

CATALOG

Coral Springs Fire Department TRAINING ACADEMY



A non-public career education school providing technical training for persons who want to become Basic Emergency Medical Technicians

Date of Publication: December 6, 2011

Volume 30

Licensed by:

Commission for Independent Education

325 West Gaines Street

Suite 1414

Tallahassee, FL 32399-0400

(850) 245-3200 or Toll Free (888) 224-6684

Table of Contents

<i>History</i>	<u>2</u>
<i>Philosophy</i>	<u>2</u>
<i>Licensure</i>	<u>2</u>
<i>Ownership</i>	<u>2</u>
<i>Accreditation</i>	<u>2</u>
<i>Governing Body</i>	<u>3</u>
<i>Name and Address of School</i>	<u>3</u>
<i>Administrative Staff</i>	<u>3</u>
<i>Description of School Facilities and Equipment</i>	<u>3</u>
<i>Public Library</i>	<u>4</u>
<i>Policy Statement</i>	<u>4</u>
<i>Emergency Medical Technician – Basic</i>	<u>4</u>
<i>Program Objective</i>	<u>4</u>
<i>Prerequisites</i>	<u>4</u>
<i>Special Requirements</i>	<u>4</u>
<i>Credit for Prior Learning and Transfer of Credit</i>	<u>5</u>
<i>Program Content</i>	<u>5</u>
<i>Explanation of The Course Numbering System</i>	<u>5</u>
<i>Program Length</i>	<u>7</u>
<i>Program Tuition</i>	<u>7</u>
<i>Payment Schedule</i>	<u>8</u>
<i>Admission Requirements</i>	<u>8</u>
<i>School Catalog</i>	<u>9</u>
<i>Disclosures</i>	<u>9</u>
<i>Class Starting and Ending Dates</i>	<u>9</u>
<i>Office Hours</i>	<u>10</u>
<i>Course Hours</i>	<u>10</u>
<i>Class Location</i>	<u>10</u>
<i>Holidays</i>	<u>10</u>
<i>Graduation Requirements</i>	<u>10</u>
<i>Grading</i>	<u>11</u>
<i>Grading System</i>	<u>11</u>
<i>Remedial Training Policy</i>	<u>11</u>
<i>Student Services</i>	<u>12</u>
<i>Rules and Regulations</i>	<u>12</u>
<i>Attendance</i>	<u>12</u>
<i>Tardiness</i>	<u>13</u>
<i>Conduct</i>	<u>13</u>
<i>Demerit System</i>	<u>13</u>
<i>Student Appeals/Grievance Procedure</i>	<u>14</u>
<i>Make-up Work</i>	<u>14</u>
<i>Academic Probation Policy</i>	<u>14</u>
<i>Interruptions in Training/Termination</i>	<u>14</u>
<i>Leaves of Absence</i>	<u>14</u>
<i>Re-Entry</i>	<u>15</u>
<i>Course Cancellation</i>	<u>15</u>
<i>Refund Policy</i>	<u>15</u>
<i>Placement Assistance</i>	<u>16</u>
<i>Veteran’s Attendance Policy</i>	<u>17</u>
<i>Standards of Academic Progress for VA Students</i>	<u>17</u>
<i>Veteran’s Transfer of Credits</i>	<u>17</u>
<i>Faculty Listing</i>	<u>18</u>
<i>Rules and Regulations Addendum</i>	<u>20</u>

History

During 2001 and 2002, the Coral Springs Fire Department was inundated with requests to start an EMERGENCY MEDICAL TECHNICIAN-BASIC program. Many of these requests came from students in our fire academy and other fire academies. The reason for most of these requests was a long waiting list to get into other EMERGENCY MEDICAL TECHNICIAN-BASIC programs. Students were waiting up to a year. The Coral Springs Fire Department began researching the methodology for becoming an EMERGENCY MEDICAL TECHNICIAN-BASIC training academy. In April of 2003, we became licensed by the Florida Department of Education Commission for Independent Education and approved by the Florida Department of Health Bureau of Emergency Medical Services. Our first EMERGENCY MEDICAL TECHNICIAN-BASIC class began shortly thereafter. The response was overwhelming, and we expanded from one part-time class to a full time class and a part-time class.

