

## COURSE CATALOG

Recognized locally as a leader in pre-hospital education and training, EMSTA College is an advocate for the development of quality EMS care. We strive to positively impact the local EMS community by continually monitoring the effectiveness of our teaching methodology with each Program we offer.

EMSTA College offers Emergency Medical Educational Programs to meet the needs of the general community at large. Student's backgrounds range from the lay public to Emergency Medical Technicians, Paramedics and Registered Nurses.

Our Mission is to prepare students to become the most competent and compassionate care givers in the field of Emergency Pre-hospital Medicine who will meet state and national expectations within the profession.

### GENERAL INFORMATION

#### Approval Statement

EMSTA College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. EMSTA College under section 94802 (a) of CPPEA, will by operation of law, be approved until June, 2012. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 888-370-7589.

EMSTA College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

#### Locations

Main Campus:

All courses are taught at  
EMSTA College - School Code: #76587376  
11489 Woodside Ave., Santee, CA 92071

#### Publication Date

This catalog is published to cover the time period from January 1 – December 31, 2010. It will be updated on an annual basis.

#### Training Programs Approved

EMT-Basic	–	140 hrs.
EMT-Paramedic	–	1,249 hrs.
Phlebotomy Technician	–	120 hrs.
ECG Technician	–	32 hrs.

#### Transfer or Articulation Agreements

This institution has not entered into a transfer or articulation agreement with any other college or university.

#### “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION “

The transferability of credits you earn at EMSTA College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in EMSTA College is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is

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 EMSTA College to determine if your certificate will transfer.

### **Student Record Keeping**

EMSTA College shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

EMSTA College shall maintain, for each student granted a certificate by EMSTA College, permanent records of all of the following:

- (1) The certificate granted and the date on which that certificate was granted.
- (2) The courses and units on which the certificate was based.
- (3) The grades earned by the student in each of those courses.

### **English-as-a-Second-Language Disclosure**

This school does not provide English-as-a-Second-Language programs or instruction. All students enrolling in these programs must be able to read, write and comprehend the English Language.

### **Section 504/ADA Policy**

EMSTA College does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the campus Program Director. You may request academic adjustments or auxiliary aids at any time. The Program Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- ❖ Notify the Program Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Program Director by telephone at 619-593-6782. The Program Director will respond within two weeks of receiving the request.

### **Admission Policies and Procedures**

- ❖ EMSTA College does not discriminate with respect to race, color, creed, sex, age, disabling conditions, handicaps, or national origin
- ❖ Students must be 18 years of age or older
- ❖ Students must provide a copy of their High School diploma, Certificate of completion or GED
- ❖ Must provide a current resume (Paramedic students only)
- ❖ Possess and provide a copy of current EMT-B Certification, renewed within the past 12 months prior to beginning of class (Paramedic students only)
- ❖ Provide a copy of a current American Heart Association, Healthcare Provider or American Red Cross, Professional Rescuer CPR card. No other certifying organizations will be accepted.
- ❖ Certain types of felonies may slow the certification process and/or prohibit acceptance into the program.

- ❖ The student is responsible for providing a criminal background check as follows:
  - Paramedic students: <http://emstabackgroundcheck.com>
  - This background check covers residency over the past 7 years. You may be charged an additional fee for out of state residences. This is the only background check EMSTA College will accept for Paramedic students.
- ❖ Pass drug screens.
  - Paramedic students are responsible for providing EMSTA College with drug screen documentation. Please complete this requirement from the background web site: <http://emstabackgroundcheck.com>
  - This is the only drug screen test EMSTA College will accept for Paramedic students.
- ❖ Provide a record of updated records (Paramedic, EMT-Basic & Phlebotomy students only):
  - Annual tuberculosis screening: Mantoux tuberculosis test or if positive, Health Departments guidelines for follow up
  - Positive titer to MMR (Measles, Mumps, Rubella) or vaccination against same or a physician's statement of disease concerning MMR
  - Varicella immunity
  - Immunizations: tetanus immunization within the past 10 years
  - Vaccine/immunity Hepatitis B is recommended
- ❖ Provide copy of current medical insurance coverage (policy or wallet card). Students must maintain medical insurance throughout the Paramedic training course.
- ❖ Two letters of recommendation (Professional, i.e., Supervisor, Nurse, Doctor, Fire Chief, etc.) (Paramedic students only)
- ❖ Provide proof of at least one year, full-time equivalent, field EMT experience (Paramedic students only)
- ❖ Provide a copy of a valid Driver's License, State issued Identification Card or other Government issued Photographic identification
- ❖ Provide a copy (firefighters exempt) DMV Ambulance Driver's License (Paramedic students only)
- ❖ Provide a copy (firefighters exempt) Medical Examiner Certificate (Paramedic students only)
- ❖ Entrance testing: successful completion of the Wonderlic SLE Test with a passing score of 20 (Paramedic students only).
- ❖ Successful completion of a Paramedic Prep, or Paramedic Prep class at EMSTA College (Paramedic students only)
- ❖ Completion of Anatomy and Physiology class, with lab, or Paramedic A&P at EMSTA College (Paramedic students only)
- ❖ Successfully complete the application process (all students). Paramedic students must complete Admission Board review and skills demonstration/competency.

