry must put the request in writing to the school director. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

FIRE Tech is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we require students to proceed through our program in its entirety to ensure that they meet the standards set by our director and member board.

Student Grievance-Complaint/Appeal Process

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the date the letter is delivered to the director will be used as the date to calculate any refund in accordance with the school's refund policy.

Cancellation and Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund policy. If you have not started training, you may cancel your contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the seventh business day (excluding Sundays and holidays) following your signing of the contract; the written notice may also be personally hand-delivered. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

1. If the applicant does not pass the EMT pretest and is not permitted to take this class, the school must refund tuition paid minus the administrative fee of \$75.00.
2. The school must refund tuition paid minus the **cost of the textbook and administrative fee of \$75.00** if the applicant cancels within seven business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. **The school may retain an established registration fee equal to the cost of the student's book, training materials, t-shirt, and administrative fee that is equal to \$350.00 after training has begun.**
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following:
 - If the student completes this amount of training: the School may keep this percentage of tuition
 - Up to one week of class: \$350.00 Admin Fee
 - 2nd week through the 4th week: 50% + Admin Fee
 - After the 4th week of class: 100%
5. When calculating refunds, the official date of a student's termination is the date the school receives written notice requesting to withdraw or when the student is terminated for a violation of the published school policy which provides for termination.
6. All refunds must be paid within thirty calendar days of the student's official termination.

Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript and earned certificates. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Placement Assistance:

FIRE Tech does not currently offer placement assistance. FIRE Tech will devote a portion of class time to employment skill building such as resume writing, test-taking, and interviewing.

Certification Requirements:

NREMT-Students will be assisted with signing up for the computer-based NREMT test at a local testing center before the end of class.

- Certification requirements: 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.
- Candidates must have completed the course within the past two years and the course Program Director must verify successful course completion on the National Registry website.

State EMT Certification-

- Must pass state-approved training program.
- Must have proof of NREMT Certification
- Must meet affiliation requirements listed in WAC 246-976-141
- Possess a high school diploma
- Must meet personal character requirements in WACK 246-976-141

The applicant has 3 years to renew certification.

Clinical and Field Experience:

Students will be required to complete one rotation in a local emergency room and one rotation on a local BLS unit (10 hours total). FIRE Tech will arrange for each.

- Local BLS experience will be with Bothell Fire Department-5 hours.
- Emergency room rotation will occur at either Evergreen Hospital or Harborview Medical Center.-5 hours.
- Student must participate in and document 10 patient interaction/clinical contacts. Five of these are required in the clinical/field setting, and when approved by the MPD, the other five may be on patients using standardized patient scenarios.