Philosophy

The Coral Springs Fire Department Training Academy seeks to educate, prepare, train, and provide a quality training program for prospective Emergency Medical Technicians.

Licensure

The Coral Springs Fire Department Training Academy is licensed by: Florida Department of Education, Commission for Independent Education, License #2479
325 West Gaines Street, Tallahassee, Florida 32399-0400. For further information contact the Commission for Independent Education, (850) 245-3200 or Toll Free (888) 224-6684.

The Coral Springs Fire Department Training Academy is approved by the Florida Department of Health Bureau of Emergency Medical Services to provide the EMERGENCY MEDICAL TECHNICIAN-BASIC program.

Ownership

The Coral Springs Fire Department Training Academy is owned by the City of Coral Springs, a municipal corporation chartered under the laws of the State of Florida.

Accreditation

The Coral Springs Fire Department Training Academy is not accredited at the present time. The Academy does not offer any financial aid. Credits earned may not be transferable to another school or institution..

Governing Body

City of Coral Springs

9501 Sample Road

Coral Springs, Florida 33065

Name and Address of School

Coral Springs Fire Department Training Academy

4180 NW 120 Avenue

Coral Springs, Florida 33065

Telephone # (954) 346-1774

Fax # (954) 340-4351

Administrative Staff

Chief Training Officer – Michael McNally

Program Director/Coordinator – Vincent J. Locurto

Medical Director – Dr. H. Wayne Lee, M.D. P.A.

Description of School Facilities

The City of Coral Springs has built the Coral Springs Public Safety Training and Technical Center for Fire, EMS, and Police training. This facility is a free-standing two story building that contains 6 classrooms, 3 breakout lab rooms, and the training academy administrative offices. Each classroom comfortably sits 42 students. Male and female restrooms, with lockers and showers, are immediately available on the floor. Each classroom has complete audio/visual capabilities with TV/VCR/DVD, computer and LCD projector for lectures. The training center has a student lunchroom with microwave ovens, toaster ovens, refrigerators, and vending machines. Ample parking is available and the area is well lit at night.

Public Library

The new Northwest Regional Library facility, located at 3151 University Drive, is a short drive from either fire station. This technical Library Information Resources Center features 72,000 square feet of space with 150,000 items including books, magazines, videotapes, audio tapes, DVDs, CDs, book-on-tape and computer software. It has a computer technology center that seats 40, a multipurpose room that seats 200, a quiet study room and numerous public access computers. 31 public use computers with Internet access. Also, 14 study carrels have Internet capability provided for patron's laptop access. And there are televisions and a computer for patrons to keep up with financial news in the business area. A breakroom with refreshments is available for patrons also.

Operating hours: Monday to Wednesday: 10 am to 8 pm

Thursday – Sunday: 10 am to 6 pm

Policy Statement

It is the policy of the Coral Springs Fire Department Training Academy not to discriminate against students on the basis of age, religion, disability, race, color, sex, or national origin to the extent of the law.

Emergency Medical Technician – Basic **256 Clock Hours**

Program Objective

The purpose of the Emergency Medical Technician – Basic (EMT-B) course is to educate, prepare, and provide an opportunity for persons with the desire to or who are already involved in emergency care to become skilled in carrying out emergency measures to save lives and reduce injury. By successfully completing all nine modules of the program, students will be prepared to take the Florida and/or National EMERGENCY MEDICAL TECHNICIAN-BASIC examination.

Prerequisites

CPR certification at the Healthcare Provider/Professional level by the American Heart Association, the American Red Cross.

Special Requirements

Prospective students need to be aware that the Basic Emergency Medical Technician program and career requires that students are physically able to complete all necessary tasks, such as, bending, stooping, working on their knees for extended periods, working in dangerous environments, doing CPR for extended periods, lifting and carrying persons and equipment in

excess of 175 pounds, and other tasks requiring manual dexterity and strength. Students should also be aware that prospective employers normally require criminal and personal background checks, therefore, any criminal record or serious offenses on driver licenses may exclude certain employment opportunities.

