



California Institute of Emergency Medical Training

Main campus
2669 Myrtle Ave #201-203
Long Beach CA 90755

Wilson campus
13933 Crenshaw Blvd.
Hawthorne CA 90250

(562) 989-1520

www.ciemt.com

Course Catalog

January 2012-Dec 2012

Mission statement: CIEMT is dedicated to offering the highest level of education and training to Emergency Medical Technicians, Healthcare Providers, and the general public.

CIEMT is a private institution and is approved to operate by the Bureau for Private Postsecondary Education and the Los Angeles County EMS Agency

This institution does not provide English-as-a- second language instruction

**California Institute of Emergency Medical Training
Enrollment Agreement
2669 Myrtle Ave. # 201-203 Long Beach, CA 90755**

This four week one day program is designed to give the student the skills and knowledge to function as a working Emergency Medical Technician at the basic level and to facilitate the passing of the National Registry Exam. Equipment required for the course of study such as stethoscopes, blood pressure cuffs, splitting devices and spinal boards will be provided by the school at no cost to the student. The program is intended for those who want to gain employment as a firefighter, emergency care technician at a hospital and Ambulance driver or attendant. It is also for those individuals who are planning on attempting to obtain a higher level of medical training such as RN, PA or MD as an enhancement for the competitive application process for those professions.

Initial Certification Program for Emergency Medical Technician-Basic Class Hrs:

Didactic & Skills (21 classes)	110 Hrs
Clinical	<u>10 Hrs</u>
Total Class	120 Hrs

Cancellation and refund policy: STUDENT'S RIGHT TO CANCEL

Students are required to submit a two hundred dollar (\$200.00) deposit as a condition of registration for the Initial Certification Program for EMT-Basic. Cancellation of attendance in this program will allow the student a full refund of the deposit only if cancellation is made Ten (10) working days prior to the start date of the class in which the student has registered. Cancellation is defined as either directly speaking to the CIEMT course program director or sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the deposit is considered non-refundable. (Matt Goodman, CIEMT Program Director, 562 989-1520, MG@CIEMT.COM)

Student Services:

Student services at the CIEMT consist of both a reference library and online web access at the school, to broaden student research options. If necessary, academic counseling will be provided at no cost to the student at the beginning of the second week and third week of the Initial Certification Program for Emergency Medical Technician-Basic course. The need for counseling and subsequent tutorial recommendations will be determined by a thorough review of both academic grades on daily quizzes and practical skills performance evaluation. Tutoring will be available for a nominal fee by qualified CIEMT instructors, approved and designated by the program director. All other required material including the EMS policies guide to Los Angeles County scope of practice will be provided by the CIEMT at no additional cost to the student.

OPTIONAL TUTORING

\$15.00/Hr

The CIEMT refund policy for the unused portion of tuition fees: Students who withdraw from the Initial Certification Program for EMT-Basic and have completed 60 percent or less of the course shall be calculated as follows:

1. A registration fee of \$200 dollars will be deducted from the total tuition.
2. The remaining figure will be divided by the number of hours in the program.
3. The sum arrived at through the calculations of #2 is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee.
5. The refund shall be any amount in excess of the figure derived in #4 that was paid by the student.
6. If the student has attended greater than 60% of the CIEMT EMT-Basic course tuition will not be refunded.

7. If the student has purchased a textbook for the Initial Certification Program for EMT-Basic course, CIEMT may offer to re-purchase the textbook at 50% of its original cost, providing that said textbook is in reasonable useable condition.

Example: If a student withdraws from the CIEMT EMT-Basic course after attending for 10 days of the course or 60 hours of class, refund of tuition would be calculated as follows:

1. \$787.00 Course Fee - \$200.00 Registration Fee = \$787.00
2. \$787.00 divided by the number of hours in the program 110 Hrs = \$7.15 an hourly charge for the program.
3. The amount owed by the student would be the hours in which the student attended the course 60 hours X the hourly charge \$7.51 = \$429.27 plus the registration fee of \$200.00 equaling a student owed amount of \$629.27
4. The amount in excess and refund to the student would be tuition amount \$787.00 – \$629.27 the amount owed by the student, which would equal a refund amount paid to the student of \$157.73.

