

**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: BUYERS 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. Please Note: If you paid with Paypal, there is a 2.9% non-refundable service charge. 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

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.

The full amount of six hundred and twenty 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.

INITIAL CERTIFICATION PROGRAM FOR EMT-BASIC	\$695.00
TEXTBOOK FEE	<u>\$55.00</u>
TOTAL COURSE CHARGE	<u>\$750.00</u>

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

STUDENT SIGNATURE _____ **DATE** _____

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

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 \$100 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. \$695.00 Course Fee - \$200.00 Registration Fee = \$495.00
2. \$495.00 divided by the number of hours in the program 110 Hrs = \$4.50 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 \$4.50 = \$270.00 plus the registration fee of \$200.00 equaling a student owed amount of \$470.00
4. The amount in excess and refund to the student would be tuition amount \$695.00 – \$470.00 the amount owed by the student, which would equal a refund amount paid to the student of \$225.00.

You must pay the state-imposed fee 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 in cash, guarantee 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 fee, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid for by a third party, such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

Grading Policy

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 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 students 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

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.

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: BUYERS 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 then 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.

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

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.

EMT-Basic Refresher 4 day Course

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

Cancellation and refund policy: BUYERS 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 than 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:

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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

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California residents who attend 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.

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English-as-a second language

CIEMT does not offer ESL instruction at the present time.

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

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

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Cancellation and refund policy: BUYERS 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.

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English-as-a second language

CIEMT does not offer ESL instruction at the present time.



California Institute of Emergency Medical Training

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Long Beach CA 90755**

Course Catalog

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