## **Student Services**

- ❖ **Mentoring Program**  
The instructor acts as a mentor for the student in this capacity and will support the student through the didactic portion of the Program. Additionally, we offer assistance for placement after graduation by helping the students secure an interview.
- ❖ **Placement Assistance**  
EMSTA College does not guarantee employment for its graduates. We will assist students in their job search, after they successfully complete their studies, by offering information on job opportunities and guidance in resume preparation and interviewing techniques. The school will make a reasonable effort to satisfy the wishes of a graduate as to location. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in placement.
- ❖ **Housing**  
EMSTA College 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 Santee/El Cajon/Lakeside, CA rental properties start at approximately \$800 per month.
- ❖ **Medical Research Library**  
The Grossmont Healthcare District Library  
9001 Wakarusa  
La Mesa, CA 92041  
619-825-5010

Please utilize this resource as needed for your research needs. There is a librarian on-duty to assist you. There is no charge to access the library, but you must comply with the hours of operation. Please call ahead prior to your arrival, although you need not make a reservation. There are computers, periodicals and numerous reference textbooks available for your use.

### **Student Complaint/Grievance Procedure**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: 888-370-7589

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). A student may also file a grievance at the school level by contacting the Program Director, Rick Foehr at 619-593-6782, Ext. 1 or by email, [rick@emstacollege.com](mailto:rick@emstacollege.com).

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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: EMSTA, 11489 Woodside Avenue, Santee, CA 92071. 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 a registration or administration fee not to exceed \$250.00, 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**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall 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.
- The student has failed to attend class for 21 days.
- The student fails to return from a leave of absence.

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 daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. 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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## STUDENT POLICIES - General

### Attendance

- ❖ Attendance is **REQUIRED** at all didactic sessions
- ❖ A student will be allowed up to three (3) absences with prior approval of the primary instructor during the didactic segment of the program. A student will be allowed two (2), fifteen (15) minute tardies. Absences and tardies require the student to notify the School Director by appointment or telephone. Failure of the student to notify the School Director will lead to administrative probation. A student may be expelled from the program as a result of the third absence. A student will be placed on administrative probation after the third tardy, and then will be expelled from the program after the fourth tardy. This process will be held reviewable by the School Director.
- ❖ The faculty will document all absences and tardies
- ❖ It is the student's responsibility to obtain any information from didactic sessions missed. The Primary Instructor may require the student to perform additional assignments to make-up information missed.
- ❖ Quizzes missed due to tardiness will result in a grade of zero for that quiz. The student will be required to make-up quizzes missed before the next class session. The score on those quizzes will not be included in the students' cumulative score.
- ❖ Students who must miss a class due to medical illness will be required to show proof from a licensed Physician in California of treatment for that documented illness. A maximum of four (4) medical absences will be allowed with notification of the Primary Instructor.
- ❖ Students are required to remain in class until the end of the scheduled session. If the student must leave early, this can only be done after notifying the primary instructor prior to leaving. The student is responsible for all materials/subject matter missed due to leaving prior to the end of class.
- ❖ In an emergency, only the Director or the Primary Instructor may cancel a class. Students should confirm class cancellation by calling the Program Director.
- ❖ Leave of absences are discouraged, but the School Administration recognizes that they cannot always be avoided. When a student wishes to take a leave of absence, they must meet with the Program Director to discuss their reason for leave and re-entry plan. Leave of absences may not exceed one calendar year. Due to the programmed nature of our program, students will only be allowed to return to the program at the point where they began their leave of absence in a previous class. All requests for a leave of absence must be made in writing, include an original signature of

the student, indicate the effective date of the leave and the date the student will return to the course of study. Failure of the student to return on their appropriate date will result in the student being terminated from the program. Students who fail to return from a leave of absence cannot be prohibited from receiving refunds.

### Dress Code

Students must comply with the school's dress code at all times. This is a mandatory requirement.

- ❖ Paramedic: OSHA uniform shirt/pants must be worn in the classroom, and must be worn at the Clinical and field internships.
- ❖ EMT-Basic: Navy blue dress slacks or EMS pants are required along with the school-supplied T-shirt or polo.
- ❖ Phlebotomy Tech: Scrubs/lab coat are required.
- ❖ Black boots, black polished shoes or black tennis shoes (all with non-marking soles), must be worn with clean socks when wearing the uniform. Clogs, excessively high heels and slippers are not acceptable.
- ❖ All students must be neatly groomed with clean hair, nails and clothing. Students will avoid excessive use of cosmetics, perfume and cologne or after shave lotion.
- ❖ Hair should be well groomed. All students must have their hair secured off the face and base of their neck while in class.
- ❖ Conservative jewelry is permitted.
- ❖ **Cell phones/pagers are not allowed on campus.**

### Disciplinary Procedures

- ❖ The Program Director or Primary Instructor may place students on probation for being at risk of not meeting the academic requirements of the program.
- ❖ Students may be placed on probation for a non-academic reason including but not limited to the following:
  - Repeated and/or unexcused absence
  - Repeated and/or unexcused tardiness
  - Failure to comply with the dress or behavior codes
  - Inappropriate and/or unprofessional conduct or behavior to include:
    - **Smoking and Tobacco Products**  
Smoking and the use of any tobacco products are not allowed in any enclosed area of the facility.
    - **Use of Electronic Media**  
Access to the Internet, websites, and other types of School-paid computer access are to be used for School-related business only. This includes personal computer access to the wireless system in the classroom setting. The use of cell phones is prohibited at all times in the classroom. Rick Foehr, President, must approve any information about EMSTA College, its products or services, or other types of information that may appear in the electronic media regarding the School before the information is placed on an electronic information resource that is accessible to others.
    - **Unlawful Harassment**  
EMSTA College is committed to providing a work environment free of unlawful harassment. School policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** The School's anti-harassment policy applies to all persons involved in the operation of the School and its students. It also prohibits unlawful harassment by any employee of the School, including staff and faculty, as well as vendors, customers, students, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any

of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

*Prohibited unlawful harassment includes, but is not limited to, the following behavior:*

*Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;*

*Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;*

*Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;*

*Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and*

*Retaliation for reporting or threatening to report harassment.*

If you believe that you have been unlawfully harassed, submit a written complaint to any School official, or the President as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. Staff will refer all harassment complaints to the Administration or the Director of the School. The School will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the School determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or student determined by the School to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A School representative will advise all parties concerned of the results of the investigation. The School will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The School encourages all employees or students to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

- **Drug and Alcohol Abuse**

EMSTA College is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee or student's work performance, efficiency, safety, and health, and therefore seriously impair the employee or student's value to the School. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees or students and exposes the School to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee or student's job performance and may seriously impair the employee or student's value to the School.