Student Tuition Recovery Fund (STRF): "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, or are enrolled in a residency program, and prepay 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, or are not enrolled in a residency program, or
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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program 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 or are enrolled in a residency program, 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 costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Student Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount any refund, and that, 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. **At the present time CIEMT does not participate in any federal and state financial aid programs and does not offer any financial aid.**

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

Prior to signing this enrollment agreement, you must be received/obtain a catalog or brochure and a School Performance Fact Sheet, which you encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. Is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, certification exam passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received/obtained the catalog, School Performance Fact Sheet and information regarding completion rates, placement rates, certification exam passage rates, and salaries or wages information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student's initials _____

This institution DOSE NOT have any pending petition in bankruptcy, IS NOT operating as a debtor in possession, HAS NOT filed a petition within the last five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Facilities and Equipment

The main campus is located in Long Beach/Signal Hill near the Long Beach Memorial Hospital. It is a 2760 sq ft facility that occupies the top floor of an office building. The Wilson campus is located on-site at the McCormick Ambulance company facility. There are several different training rooms at that location that are leased to CIEMT for the express use of training EMT's. Both campuses use the AAOS text book Emergency Care of the Sick and Injured. Equipment required for the course of study such as stethoscopes, blood pressure cuffs, bleeding control materials, splitting devices and spinal boards will be provided by the school at no cost to the student.

Complaints: A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at www.bppe.ca.gov

The full amount of seven hundred and fifty dollars will be due as a lump sum and paid to CIEMT no later than the beginning of the first day of instruction of the course. This is the total sum owed by the student for the EMT Basic Course.

INITIAL CERTIFICATION PROGRAM FOR EMT-BASIC	\$787.00
STUDENT TUITION RECOVERY FUND	\$2.50 (non-refundable)
TEXTBOOK FEE	<u>\$60.50</u>

TOTAL COURSE CHARGE	<u>\$850.00</u>
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YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

STUDENT SIGNATURE _____ **DATE** _____

This agreement is a legally binding instrument when signed by the student and accepted by the school.

CIEMT PROGRAM DIRECTOR SIGNATURE _____

CIEMT does not provide services or documents for English as-a-second-language students

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

**Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento
California 95789 (916) 263-1897**

Attendance Standards/Leave of Absence Policies

This is an accelerated course and course content is cumulative in nature, there is little room for tolerance when it comes to students being absent. CIEMT allows a student to be absent for only one (1) course class, with the condition that that class is made up by the student. **There are (6) classes which attendance are mandatory (all skills classes and review days).** Make-up classes will be given by approved CIEMT tutors only, the cost of which will be paid by the student (\$35.00 per hour) at the time the makeup is class is given. **The second absent or missing any mandatory days will be cause for dismissal from the course.** If you are more than one hour late for a lecture class it will be calculated as if you had missed the entire class and must be made up in full at the students own expense. If you are more than **15 min late for a skills** day you must make up the skills you missed with private tutoring. More than **30 min late for a skills** day is cause for dismissal from the program. Use of cell phones or text messaging during class time is strictly prohibited. If you are caught using your cell phone you will be ask to leave immediately. If one of the above infractions occurs during one of the 6 mandatory days of course attendance it is cause for dismissal from the course. . CIEMT is a no tolerance school when it comes to violence and sexual harassment. Any violence or documented sexual harassment directed toward instructors or students is cause for dismissal.

Grading Policy for the EMT Basic Course

Pass/Fail Standards on Quizzes: All students will be required to achieve a cumulative score of 80% on all quizzes in order to qualify to take the final exam.

Pass/Fail Standard on Tests: All students will be required to score an 80% or higher to qualify for a completion certificate.

Pass/Fail Standards on Skills Examinations: All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam. All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an Associate Instructor or Program Director for each skill attempted. Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 100% proficiency. The standard of 100% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill. The student will be allowed 10 minutes to successfully complete each skill. Critical criteria are a list of action that must be avoided in order for the student to pass his/her final skills exam. Critical criteria for each skill will be based on the critical criteria outlined in NREMT-B Skills evaluation sheets.