Credit for Prior Learning and Transfer of Credit

The academy does not grant credit for any prior learning or exams. The academy does not accept any transfer of credit from any other educational institution. There is no guarantee of transfer of credit from our academy to another school. The transfer of credit will be at the discretion of the Chief Training Officer or the Program Director. The transferability of credits from this institution to another institution is at the discretion of the receiving school.

Program Content

This course is based on guidelines set by the United States Department of Transportation (DOT), particularly the 1994 Emergency Medical Technician – Basic National Standard Curriculum. The course consists of nine (9) modules and three (3) appendices. The student will have 136 classroom hours, 48 lab hours, 24 clinical hours in hospital emergency rooms, and 48 hours of ride time with an Advanced Life Support transport unit.

Explanation of the Course Numbering System

The course numbering system begins with the letters EMT followed by an abbreviation of the module name and a number starting with 100 for Module 1 and going up to 109 for Module 10, i.e. EMTPREP = Module 1, Preparatory.

EMTPREP100 - Module 1, Preparatory: This module will set the framework for all the modules that follow by introducing some essential concepts, information, and skills. The Emergency Medical Services system and the role of the EMERGENCY MEDICAL TECHNICIAN-BASIC within the system are introduced. Issues of EMERGENCY MEDICAL TECHNICIAN-BASIC safety and well-being and legal and ethical issues are covered. Basic anatomy and physiology and techniques of safe lifting and moving of patients are also included in this first module. A review of Basic Life Support CPR is also covered. This module will include 4 hours of instruction on HIV/Aids infection control. Students will be familiarized with Section 401, Florida Statutes, and Chapter 64J-1, FAC.

HOURS: Lecture: 21 Lab: 4 PREREQUISITE: CPR for Healthcare Providers

EMTAIRWY101 - Module 2, Airway: There is only one chapter in Module 2, but it may be considered the most important module in the text, because no patient will survive without an open airway. Basic airway management techniques are covered in detail. Today's EMERGENCY MEDICAL TECHNICIAN-BASIC's are being asked to perform many advanced airway management skills. Advanced Airway skills are covered in this module.

HOURS: Lecture: 8 Lab: 6 PREREQUISITE: EMTPREP100

EMTPATASMT102 - Module 3, Patient Assessment: This chapter holds the key to the 1994 assessment based curriculum. The ability to perform a rapid but accurate assessment, treat for life-threatening conditions, and initiate transport to the hospital within optimum time limits are the essence of the EMERGENCY MEDICAL TECHNICIAN-BASIC's job. In this module all of the steps of the assessment and their application to different types of trauma and medical patients, plus the skills of vital signs measurement, taking a patient history, communication, and documentation are explained and illustrated.

HOURS: Lecture: 16 Lab: 10 PREREQUISITE: EMTAIRWY101

EMTMEDEMER103 - Module 4, Medical Emergencies: Begins with a chapter on pharmacology in which the medications the EMERGENCY MEDICAL TECHNICIAN-BASIC can administer or assist with under the 1994 curriculum are introduced. The module continues with chapters on respiratory, cardiac, neurological, abdominal, diabetic, allergy, poisoning and overdose, environmental, behavioral, summary of assessment information, and obstetric/gynecological emergencies.

HOURS: Lecture: 42 Lab: 9 PREREQUISITE: EMTPATASMT102

EMTTRAUMA104 - Module 5, Trauma: The trauma module begins with a chapter on the kinetics of trauma, then continues with chapters on bleeding and shock, soft tissue injuries, eye injuries, face and throat injuries, chest injuries, abdominal and genitalia injuries, musculoskeletal injuries, Glasgow coma scale, and injuries to the head and spine. This module will include 2 hours of instruction in the Trauma Scorecard Methodology.