The following rules and standards of conduct apply to all employees or students either on School property or during the workday (including meals and rest periods). Behavior that violates School policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a School vehicle while under the influence of alcohol; and

Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. EMSTA College also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, EMSTA College reserves the right to conduct searches of School property or employees/students and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee or student's conviction on a charge of illegal sale or possession of any controlled substance while off School property will not be tolerated because such conduct, even though off duty, reflects adversely on EMSTA College. In addition, the School must keep people who sell or possess controlled substances off School premises in order to keep the controlled substances themselves off the premises.

Any employee or student who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify school administration of such use immediately before starting or resuming work.

- ❖ A student will be verbally counseled about inappropriate conduct. Documentation summarizing the counseling will be kept in the student's individual file.
- ❖ Failure to comply with the course requirements will result in expulsion from the program.
- ❖ The Program Director has the final discretion to determine the pass/fail criteria.

## EMS STUDENT POLICIES –EMT BASIC

### Grading – EMT-Basic Training Program

- ❖ An integral part of the **EMT-Basic Training Program** is on-going evaluation of the student's academic performance. Substandard academic work will result in expulsion from the program.
- ❖ Any student caught cheating on a test will be immediately expelled from the program.
- ❖ All students must receive a minimum of 80% on each weekly test. A student who fails to obtain a score of 80% will be allowed to re-take the weekly test and must receive a passing score of 85%, but the failed score will count against the grade point average. Failure to obtain a score of 85% on a re-take weekly test will result in expulsion from the program. Students may fail a total of two weekly tests, each followed by a test re-take with a score of 85%. Failure of a third weekly test will result in expulsion from the program.
- ❖ The passing grade for the Mid-Term exam and Final exam is 80%.
- ❖ A student who fails to maintain an overall average score of 80% will be expelled from the program.
- ❖ Students who fail any practical station will be allowed to re-take that station. A maximum of one re-take per practical station is available. Failure of the first re-take will result in expulsion from the program.
- ❖ Students will be allowed to take the final written and skills exams only upon the following conditions:
  - Have passed all the quizzes
  - Successful completion of all practical skills stations
  - Successfully completed all clinical and field ride-alongs and submitted all required paperwork
- ❖ The minimum score for the Final written exam is 80%. No re-take is available for this exam. Failure of a final written exam will result in expulsion from the program.

**Overall Grading and Examination Security.** Grading for the overall didactic portion is divided into two (2) segments, quizzes and exams (mid-term and final).

Clinical and field grading criteria are documented on the forms provided in the student packet.

#### Didactic

- ❖ **Quizzes**  
Quizzes are provided in the student notebook as a “take home” practice exercise. This process stimulates and encourages the necessity of study groups as a function of learning the subject material.
- ❖ **Weekly Tests**  
Weekly tests are administered every Monday and are a measurement of the student's completion of the quizzes on Course Compass. The tests are multiple-choice and the minimum passing score is 80%. The student will be allowed to fail two Weekly Tests but failure of a third will result in expulsion from the program. The passing score on Weekly Tests re-takes is 85%. Weekly Tests will account for 30% of the total didactic portion of the program.
- ❖ **Mid-Term Exam**  
The Mid-Term Exam is administered half way through the didactic portion of the class. The subject matter areas come mainly from the quizzes. The exam will be multiple-choice and the minimum passing score is 80%. The student will be allowed one re-take on the Mid-Term, but must score an 85%. Failure to obtain an 85% will result in expulsion from the program. The Mid-Term Exam accounts for 33% of the total didactic portion of the program.
- ❖ **Final Exam**  
The Final Exam will be given at the end of the didactic portion of the program and will include all subject areas from the entire program. The exam will be multiple-choice and the minimum passing

score is 80%. There are no retakes allowed for the Final Exam. Failure to pass this exam will result in expulsion from the program. The Final Exam accounts for 33% of the total didactic portion.

❖ **Class Participation**

A participation grade will be given to each student based on their preparedness in class and involvement in class discussions. This includes participation in question and answer periods and overall attentiveness in class. Absences and tardiness will also be factored into this grade. Class participation accounts for 4% of the total didactic portion.

❖ **Practical Skills Evaluation**

Each student must show proficiency in all outlined practical skills prior to completion of the didactic portion of the course. Specific dates are found in the Course Syllabus. Each student will have two (2) attempts to show their proficiency in a controlled exam setting. Failure to show competency in any skill area after the second attempt will lead to expulsion from the program

## EMS COURSE INFORMATION – EMT BASIC

EMSTA’s EMT-Basic Program is a comprehensive course consisting of classroom (didactic), skills lab, clinical (hospital observation) and field (ambulance ride-along). The curriculum is based on the NREMT and 1995 U.S. DOT guidelines for EMT training, and Title 22 for the State of California. The program comprises a total of 140 hours of instruction. The breakdown is as follows:

Didactic:

Classroom	=	88 hrs.
Skills Lab	=	32 hrs.
Clinical	=	8 hrs.
Field	=	12 hrs.

Upon completion of the entire course, a Certificate of Completion will be issued. This Certificate will allow the student to apply for National Registry Certification and subsequently for employment as an EMT-Basic.