Makeup Procedures for Quizzes and Tests: All students will be allowed 5 (five) makeup quizzes. Makeup's are only for quizzes that were graded below the 80% pass requirement. Quiz makeups will be given 0.5 Hrs before class begins on any day prior to day 20 (final skills testing). Only one Quiz can be taken on any given day. All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must however, be taken no later then 14 days after then original failed final exam was administered.

In order to graduate and receive a completion certificate from the CIEMT for the EMT-Basic course each student of record must pass the practical skills final exam described above, score a 80% or better on the final written exam and complete ten hours clinical time.

Student Housing

CIEMT does not offer any student housing facilities on or off campus. There are no dormitory facilities under CIEMT's control and is not responsible to find or assist a student in finding housing. There are however numerous hotels in the area which charge anywhere from \$52-\$119 a night.

Student Complaint Procedure

The CIEMT has designated the school program director, Matthew Goodman EMT-P as the person to receive and resolve student complaints. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints. The designated person shall have the authority and duty to do all of the following:

1. Make an appropriate entry in the log of student complaints.
2. Investigate the complaints thoroughly, which may include interviewing all people and review of any documents related to or potentially related to the complaint.
3. Reject, compromise, or resolve the complaint in any reasonable manner after an investigation has been completed.
4. Record a summary of the complaint, its disposition, and reasons; place a copy of the summary, along with any other related documents, in the student's file and make an appropriate entry in the log of student complaints.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

Placement Services

CIEMT does not offer any placement services.

English-as-a second language

CIEMT does not offer ESL instruction at the present time.

Visa Students from other Countries

CIEMT does not admit students on visa from other countries

Distance Education

CIEMT does not provide or offer any distance education.

Retention of Records

CIEMT shall maintain student records for each student for five years after the date of the student's graduation, withdrawal, or termination. These course records will be kept whether or not the student completes the educational service.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at CIEMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn in the CIEMT program is also at the complete discretion of the institution to which you may seek to transfer. If the completion certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIEMT to determine if your completion certificate will transfer.

CIEMT is a private school and does not have any affiliation with any collage. **The course does not provide the student with any collage credits towards any degree.** This includes any credit for prior "experiential learning". Admission to CIEMT is open to all students to attend an EMT-Basic course. Registration for all courses can be done on line at www.ciemt.com

CIEMT Faculty:

Program Director
Clinical Coordinator

Principal Instructor-----Matthew Goodman BA NREMT-P

Mr. Goodman is a graduate from the University of Southern California, a National Registry Paramedic and has successfully completed the National Association of EMS Educators course *Foundations of EMS Educators*. Mr. Goodman started working in EMS education in June of 1999 for the UCLA Center for Prehospital Care. He progressed through the ranks to become a Senior Clinical Instructor II. In June of 2000 he started working at the School of EMT and became the Principal Instructor at that institution in 2001. He is a long time member of the Los Angeles County Department of Health Services EMS Agency-Skills Advisory Committee, which formulates practical skill procedure for the entire County of Los Angeles. He currently the Vice-chair of The California Counsel of EMS Educators and member of the Los Angeles County EMS Task Force.

Skills Coordinator

Principal Instructor-----Bradley Houser EMT-B

Mr. Houser's medical background began in 1995 when he enlisted in the Army as a medical specialist/combat medic. After training he was sent to Korea for a year and worked as an infantry medic. Mr. Houser was then transferred to Madigan Army Medical Center in Ft. Lewis, WA where he worked in a surgical services center, gastroenterology, pediatrics, geriatrics, and the emergency department. After an honorable discharge from the Army he worked as a medical assistant for a D.O. and an ob/gyn. He also worked for a private ambulance company in Los Angeles County. Mr. Houser has also completed both Instructor 1A & 1B California State Fire Marshal courses in 2009.

Principal Instructor-----Mike Wilson EMT-B

Mr. Wilson began his career in EMS in the mid 1970's as a lifeguard, swimming/diving instructor and a first aide/cpr instructor. He continued his training and worked as a volunteer firefighter from 1980 thru 1983 during which time he also became an EMT and worked in a first in area as an Emergency Medical Technician. He became certified as a Paramedic in June of 1983 and worked full time as a Paramedic until late 1989 at which time he began teaching Emergency Medical Technicians at College of Oceaneering in southern California. Since leaving College of Oceaneering in 1999 he continued to teach EMT's as a contract instructor for the UCLA Center for Prehospital Care as well as privately. He also, has successfully completed the National Association of EMS Educators course *Foundations of EMS Educators*.