HOURS: Lecture: 32 Lab: 13 PREREQUISITE: EMTMEDEMER103

EMTPEDIS105 - Module 6, Infants and Children: The difference between treating adult and pediatric patients often lies in understanding the physical and psychological differences in infants and children compared to adults. This module explores these special aspects of pediatric care, as well as medical conditions and injury patterns that are especially common to or critical for infants and children.

HOURS: Lecture: 12 Lab: 6 PREREQUISITE: EMTTRAUMA104

EMTOPS106 - Module 7, Operations: This module deals with non-medical operations and special situations, including ambulance operations, motor vehicle collision rescues, EMS response to terrorism, multiple casualty and hazardous materials incidents.

HOURS: Lecture: 5 No Lab hours PREREQUISITE: EMTPEDIS105

EMTFIELD107 - Module 8, Ambulance Field Training: Here the student is required to ride along with the assigned Emergency Medical Services system for 48 hours to acquire hands on experience in emergency medical procedures.

HOURS: 48 PREREQUISITE: EMTPREP100

EMTCLINICAL108 - Module 9, Emergency Department Clinical Training: Students will work in an Emergency Department for a total of 24 hours. This environment will give them a better idea of what happens to the patient once they arrive at a treatment facility.

HOURS: 24 PREREQUISITE: EMTPREP100

APPENDIX A- Demonstrate ALS Assistance Skills: Students will demonstrate knowledge and skills in assisting Paramedics with Advanced Life Support procedures.

APPENDIX B- Demonstrate NREMT Skills: Students will demonstrate knowledge and skills in procedures required to function as a Nationally Registered EMT.

APPENDIX C- BCLS Skills Review: Students will demonstrate knowledge and skills in Basic Cardiac Life Support procedures.

Program Length

The EMERGENCY MEDICAL TECHNICIAN-BASIC program is 256 total hours in length. The night class meets 12 hours per week for lecture and laboratory skills practice. The day class meets 16 hours per week for lecture and laboratory skills practice. Day class students are given 1 ½ hours of break time during the day, therefore 6.5 hours per class is counted as actual class hours. Night class students are given a 15 minute break each class, therefore 3 hours and 45 minutes is counted as actual class hours. Students will complete 24 hours of clinical rotation in a hospital emergency department and will complete 48 hours of ride along time with an Advanced Life Support transport unit of a fire department. The night program may be completed in approximately 16 weeks. The day class may be completed in approximately 14 weeks. The reason for approximation is to allow for holiday days or other days with no class. Upon completion of the program, graduates are eligible to take the National Registry of Emergency Medical Technicians exam for national certification or the State of Florida Emergency Medical Technicians exam for state certification.

Program Tuition

Registration	\$ 75.00 (non-refundable)
Book and Supplies	\$ 100.00 (non-refundable)
Criminal Background Check	\$25.00 (non-refundable)
Tuition Cost	\$ 1,150.00
TOTAL PROGRAM COST	\$ 1,350.00

Payment Schedule

A non-refundable \$75.00 Registration Fee and non-refundable \$25.00 fee for a criminal background check are due at the time of signing the enrollment agreement. Methods of payment are Visa or Mastercard credit cards, cashier's check or money order. Debit cards, cash and personal checks are not accepted.

The non-refundable supply fee of \$100.00 and the tuition of \$1,150.00 must be paid prior to the class starting date. The supply fee covers the Student Manual, Hospital Manual, and one student shirt.

Payment can be made as follows:

- () Full payment at signing of enrollment agreement.
- () Registration fee and background check fee at signing of enrollment agreement, with balance paid prior to class starting date.

The balance of \$1250.00 may be paid with one check or separate checks one for \$1,150.00 and one for \$100.00.

Students must purchase the textbook and workbook and have them on the first day of class. Textbook information is given on a separate sheet.

NOTE: Tuition and fees must be paid prior to class start date. No Financial Aid is available at this time.

Admission Requirements

Applicants should have the desire to pursue a career in the medical field as an Emergency Medical Technician/Paramedic or be a pre-requisite in a job-related profession, i.e.: Fire/Police Department, Lifeguard, HealthCare Profession, or Ambulance Attendant.