### **Didactic Portion**

This is the classroom portion of the training program. This section consists of 88 hrs. of lecture presentations, discussions, and workshops. The didactic portion of the program lasts 8 weeks. Successful completion of the didactic section requires a minimum score of 80% on all written exams.

### **Skills Lab**

This practical portion of the training program consists of 32 hours of skills training under controlled laboratory conditions and runs concurrently with the Didactic section. It is designed to familiarize the students in the procedures associated with the practice of EMT-Basic skills. The student will utilize all equipment required and necessary to function as a competent EMT-Basic before practicing on humans in the field.

### **Clinical Experience**

This practical, “hands-on,” portion of the training program puts the student in direct contact with actual patients during controlled, in-hospital, training sessions. This portion requires the student to complete 8 hours of patient contact in a clinical setting. This experience may be as an observer as well, depending on the assignment given by their preceptor.

### **Field Experience**

This is the final practical portion of the program, which consists of 12 hours of ambulance ride-along on an EMT-Basic rig. The student will perform the full scope of EMT-Basic practice, which may be limited to direction from the full-time EMT who is acting as their preceptor. This experience may be as an observer at times, based on the assignment given by the preceptor.

### **Current Fees and Tuition:**

The total cost of the program is \$1,000.00 including a non-refundable registration fee of \$75.00 and a non-refundable Student Tuition Recovery Fund fee of \$2.50. Didactic consists of tuition \$600.00 and the equipment fee is \$272.50 (required textbook/workbook, class materials, school uniform shirts, liability insurance, and limited remedial assistance). NREMT skills testing fee is \$50.00. Course payment information is listed at [www.emstacollege.com](http://www.emstacollege.com), *Tuition Information*.

Itemized fees are as follows:

Registration (Non-Refundable)	Student Tuition Recovery Fund (Non-Refundable)	Textbooks	Class Materials	Uniform Shirts	Liability Insurance	NREMT Skills Test	Tuition	*Total Cost
\$75.00	\$2.50	\$135.00	\$60.00	\$45.00	\$32.50	\$50.00	\$600.00	\$1,000.00

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

### **Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

## EMS STUDENT POLICIES –PARAMEDIC

### Grading – Paramedic Training Program

- ❖ An integral part of the **Paramedic Training Program** is on-going evaluation of the student's academic performance. Substandard academic work will result in expulsion from the program.
- ❖ Any student caught cheating on a quiz, block or final exam will be immediately expelled from the program.
- ❖ All students must receive a minimum of 80% on each quiz, test, or exam. Students may fail 25% of the protocol quizzes or drug quizzes. There are a total of 63 quizzes in the program. 25% equates to 16 quizzes. Should a student fail the 17<sup>th</sup> quiz, he/she will be dropped from the program. A student who fails to obtain a score of 80% will be allowed to re-take the failed quiz once. The failed score will count against the grade point average. Failure to obtain a score of 85% on a re-take quiz will result in expulsion from the program.
- ❖ Should a student elect to not take a quiz, a score of zero will be recorded. Should a student elect to not retake a failed quiz, a score of zero will be recorded. Either of these instances is grounds for immediate expulsion from the program. Quizzes and retakes must be completed prior to the start of the next block. If unforeseen circumstances occur, it will be up to the discretion of the Program Director.
- ❖ The passing grade for block exams is 80%. A student who fails to obtain a score of 80% will be allowed to re-take the block exam once. Failure to obtain a score of 85% on the re-take will result in expulsion from the program. During the entire program a student will be allowed a maximum of three block exam re-takes. Failure of a fourth block exam or failure on a re-take block exam will result in expulsion from the program. Re-take block exams shall be accomplished that following Thursday, as all block exams are administered on Monday's (unless otherwise noted in the class schedule). Re-take quizzes shall be accomplished on the following class day.
- ❖ Students must pass all final graded SIMMS practical stations. Students who fail any practical station on graded SIMMS will be allowed to re-take that station. A maximum of one re-take per practical station is allowed. Failure of the first re-take will result in expulsion from the program.
- ❖ Students will be allowed to take the final written and skills exams only upon the following conditions:
  - Have passed all block exams
  - Successful completion of all practical skills stations
  - Have passed and obtained certification in BCLS, ACLS, PALS, PEPP, and PHTLS, as per standards set forth from the American Heart Association and NAEMT.
- ❖ The minimum score for the final written exam is 80%. No re-take is available for this exam. Failure of a final written exam will result in expulsion from the program.
- ❖ Successful completion of the paramedic training program will require students to meet the following criteria:
  - Must have passed the final written exam with a minimum score of 80%
  - Must have passed the final skills practical exam
  - Must have passed the Field Readiness Interview
  - Successfully completed the clinical and field internship, with a written recommendation from the preceptor, and submitted all required documentation
  - Recommendation for completion from the Program Director
  - Recommendation for completion from the Clinical Coordinator
  - Recommendation for completion from the Primary Instructor
  - Recommendation for completion from the Medical Director
  - Be eligible to sit for the NREMT paramedic certification/licensure exam

## Overall Grading and Examination Security

- ❖ Grading for the overall didactic, clinical and field internship portions of the class are divided up into two equal segments. The didactic portion is worth 50% of the total grade and clinical/field internship is worth 50% of the total grade.
- ❖ Clinical and field internship grading criteria will be covered during clinical orientation, at the end of the didactic portion of the class.