Skills Coordinator

Instructor Lecturer-----Jeff Henry EMT-B

Mr. Henry went to school at Vanguard University of Southern California where he earned his B.S. in business administration and a minor in marketing. After graduating he decided to go back to Vanguard and get his teaching credential. He spent 2 years teaching math at the high school level and then a year of science at the junior high level. After teaching he went back to school, this time at the California Institute of Emergency Medical Training to get his certificate in order to become an EMT-B. After successfully completing the program he went and worked in the field for a year at a private ambulance company before returning to CIEMT as a skills instructor. After establishing himself as a skills instructor and becoming a skills coordinator he moved on to lecturing.

Skills Instructor

Instructor Lecturer-----Barry Lyrse EMT-B

**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 at P.O. Box 980818, West Sacramento
California 95789 (916) 263-1897 Fax (916) 263-1897 www.bppe.ca.gov**

EMT-Basic Continuing Education

This course enables EMT-Basic certified students to obtain the 24 hours of continuing education and to take the practical skill exam required by the County of Los Angeles EMS Agency and the State of California for renewal of EMT-Basic certification. The course objective is to refresh didactic knowledge and practical skills the EMT-Basic student learned in their initial certification course. Equipment required for the course of study such as stethoscopes, blood pressure cuffs, splitting devices and spinal boards will be provided by the school at no cost to the student.

The course of instruction fee is twenty-five dollars per six-hour block of course content. Students needing continuing education are not required by CIEMT to take a full twenty four (24) hours of CE. Students are required to attend six (6) hours minimum at one time to receive six (6) hours worth of CE. If the student requires a practical skills exam the fee is seventy-five dollars and includes one re-test if necessary.

EMT-Basic Refresher/Continuing Education	\$25.00 per 6hrs of CE
Practical Skills Testing Fee	\$75.00

TOTAL COURSE CHARGE

The full amount be due as a lump sum and paid to CIEMT no later then the beginning of the first day of instruction of the course.

CIEMT Faculty:

Program Director

Clinical Coordinator

Principal Instructor-----Matthew Goodman BA NREMT-P

Mr. Goodman is a graduate from the University of Southern California, a National Registry Paramedic and has successfully completed the National Association of EMS Educators course *Foundations of EMS Educators*. Mr. Goodman started working in EMS education in June of 1999 for the UCLA Center for Prehospital Care. He progressed through the ranks to become a Senior Clinical Instructor II. In June of 2000 he started working at the School of EMT and became the schools Principal Instructor in 2001. He is a long time member of the Los Angeles County Department of Health Services EMS Agency-Skills Advisory Committee, which formulates practical skill procedure for the entire County of Los Angeles.

Attendance Policy

Students are eligible for CE hours for classes in which the student was present and attended a full lesson and passed the required written skills exam.

Cancellation and refund policy: STUDENTS RIGHT TO CANCEL

Students who require CE hours or a practical skills exam must pay in full at the time of registration. Cancellation of a registered CE class or practical skills exam can be made anytime up until twenty four (24) hours before the first class or course with a full refund. If cancellation is less than twenty-four hours before the registered start date of the CE hours class or practical skills exam the payment is considered non-refundable. The student has the option to use the payment as a credit for future CE hours or a practical skills exam. Program Director Matthew Goodman. (562) 989-1520 mg@ciemt.com

Student Services:

Student services at the CIEMT consist of both a reference library and online web access at the school, to broaden student research options. If necessary, academic counseling will be provided at no cost to the student.

Grading Policy

The student may attend any four (4) lectures given as part of the CIEMT initial certification course to satisfy the required 24 hours of continuing education. The student may then attend a once a month practical skills exam (if necessary) to complete the County of Los Angeles EMS Agency and the State of California requirements for re-certification. The student must take a 25 question written exam for each didactic class attended to complete the County of Los Angeles EMS Agency requirement for re-certification. All students will be required to score an 80%

or higher on the written exams and pass the practical skills exam (if necessary) to qualify for a completion certificate.