While there is no age requirement to enter the program, applicants must have a High School diploma or GED

Students must provide proof of a High School Diploma or GED equivalent

Current CPR Card (American Heart Association or American Red Cross) – Healthcare Provider/ Professional Level

Immunization records showing proof of vaccination against:

Varicella (chicken pox), Mumps, Measles & Rubella or provide blood titers showing immunity

Proof that the student has had a tetanus injection within the last 10 years

Proof of a negative Tuberculosis PPD Test (TB) or a negative chest X ray

Proof of Hepatitis “B” Vaccination Series (or proof the series has been started)

Students may also decline Hepatitis “B” Vaccination by signing the declination form.

Students are required to pass a drug screen for illegal substance use, and a criminal background check.

All students must sign an enrollment agreement.

School Catalog

The school catalog will be available prior to the student signing the enrollment agreement.

Disclosures

The student registration fee of \$75.00 is non-refundable. The student supply fee of \$100.00 will provide each student with a Student Manual, a Hospital Manual, and a student golf shirt. This supply fee is non-refundable. A non-refundable fee of \$25.00 is charged for a criminal background check. Students will be sent to the vendor, Solantic, for a drug screen test for illegal substance use. Results will remain strictly confidential. The \$25.00 fee for a drug screen will be paid directly to the vendor. Students must return the academy issued photo ID card to receive a diploma or to receive a refund upon withdrawing or dismissal.

Students will not be admitted to the academy if their background check shows a felony conviction or a conviction for a crime involving moral turpitude or illegal drug dealing.

Students will be required to complete all class requirements and maintain a grade of 74% (C) or better to take the final practical and written examinations. Upon successful completion of the program and meeting all course requirements and financial obligations, the student will be issued a diploma.

Students who receive an EMERGENCY MEDICAL TECHNICIAN-BASIC diploma from the Coral Springs Fire Department Training Academy will be eligible to take the Florida and/or National EMERGENCY MEDICAL TECHNICIAN-BASIC examination.

In order to practice as an EMERGENCY MEDICAL TECHNICIAN-BASIC in the State of Florida, students must become certified by the State of Florida Bureau of Emergency Medical Services. To become certified, students must pass a written exam given by the Bureau of EMS. Students wishing to practice in an other state, must comply with that state’s regulatory policy.

Class Starting & Ending Dates

Students will be notified of the course starting and ending dates no later than 30 days prior to the beginning of the first class.

Office Hours

School office hours are Monday through Friday– 9:00am to 4:30pm

Course Hours

Night classes are held as follows: Tuesday, Wednesday and Thursday 6 pm to 10 pm

Day classes are held as follows: Tuesday and Thursday 9 am to 5 pm

NOTE: Certain circumstances may require schedule changes.

Clinical rotation at the hospital emergency department and advanced life support transport unit ride along times will be scheduled by the instructor. Students must complete 24 hours of clinical training in the hospital emergency room and 48 hours of ride along time on an advanced life support transport . All hospital clinical time and field ride time must be completed prior to the course final exam.

Class Location

All classes are held at the Coral Springs Public Safety Training and Technology Center at 4180 NW 120 Avenue, Coral Springs, Florida 33065. Emergency Department clinical training and EMS field training times and locations will be scheduled separately and will run throughout the course.

Holidays

School will not be held on the following holidays. Additional cancelled class days may be declared due to departmental requirements. This information will be provided to students in advance.

New Year's Day	Martin Luther King, Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Day After Thanksgiving	Christmas Day

Graduation Requirements

A Diploma is presented to students who have complied with the following:

1. Maintained a minimum grade average of 74% or (C). All formal exams must be passed with a 74% or (C). Passed a comprehensive final examination, with a passing score of 74% or (C)
2. The final exam will consist of a written test and practical skill assessments. Both the written and practical exams must be passed with a 74% or (C).
3. Turned in their completed Student Manual and returned their academy issued photo ID card.
4. Attended required class hours; and
5. Fulfilled all monetary obligations to the school.