## Didactic

- ❖ Quizzes  
Quizzes will be given on a regularly scheduled basis, as well as a non-scheduled basis. Quizzes are tools designed to assess knowledge of specific areas of study, including San Diego County drug and protocols. They will consist of various techniques, e.g., multiple choice, fill in the blank and essay, in order to accurately assess the students knowledge in a particular subject area. Students must pass all quizzes with an 80%. One retest per quiz will be allowed, but the maximum score to be recorded on a retake will be the minimum passing score. Quizzes account for 15% of the total didactic portion.
- ❖ Tests  
Tests are tools designed to assess knowledge in specific areas of study including ACLS, PALS, PEPP, PHTLS, medical math, and pharmacology. They will have minimum scores that are recognized nationally or set by the faculty. Students will be allowed one retake after remediation. The maximum score to be recorded on a retake will be the minimum passing score. Tests account for 5% of the total didactic portion.
- ❖ Block Exams  
Exams will be given at the end of every major block of the curriculum. They will consist of various techniques, multiple choice, fill in the blank and essay, and used to accurately assess the students knowledge in a particular subject area. Students must pass all exams with an 80%. Block exams account for 40% of the total didactic portion.
- ❖ Final Drug and Protocol Exam  
The final drug & protocol exam will be given at the end of the didactic portion of the program and will include all of the San Diego County drugs and protocols in the flip book. The exam will be multiple choice and the minimum passing score is 80%. There are no retakes allowed for the drug & protocol final exam. Failure to pass this exam will result in expulsion from the program. The drug & protocol final exam accounts for 15% of the total didactic portion.
- ❖ Final Exam  
The final exam will be given at the end of the didactic portion of the program and will include all subject areas from the entire program. The exam will be multiple choice and the minimum passing score is 80%. There are no retakes allowed for the final exam. Failure to pass this exam will result in expulsion from the program. The final exam accounts for 15% of the total didactic portion.
- ❖ Student Lectures  
Each student will be assigned a San Diego County protocol or drug to present in class, and the instructor will observe these presentations. Any presentation that is substandard will be dealt with on a case-by-case basis.
- ❖ A&P Project  
Each group will be given an A&P topic to develop into a video production. Their mentor will act as the Director/Producer. Each group's finished project should be no longer than 20 minutes in length. Each group will make their presentations in front of the entire class for grading. The winning team will go to lunch with Rick and Ted. Each group's project will be individually graded and that grade will be part of the overall didactic grade. The A&P project accounts for 10% of the total didactic portion.

### **Practical Skills Evaluation (Graded SIMMS)**

- ❖ Each student must show proficiency in all outlined practical SIMMS skills prior to completion of the didactic portion of the course. Specific dates will be set aside to facilitate this process. Students must pass all final graded SIMMS practical stations with an 80%. Students who fail any practical station or graded SIMMS will be allowed to re-take that station and must score an 85%. Students who are a “no show” or late by 15 minutes, will be considered a fail and will result in immediate expulsion from the program. A maximum of one re-take per practical station is allowed. Failure of the first re-take from any station will result in expulsion from the program.

Students who fail the second attempt will be required to re-take the entire Paramedic Training Program from the beginning at their discretion. The school will offer a discount to those students who elect to return for a second chance.

### **Field Readiness Interview (Oral Boards)**

- ❖ Each student must show competency in the standard required topics selected by the school that signifies he/she is ready to enter the Field Internship portion of the program. Should a student score below 80% on the first attempt, the instructor will schedule a second attempt. Failure to score an 85% on the second attempt, a “no show” or late by 15 minutes will be considered a fail and will result in immediate expulsion from the program.

Students who fail the second attempt will be required to re-take the entire Paramedic Training Program from the beginning at their discretion. The school will offer a discount to those students who elect to return for a second time.

### **Clinical Rotations**

- ❖ Each student must complete 160 hours of Clinical. The assigned Clinical Instructor will document the successful completion on the paperwork provided. Each student is required to complete 140 hours at the assigned Hospital and 20 hours at Children’s Rady Hospital. Failure to successfully complete this portion of the program will result in expulsion or reassignment to complete this portion with the next Paramedic class. If you are reassigned, you will not graduate with your class and you will not be allowed to treat pediatric patients during your Field Internship, e.g., ET tubes, IV’s.

### **Field Internship**

- ❖ Please refer to “Field Internship Remediation Policy.”
  - ❖ The Program Director has the final discretion to determine the pass/fail criteria.

## **EMS COURSE INFORMATION - PARAMEDIC**

EMSTA’s Paramedic Training Program is a comprehensive course consisting of classroom (didactic), skills lab, clinical (hospital experience), and field internship components. The curriculum is based upon the 1999 U.S. D.O.T. guidelines for paramedic training programs. The Program comprises a total of 1,249 hours of instruction. The breakdown is as follows:

Didactic:		
Classroom	=	369 hours
Skills Lab	=	191 hours
Clinical	=	160 hours
Field Internship	=	529 hours (22, 24-hr. shifts or 44, 12-hr. shifts)

The Paramedic Training Program at EMSTA is 11 months long followed by graduation approximately 2 weeks later. Before a student completing this program can work as a licensed paramedic, the student must take and pass the National Registry Certification computerized exam and the National Registry Practical Skills exam after graduation from the program. These two additional exams cannot be completed on the same day. The computer-based National Registry exam is offered on various dates at eight Pearson Vue Educational Centers located throughout the State of California. The National Registry Practical Skills exam is scheduled approximately one month after graduation at the EMSTA school location, or the student can attend any other National Registry Practical Skills exam offered at various times at colleges throughout the State. After passing the National Registry computer-based exam and Practical Skills exam, the student must obtain a State Paramedic license. This process can take as long as 4 weeks, depending on the workload of the specialist at the CA State EMSA office. Once the student receives the State Paramedic License, he/she can apply for a job as a licensed Paramedic. The entire process beginning with enrollment in the Paramedic Training course to job placement can take up to 16 months.