Makeup Procedures for Tests

All students will be allowed 1 (one) makeup of the written exam for each class attended.

Pass/Fail Standards on Skills Examinations:

All students will be required to pass the final skills examinations with 100% proficiency. The standard of 100% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill. The student will be allowed 10 minutes to successfully complete each skill. Critical criteria are a list of action that must be avoided in order for the student to pass his/her final skills exam. Critical criteria for each skill will be based on the critical criteria outlined in NREMT-B Skills evaluation sheets.

Student Tuition Recovery Fund-Disclosure

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California residents who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident”.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

Student Complaint Procedure

The CIEMT has designated the school program director, Matthew Goodman EMT-P as the person to receive and resolve student complaints. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints. The designated person shall have the authority and duty to do all of the following:

1. Make an appropriate entry in the log of student complaints.
2. Investigate the complaints thoroughly, which may include interviewing all people and review of any documents related to or potentially related to the complaint.
3. Reject, compromise, or resolve the complaint in any reasonable manner after an investigation has been completed.
4. Record a summary of the complaint, its disposition, and reasons; place a copy of the summary, along with any other related documents, in the student’s file and make an appropriate entry in the log of student complaints.

The student’s participation in the complaint procedure and the disposition of a student’s complaint shall not limit or waive any of the student’s rights or remedies.

English-as-a second language

CIEMT does not offer ESL instruction at the present time.

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California 95789 (916) 263-1897 Fax (916) 263-1897 www.bppe.ca.gov**

<u>EMT-Basic Refresher 4 day Course</u>
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This course enables EMT-Basic certified students to obtain the 24 hours of continuing education and to take the practical skill exam required by the County of Los Angeles EMS Agency and the State of California for renewal of EMT-Basic certification. The course objective is to refresh didactic knowledge and practical skills the EMT-Basic student learned in their initial certification course. Equipment required for the course of study such as stethoscopes, blood pressure cuffs, splitting devices and spinal boards will be provided by the school at no cost to the student.

The student must attend all four (4) days of the refresher course. Each student will be given a refresher guidebook designed by the CIEMT and required for the refresher course. There are not textbooks for this course. The students will be required to take a written and practical skills test at the end of the course to complete the County of Los Angeles DHS requirements for re-certification.

EMT-Basic Refresher 4 day Course \$160.00

Students who require the EMT-Basic Refresher Course must pay in full at the time of registration.

Refresher Course Hrs.

Didactic	18.0 Hrs
Practical Skills	<u>6.0 Hrs</u>
Total Course Hrs	24.0 Hrs

Practical Skills Testing	0.75 Hrs each student
Written Exam	2.5 Hrs

CIEMT Faculty:

Program Director

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Attendance Policy

Students must attend every class of this four-day course in order to receive twenty four (24) hours of continuing education.

Cancellation and refund policy: STUDENTS RIGHT TO CANCEL

Students who require the EMT-Basic Refresher Course must pay in full at the time of registration. Cancellation of a registered EMT-Basic Refresher Course can be made anytime up until twenty four (24) hours before the course with a full refund. If cancellation is less then twenty-four hours (24) before the registered start date of the EMT-Basic Refresher Course the payment is considered non-refundable. The student has the option to use the payment as a credit for future EMT-Basic Refresher Course. Program Director Matthew Goodman. (562) 989-1520
mg@ciemt.com

Student Services:

Student services at the CIEMT consist of both a reference library and online web access at the school to broaden student research options. If necessary, academic counseling will be provided at no cost to the student.

Grading Policy

Pass/Fail Standard on Tests: All students will be required to score an 80% or higher to qualify for a completion certificate.

Pass/Fail Standards on Skills Examinations:

All students will be required to pass the final skills examinations with 100% proficiency. The standard of 100% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill. The student will be allowed 10 minutes to successfully complete each skill. Critical criteria are a list of action that must be avoided in order for the student to pass his/her final skills exam. Critical criteria for each skill will be based on the critical criteria outlined in NREMT-B Skills evaluation sheets.

Makeup Procedures for Tests

All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must however, be taken no later than 14 days after the original failed final exam was administered.

Student Tuition Recovery Fund-Disclosure

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To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident".