Grading

Students are graded in a variety of areas as follows:

Formal Exams	30%
Skills	Pass or Fail
Mid-term exam	30%
<u>Final exam</u>	<u>40%</u>
	100%

Grading System

A	92-100
B	83-91
C	74-82
D	65-73

Standards of Academic Progress: Students must maintain a minimum grade average of 74% or (C) or better throughout the course, and must pass a comprehensive final examination, with a passing score of 74% or (C). The final exam will consist of a written test and practical skill assessments.

Remedial Training Policy

Students must maintain a grade of 74% or (C) throughout the class to graduate from the program.

There will be several formal exams throughout the program. Students failing a formal exam will get one opportunity to take a make-up exam. This will be taken within a week of the first exam. Remediation will include the instructor reviewing the first test with the student, and helping the student understand his/her incorrect answers. The student must pass a make-up exam with a 74% or (C) or better. A student that fails one make-up exam, after remediation and additional study time, will be terminated from the class. Students who pass one make-up exam will be given only one additional opportunity to take a make-up exam for a second failed formal exam.

Students who fail the mid-term or final exam will be given one opportunity to pass a make-up exam or be terminated from the class. The instructor will review the test, and help the student understand his/her incorrect answers. The make-up exam will be given within a week, and the student must pass it with a grade of 74% or (C) or better.

Students who fail any skill station of the final practical exam will be given one additional opportunity to pass that station. Instructors will review the station with the student the same day, and allow the student to go through the station again. Should a student still fail a station after remediation, he/she will have to make an appointment with the instructor within a week to take a retest. Students must pass all skill stations to successfully pass the practical final exam.

Student Services

1. The Coral Springs Fire Department Training Academy does not maintain housing for students.
2. A Regional Library is available to all students and faculty, which is located at 3151 University Drive, Coral Springs. See Page 4 for hours of operation.
3. Student records are permanently retained by the school and are available to students upon individual request. Student records may be provided to a potential employer only after the student has made written request. For those students who are denied entry or dismissed from the academy, records will be on file for at least one year.
4. Academic Advisement will be provided. Students seeking academic advisement should first see their lead instructor. If further assistance is needed, students should make an appointment with the Program Director.
5. Placement services or assistance is available to all students without an additional charge. The Coral Springs Fire Department Training Academy does not directly or indirectly imply any guarantee of employment.
6. No financial aid is available.
7. There will be no meals provided on campus for students.

Rules & Regulations

Attendance

All students are responsible to complete all appropriate didactic, lab, clinical, and ride time requirements. Make up assignments will be given at the instructor's discretion for any absence. A student who has absences amounting to eight hours will be counseled by the Program Director and will be placed on probation. Should the student have another absence while on probation, the student is counseled by the Chief Training Officer and at his discretion, may be terminated.

Tardiness

The student must have a legitimate reason for the tardiness. The instructor will counsel a student after the second lateness. Continued tardiness can lead to dismissal from the program. No student shall be permitted to miss more than a total of 8 hours during the program. This includes missed time due to tardiness or absence. Time missed due to tardiness shall be rounded upward toward the next hour. **Example:** Arrival at 09:15 will be counted as arrival at 10:00; arrival at 10:05 shall be counted as arrival at 11:00, etc.

Conduct

Students are expected to conduct themselves in a professional manner at all times. Students violating normal classroom demeanor or disrupting lab session will be asked to leave for the remainder of the session. Readmittance will be allowed only upon written permission of the instructor and counseling with the Program Director. Possession of illegal drugs, alcoholic beverages, firearms (unless student is a certified law enforcement officer), foul language, or disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts him/herself in a manner detrimental or disrespectful to fire department personnel, staff, other students, or hospital personnel will be terminated. Cheating on any written exam or practical exam is grounds for immediate dismissal. Theft of property from the school or other students is also grounds for immediate dismissal. While at Fire Department and Hospital facilities, students will follow and obey all appropriate rules and regulations.