### **Objective Base Course of Study Policy**

Our Paramedic Training course of study is based on mastering objectives. Within each and every lecture, there are finite and measurable objectives that the students must master prior to moving on to the next lecture. In the event that the course is in the need of remediation related to certain objectives, extra time and/or course days may be added. This will in no way alter or change the cost of the program for the student.

It is important to note that the didactic portion of the course will adhere to the total number of hours as stated in the catalog, as this is the most demanding section, in terms of self-study. It is for this reason that it is critical for the student to attend each and every class session to stay abreast of current progress throughout the entire program of study.

Upon completion of the entire course, a Certificate of Course Completion will be issued. This certificate will allow the student to apply for National Registry Certification/Licensure and subsequently for employment as an EMT-Paramedic.

- ❖ The CCHS/EMSTA Consortium for EMS is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP),
- ❖ Commission on Accreditation of Allied Health Education Programs
- ❖ 1361 Park Street
- ❖ Clearwater, FL 33756
- ❖ 727-210-2350
- ❖ [www.caahep.org](http://www.caahep.org)

### **Didactic Portion**

This is the classroom portion of the training program. This section consists of 340 hours of lecture presentations, discussions, and workshops. The didactic portion of the program lasts six months. Successful completion of the didactic section requires a minimum score of 80% on all written exams.

**Student Advisory Board** is comprised of a select group of students who meet on a regular basis with the faculty to represent the class and voice their concerns.

### **Skills Lab**

This practical portion of the training program consists of 220 hours of skills training under controlled laboratory conditions and runs concurrently with the Didactic section. It is designed to familiarize the students in the procedures associated with the practice of Para medicine. The student will utilize state-of-the-art equipment, view an autopsy (if possible), as well as practice on a SIMMS manikin with IV's, intubations, and needle thoracotomy before practicing on humans in the Clinical portion.

### **Clinical Experience**

This practical, “hands-on,” portion of the training program puts the student in direct contact with actual patients during controlled, in-hospital, training sessions. This portion requires the student to complete 160 hours of patient contact in a clinical setting. Students will work under the direct supervision of a preceptor at the facility and hone their skills learned in the Skills Lab. An EMSTA Primary Instructor will also be assigned to monitor the students’ progress. Students may work with preceptors in the Emergency Department, Intensive and Cardiac Care Units, Surgery, Cardiac Cath Lab, Laboratory, Labor and Delivery, Nursery and other related areas.

### **Field Readiness Interview**

This interview process is intended for the paramedic student to show proficiency in the standard required topics that his/her preceptor would be asking on the first day of the Field Internship. The subject matter of the interview will be selected on a random basis by a panel of three EMSTA instructors. All questions have been verified as reliable and valid by the faculty prior to the interview. The student should prepare him/herself to answer questions such as: identification of ECG rhythm strips, pathophysiology, A&P, 5 parts of the run, and San Diego County drugs and Protocols.

### **Field Internship**

This is the final practical portion of the program, which consists of 529 hours, twenty-two, 24-hour shifts, or forty-four 12-hour shifts. Students will be assigned to an active Field Preceptor with either a private ambulance service or fire department paramedic unit. The student will perform the full scope of practice of the EMT-Paramedic, under the direct supervision of their preceptor. An EMSTA Primary Instructor will also be assigned to monitor the students’ progress on a shift-by-shift basis while in this rotation.

Students are required to have a minimum of 40 Advanced Life Support contacts during this phase of training. The preceptors in this rotation have at least two years, full time, EMT-Paramedic experience. Every effort is made to keep each student with his or her assigned preceptor through the entire field internship portion. If a student resides outside the direct service area of the school, they may apply to arrange preceptorship closer to their home. Please see the Program Director for more details. Some field internship locations may charge the student to precept with their personnel. This charge is included in the cost of the course.

Didactic classroom sessions typically meet between the hours of 9:00 am to 5:00 pm Monday, Wednesday and Friday. Clinical sessions are arranged individually with the facility or preceptor. The Field Internship is arranged with the preceptor on a shift basis, according to his/her regular schedule. The time allowed to complete the course is 11 months for the March class and 11 months for the September class.

The NREMT has recently implemented CBT (Computer Based Testing) for their written exam. Students will be eligible to take this exam as soon as they complete the Field Internship portion of the Program. Some students may finish the Field portion of the Program sooner, as a 24 hr. unit assignment will complete in 2 months, while a 12 hr. unit assignment will complete in 3 months (22, 24 hr. shifts vs. 44, 12 hr. shifts). It is the school policy to graduate the entire class together. Passing the NREMT Skills testing is required to obtain a NREMT Certification card. The school typically schedules this testing after graduation, which would eliminate the possibility of students finishing the Program ahead of others. The NREMT testing fees are not included in the course fee.

Although the State of California recognizes the National Registry Exam for EMT-Paramedic as the licensing examination, the individual counties may have restrictions on the paramedic practice within the respective county. The curriculum at EMSTA College is designed to provide education in both theory and skills consistent with the National Curriculum. We will be teaching protocols for San Diego County only.

### **Field Internship Remediation Policy**

Should a student fail the Field Internship portion of the program, he/she must be remediated prior to re-taking the Field. The student will remediate by:

- ❖ Successfully completing a 48-hour DOT certified Paramedic Refresher class at EMSTA
- ❖ Successfully completing 3 Graded Simulations including Medical, Trauma, & Mega Code.
- ❖ Successfully completing Clinical Rotations
- ❖ Successfully completing Oral Boards Examinations

- ❖ Successfully completing Field ride-alongs documenting a total of 30 ALS contacts.
- ❖ Successfully completing full Field Internship

Upon successful completion of these requirements, the student will be eligible to re-take the Field Internship with a new Preceptor. Upon successful completion of the Field re-take, the student then must complete a check-off ride with their original Preceptor to verify successful completion of the Field Internship. Failure to complete the Field re-take will result in the student’s inability to complete the Program at EMSTA. Tuition for the Field re-take portion of the program is \$1,500.00.