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1825 North Market Blvd. Suite S-202 Sacramento, CA 95834, (916) 574-7783

Student Complaint Procedure

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1. Make an appropriate entry in the log of student complaints.
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English-as-a second language

CIEMT does not offer ESL instruction at the present time.

**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 at P.O. Box 980818, West Sacramento
California 95789 (916) 263-1897 Fax (916) 263-1897 www.bppe.ca.gov**

American Heart Association
CPR-(Heart Saver and Healthcare Provider) Automated External Defibrillation (AED) and First Aid.

The educational objectives of American Heart Association CPR (Heart Saver and Healthcare Provider) Automated External Defibrillation (AED) and First Aid classes is to teach the students the fundamentals and skills required for Basic life support in the hospital and prehospital setting. The heart saver and first aid classes are designed for non-emergency care personnel who want to have an adequate level of training usually as an enhancement to an existing job. These jobs would include but not be limited teachers, security personnel, office personnel and parents with young children. The Healthcare Provider and AED classes are a prerequisite of any initial EMT-basic certification class in the State of California and a requirement of employment for many hospital staff personnel.

<u>American Heart Association</u>	
<u>CPR Heart Saver</u>	<u>\$50.00</u>
<u>CPR/AED Healthcare Provider</u>	<u>\$65.00</u>
<u>CPR/AED Healthcare Provider Renewal</u>	<u>\$45.00</u>
<u>CPR/AED Healthcare Provider</u> (Students currently enrolled in the EMT-Basic course)	<u>\$20.00</u>
<u>Automated External Defibrillation (AED)</u>	<u>\$50.00</u>
<u>First Aid</u>	<u>\$50.00</u>

American Heart Association Course Hrs.

CPR Heart Saver	5-6 Hours
CPR/AED Healthcare Provider	6-7 Hours
Automated External Defibrillation (AED)	3.5-4 Hours
First Aid	4 Hours

The Course of instruction fee is for a single American Heart Association class. The fee is per student per class. Individual classes include CPR Heart Saver, CPR/AED Healthcare Provider, Automated External Defibrillation (AED) and First Aid.

CIEMT Faculty:

Program Director
 Clinical Coordinator

Principal Instructor-----Matthew Goodman BA NREMT-P

Mr. Goodman is a graduate from the University of Southern California, a National Registry Paramedic and has successfully completed the National Association of EMS Educators course *Foundations of EMS Educators*. Mr. Goodman started working in EMS education in June of 1999 for the UCLA Center for Prehospital Care. He progressed through the ranks to become a Senior Clinical Instructor II. In June of 2000 he started working at the School of EMT and became the schools Principal Instructor in 2001. He is a long time member of the Los Angeles County Department of Health Services EMS Agency-Skills Advisory Committee, which formulates practical skill procedure for the entire County of Los Angeles.

Cancellation and refund policy: STUDENTS RIGHT TO CANCEL

Individual Students who have enrolled in any of the American Heart Association classes may cancel at any time before the start of the class the student has enrolled. There are no advance deposits taken for individual students who wish to take an American Heart Association class. Any deposits taken for prearranged group AHA classes are considered non-refundable.

Grading Policy

Pass/Fail Standard on Tests: All students will be required to score an 85% or higher to qualify for a completion certificate.

Makeup Procedures for Tests

All students will be allowed 1 (one) makeup exam.

Student Tuition Recovery Fund-Disclosure

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California residents who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident”.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

Student Complaint Procedure

The CIEMT has designated the school program director, Matthew Goodman EMT-P as the person to receive and resolve student complaints. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints. The designated person shall have the authority and duty to do all of the following:

1. Make an appropriate entry in the log of student complaints.
 2. Investigate the complaints thoroughly, which may include interviewing all people and review of any documents related to or potentially related to the complaint.
 3. Reject, compromise, or resolve the complaint in any reasonable manner after an investigation has been completed.
 4. Record a summary of the complaint, its disposition, and reasons; place a copy of the summary, along with any other related documents, in the student’s file and make an appropriate entry in the log of student complaints.
- The student’s participation in the complaint procedure and the disposition of a student’s complaint shall not limit or waive any of the student’s rights or remedies.

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