Demerit System

This program incorporates a demerit system. Any student who receives a total of 10 demerits during the program shall be dismissed from the program. Demerits are given for violations of rules and regulations, improper conduct, or failure to successfully complete assigned work, etc.

INFRACTION:

Attendance – a no show, no phone call event	2
Tardiness	1
Any conduct violation	3

Out of uniform	1
Failure to successfully complete assigned work	1

The demerit system is utilized for minor disciplinary action; however, this does not exclude instructors from imposing major disciplinary action or dismissal when appropriate.

Student Appeals/Grievance Procedure

Students may appeal or grieve academic or disciplinary actions, disciplinary procedures and instructor actions or inactions. Students shall call the academy office to set an appointment with the Program Director. Student appeals or complaints will be evaluated and documented by the Program Director. The Program Director will take action as necessary based on the validity of the appeal or complaint.

For any dispute that is unresolved, students are encouraged to voice their grievance with school, management, or the corporate office by means of the Institutions Grievance Policy.

Students may refer their grievance, if unresolved, to the following address.

Commission for Independent Education
 325 West Gaines Street
 Tallahassee, FL 32399-0400
 (850) 245-3200 or Toll Free (888) 224-6684

Make-Up Work

Students who have been absent for any reason are required to make up any missed quizzes, tests, or skills within one week of the absence. The Student will schedule appropriate make up work with the instructor.

Academic Probation Policy

A student may be placed on Academic Probation for violating any of the academy's rules and regulations. The Lead Instructor will fill out a Record of Discussion form, discuss the violation(s) with the student, and forward the form to the Program Director. The Program Director will meet with the student and advise him/her of the academic probation period. Academic probation will be a minimum of 2 weeks and a maximum of 1 month, depending on the violation.

Interruptions in Training/Termination

A student that has not successfully completed the examinations or skills at the end of each module, is encouraged to attend additional class sessions for extra practice. The student is permitted to re-take examinations or skills within a reasonable time as determined by the instructor. If the student fails to achieve a passing grade the second time, he/she is counseled by the Program Director as to the advisability of continuing in the program.

Leaves of Absence

The EMERGENCY MEDICAL TECHNICIAN-BASIC class is very intense and requires students to attend class regularly. A student who falls behind will have an extremely difficult time making up the work. Therefore, a student may be granted a leave of absence for a maximum of one calendar week, during any EMERGENCY MEDICAL TECHNICIAN-BASIC course. A request for a leave of absence must be in writing, and the dates of missed classes, clinical times, or ride times will be specified. The student will give appropriate reasons for the leave, and give the date he/she will return to class. The Program Director will approve or deny the leave based on appropriate need.

Re-Entry

A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission requirements listed on page 9 . A student that was terminated for any reason must have an interview with the Chief Training Officer and show cause why he/she should be re-instated. The decision of the Chief Training Officer is final. If the student is allowed re-entry into the school, refer to the Admission Policy on page 9 of this catalog.

Course Cancellation

Should the academy have to cancel an EMERGENCY MEDICAL TECHNICIAN-BASIC course prior to completion, students will have the option of a full refund of all monies paid, or to have guaranteed enrollment in the next course with no additional fees. See refund policy on this page.

Refund Policy

Should a student be terminated or cancel for any reason, a refund will be made according to the following refund schedule:

1. Cancellation must be made in person or by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of tuition fee only.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro-rated tuition refund computed on the number of hours completed to the total program hours.
5. Cancellations after completing 50% of the program will result in no refund.
6. Termination Date. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

8. A student can be dismissed, at the discretion of the Program Director, for insufficient progress, non-payment of costs, or failure to comply with rules.
9. In order to receive a refund, student must return the academy issued photo ID card.
10. Should the academy have to cancel an EMERGENCY MEDICAL TECHNICIAN-BASIC course prior to completion, students will have the option of a full refund of all monies paid, or to have guaranteed enrollment in the next course with no additional fees

Placement Assistance

The Coral Springs Fire Department Training Academy does not guarantee, or directly or indirectly imply, graduates of the EMERGENCY MEDICAL TECHNICIAN-BASIC program employment. However, the academy will help graduates who wish information on seeking employment. Students will be counseled in the methodology for employment in the emergency medical job market. Names of potential employers will be provided to graduates on request. Employer requirements and continuing education requirements will be pointed out to students.