**Tuition and Fees**

The basic cost of the program is \$11,000.00. There is a non-refundable Registration fee of \$75.00 and a non-refundable Student Tuition Recovery Fund fee of \$27.50. Didactic consists of tuition \$8,175.00 and equipment fees \$1,922.50 (required textbooks/workbooks, class materials, school uniform, liability insurance, certifications, and limited remedial assistance), Clinical Rotation fee \$300.00, and Field Internship fee \$500.00. Additional expenses may be incurred for supporting (optional) textbooks, tutoring and additional or replacement required attire. *There is a separate fee of \$10.00 for the course requisite Wonderlic SLE entrance exam.* Course payment information is listed at [www.emstacollege.com](http://www.emstacollege.com), *Tuition Information*.

Itemized fees are as follows:

Registration (Non-Refundable)	Student Tuition Recovery Fund (Non-Refundable)	Textbooks/Workbooks	Class Materials	Uniforms	Liability Insurance	Certifications	Clinical Rotation / Field Internship	Tuition	*Total Cost
\$75.00	\$27.50	\$500.00	\$350.00	\$140.00	\$32.50	\$900.00	\$800.00	\$8,175.00	\$11,000.00

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

**Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

## FULL PHLEBOTOMY COURSE

Phlebotomy-Basic Program is a comprehensive course consisting of classroom (didactic), skills lab, clinical externship (hospital observation). The curriculum is based on the requirements set forth by the California Department of Public Health regulations and Title 22 for the State of California. The program comprises a total of 120 hours of instruction. The breakdown is as follows:

Didactic:	
Classroom	= 40 hrs.
Skills Lab	= 20 hrs.
Clinical:	
Externship	= 60 hrs.
Total	= 120 hrs.

Students will receive a Course Completion Certificate at the end of the course, making him/her eligible to sit for the National Curriculum Competency Test (proctored at EMSTA) for State licensure.

### **Didactic Portion**

This is the classroom portion of the training program. This section consists of 40 hours of lecture presentations, discussions, and in-class workshops. The didactic portion of the program lasts 9 days. Successful completion of the didactic section requires a minimum score of 80% on all homework assignments, written quizzes and final exam.

### **Skills Lab**

This practical portion of the training program consists of 20 hours of skills training under controlled laboratory conditions and runs concurrently with the Didactic section. It is designed to familiarize the students in the procedures associated with the practice of Phlebotomy skills. The student will utilize all equipment required and necessary to function as a competent of Phlebotomy basics before practicing on humans in the field.

### **Clinical Externship Experience**

This practical, “hands-on,” portion of the training program puts the student in direct contact with actual patients during controlled, in-hospital/clinical, training sessions. This portion requires the student to complete 60 hours of patient contact in a clinical setting. This experience may be as an observer as well, depending on the assignment given by their preceptor. Students will be required to have their sign-off of various blood draws and time/attendance sheet completed prior to the end of clinical externship.

### **Advanced Students**

Advanced students will join in on the fourth day at 10:30am and sit four (4) days of didactic to meet California state requirements of 20 hours minimum didactic review completing homework assignments and daily quizzes and take the final exam. Advanced students are not required to go to skills lab or an externship, however; advanced students must supply proof of a minimum of 1050 hours of phlebotomy experience within the last five (5) years. The form can be provided upon request or provided by institution where student previously obtained that required experience (CALIFORNIA STATEMENT OF PHLEBOTOMY PRACTICAL EXPERIENCE).

### **Tuition and Fees for Advanced Students**

The total cost of the Advanced program is \$700.00 including a non-refundable \$75.00 registration fee and a \$2.50 non-refundable Student Tuition Recovery Fee. Didactic consists of tuition \$430.00 and the equipment fee is \$192.50 (required textbook, class materials, uniform, and limited remedial assistance).

Itemized fees are as follows:

Registration Fee <small>(non-refundable)</small>	Student Tuition Recovery Fund <small>(non-refundable)</small>	Textbook	Class Materials	Uniform scrubs	Tuition	Total Cost
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\$75.00	\$2.50	\$65.00	\$92.50	\$35.00	\$430.00	\$700.00
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\*Charges are for the period of attendance and the entire program.

### **Tuition and Fees for Full Program**

The total cost of the program is \$2,500.00 including a non-refundable \$75.00 registration fee and a \$7.50 non-refundable Student Tuition Recovery Fund fee. Didactic consists of tuition \$1,700.00; equipment fee \$617.50 (required textbooks, class materials, scrubs and lab coat, liability insurance, and limited remedial assistance); National Curriculum Competency Test \$100.00. There is a separate fee of \$10.00 for the course requisite Wonderlic SLE entrance exam. Course payment information is listed at [www.emstacollege.com](http://www.emstacollege.com), *Tuition Information*.

Itemized fees are as follows:

Registration Fee (non-refundable)	Student Tuition Recovery Fund (non-refundable)	Textbook	Class Materials	Uniform scrubs & lab coat	Liability Insurance	National Curriculum Competency Test	Tuition	Total Cost
\$75.00	\$7.50	\$65.00	\$457.50	\$60.00	\$35.00	\$100.00	\$1,700.00	\$2,500.00

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

### **Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

## **Allied Health – ECG Technician Program**

Electrocardiograph (EKG or ECG) Technicians operate equipment that records and measures heart activity. These measurements are used to assist cardiologists and other physicians in diagnosing and treating cardiac (heart) and peripheral vascular (blood vessel) problems. An EKG technician first obtains a patient's medical history and medication use. Then they prepare a patient by attaching electrodes to the chest, arms, and legs. These electrodes will measure trace electrical impulses transmitted by the heart in order to obtain a printout that can be used by the physician. These tests are often done as part of routine examination before surgeries, especially on older patients or those that have a history of cardiovascular problems. With additional on-the-job training or experience, EKG technicians may specialize in areas such as cardiac catheterization, Holter monitoring, phonocardiography, stress testing, and vectorcardiography. EKG technicians must be able to recognize an emergency and assist the physician in responding to them.