Veteran's Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence.

Students exceeding one unexcused absence in the program will be terminated from their VA benefits for unsatisfactory attendance.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% throughout the program.

A VA student whose CGPA falls below 80% at any point in the program will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

Veterans' Transfer of Credits

Students **must** report all education and training. The school **must** evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. This will be done only if approved by State rules and guidelines.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Signature: _____

Title: EMERGENCY MEDICAL TECHNICIAN-BASIC Program Director

Date: _____

School Name: Coral Springs Fire Department Training Academy

Address: 4180 NW 120 Avenue

City, State, ZIP Code: Coral Springs, FL 33065

Faculty Listing

FACULTY MEMBER	COURSES TAUGHT	DEGREES	FLORIDA LICENSE	LIC#
Michael Ferrara	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab – Lead	18 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD13814
Kevin Sullivan	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab – Lead	AAS-Florida Medical Training Institute	Paramedic	PMD 500738
David Tyrell	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	6 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 511073
Jan Tripician	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab	AAS-FLOR MED TRAINING INST.	Paramedic	PMD 13775
Christopher Bator	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab	15 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 14744
Danny Nyer	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	7 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 509929
David Schneider	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab	15 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 8772
Daniel Doherty	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	11 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 201880
Beth Courtney	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	15 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 17928
Jason Gonzalez	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab	8 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 205867
Sophia Moser	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	AS-Broward College BA-ST. THOMAS UNIV.	Paramedic	PMD 205006
Oscar Gomez	EMERGENCY MEDICAL TECHNICIAN-BASIC	7 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 503855

	Lab & Clinical			
Konrad Kellenberger	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab	9 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 509990
William Glover	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	7 YEARS EXPERIENCE IN PARAMEDICINE	Paramedic	PMD 510696
Alessandro Frittitta	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab	AAS-FLOR MED TRAINING INST.	Paramedic	PMD 510421
Kevin Olejniczak	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	AS-FLOR MED TRAINING INST.	Paramedic	PMD 17578
Johana Jaramillo	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	AS-BROWARD COLLEGE	Paramedic	PMD 206141
Jerome Kuketz	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	AA-Miami Dade College	Paramedic	PMD 505579
Ivo Ceciliano	EMERGENCY MEDICAL TECHNICIAN-BASIC Lab & Clinical	AAS-FLOR MED TRAINING INST.	Paramedic	PMD 205311
John Whalen	EMERGENCY MEDICAL TECHNICIAN-BASIC Lecture & Lab	AAS-FLOR MED TRAINING INST.	Paramedic	PMD 13716

**CORAL SPRINGS FIRE DEPARTMENT EMERGENCY
MEDICAL TECHNICIAN-BASIC PROGRAM**

RULES AND REGULATIONS ADDENDUM

- No student shall be permitted to miss more than a total of 8 hours during the program. This includes missed time due to tardiness or absence. Any missed time in excess of 8 hours will be grounds for immediate dismissal from the program.
- Time missed due to tardiness shall be rounded upward toward the next hour. **Example:** Arrival at 09:15 will be counted as arrival at 10:00; arrival at 10:05 shall be counted as arrival at 11:00, etc.
- Any student absent or tardy must give a valid reason for any amount of time missed. The Lead Instructor will determine validity of the reason given for tardy or absent students. Lead Instructors may ask for a doctor's note to validate sick use.
- Missed ride time, or clinical time will be counted as 1 absence. A total of two absences will be grounds for immediate dismissal from the program.
- Cheating on any quiz, written exam, or practical exam will be grounds for immediate dismissal.
- Demerits for infractions will double each time offences are repeated.

Date: _____ Student Printed Name: _____

Student Signature: _____

Parent/Legal Guardian Signature: _____

(If student is under 18 years of age)