Upon completion of this 32-hour program, graduates will receive a course completion certificate.

### **Instructional Clock Hour Disclosure**

Program length: 4 weeks

Didactic portion: 4 hrs/day, 2 days a week – 8 hrs. per week = 32 hrs.

Total clock hours = 32 hrs.

### **Tuition and Fees**

The basic cost of the program is \$600.00. There is a non-refundable Registration fee of \$75.00 and a non-refundable Student Tuition Recovery Fund fee of \$2.50. Didactic consists of tuition \$300.00; equipment fees of \$122.50 (required textbook, class materials and limited remedial assistance); National Curriculum Competency Test \$100.00. Course payment information is listed at [www.emstacollege.com](http://www.emstacollege.com), *Tuition Information*.

Itemized fees are as follows:

Registration Fee (non-refundable)	Student Tuition Recovery Fund (non- refundable)	Textbook	Class Materials	National Curriculum Competency Test	Tuition	Total Cost
\$75.00	\$2.50	\$75.00	\$47.50	\$100.00	\$300.00	\$600.00

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

### **Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

# VETERANS INFORMATION BULLETIN ADDENDUM TO COURSE CATALOG

2009 – 2010

## EMSTA, Inc. DBA EMSTA College

Name of Institution: EMSTA, Inc. DBA EMSTA College

Physical Address: 11489 Woodside Ave.  
Santee, CA 92071

Mailing Address: P. O. Box 21894  
El Cajon, CA 92021

Telephone Number: 619-593-6782  
EMERGENCY: 619-562-4664

Fax: 619-593-6786

The CCHS/EMSTA Consortium for EMS is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), Commission on Accreditation of Allied Health Education Programs

1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

Bulletin effective January 1, 2010 – January 1, 2011

The information contained in this bulletin is true and correct in content and policy.

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Signature of School Official

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Date

## SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

- A. Owner  
EMSTA, Inc. dba EMSTA College  
(A California Corporation)
  
- B. Directors  
Rick Foehr, President  
Connie Foehr, Treasurer/Secretary
  
- C. Administrative Officials  
Dana Olmsted, Administrative Assistant
  
- D. VA Certifying Official  
Dana Olmsted
  
- E. Program Coordinators  
Ted Chialtas – Interim Paramedic Program  
Rodney Geilenfeldt – EMT Program  
Andy Bleichwehl – Allied Health Program
  
- F. Instructors  
Ted Chialtas, MICP, BS / Interim Paramedic Coordinator  
Jennifer Cochran, MICN, BSN / Paramedic Primary Instructor  
Leslie Eldridge, MICN, BSN / Paramedic Instructor  
Jessica Gall, MICP, BS, RN / Paramedic Instructor  
Dan Saner, MICP, BS / Paramedic Instructor  
Rodney Geilenfeldt, MICP, BS / EMT Coordinator  
Conrad Geer, MICP / EMT Instructor  
Jon Hamblin, MICP, AS / EMT Instructor  
Jane Rabun, MSN / A&P Instructor  
Andy Bleichwehl, LVN, CPT / Medical Assistant/Phlebotomy Primary Instructor
  
- G. Medical Director  
Pete Witucki, M.D.

## INSTRUCTIONAL FACILITIES

The school's physical address is 11489 Woodside Ave., Santee, CA 92071. The school consists of 10,000 square feet of classroom and office space specifically designed for a trade school. There are four administrative offices and eight separate classrooms. Two classrooms have a capacity for 40 students and six classrooms have a capacity for 30 students. The school has ample teaching equipment sufficient to meet educational needs. Two restrooms, one male and one female, are located within easy access of all classrooms and are equipped with handicap accommodations. There is also a lunchroom centrally located as well as an outside break area. Maximum capacity for each course is as follows:

Paramedic Training: 36  
EMT-Basic: 36  
Phlebotomy Technician: 20  
ECG Technician: 20

## POLICIES

### A. Refund Policy

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

## DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM

EMT-Basic Course - total number of weeks: 8

Class days and time schedule:

Monday – Thursday, 0900 hrs. to 1300 hrs.

Monday – Thursday, 1800 hrs to 2200 hrs.

EMT-Basic Course – total number of weeks: 16

Class days and time schedule:

Tuesday and Thursday, 1800 hrs to 2200 hrs.

Paramedic Training Course - total number of weeks: 40

Class days and time schedule:

Monday, Wednesday, and Friday, 0900 hrs. to 1700 hrs.

Thursday is mandatory ALS ride-along or Mentor day

Phlebotomy Technician Course: total number of weeks: 5

Class days and time schedule:

Monday, Tuesday, Wednesday, Thursday, Friday, 0800 hrs. to 1430 hrs.

ECG Technician Course – total number of weeks: 4

Class days and time schedule:

Monday and Wednesday, 0900 hrs. to 1300 hrs.

**ADVERTISEMENT:** Institution is approved by the California State Approving Agency to enroll veterans and other eligible persons.

## REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

EMSTA College  
11489 Woodside Ave.  
Santee, CA 92071

I have received a copy of the Veterans Information Bulletin, which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security or C-Number: \_\_\_\_\_

Enrolled by: \_\_\_\_\_ Date: \_\_\_\_\_