

# Emergency Education Institute, LLC



## School Catalog

Volume 18

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3111 N University Dr. Suite # 300

Coral Springs, FL 33065

(954) 753-6869

Accredited by the Accrediting Bureau of Health Education Schools (ABHES) I-361,  
Address: 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia 22043  
Telephone 703-917-9503, Fax 703-917-4109, [info@abhес.org](mailto:info@abhес.org), [www.abhес.org](http://www.abhес.org)

Licensed by the Commission for Independent Education, Florida Department of  
Education. Address: 325 West Gaines Street, Suite 1414, Tallahassee, FL 32309-0400, toll-  
free telephone number (888)224-6684 License Number 3252

Approved by Florida Department of Health Bureau of EMS TC 115, 4052 Bald Cypress  
Way, Bin #C18, Tallahassee, FL 32311-1738, (850)245-4440 or  
[www.fl-ems.com](http://www.fl-ems.com).



## **Foreword**

This catalog constitutes a contractual obligation between Emergency Education Institute and the student. This is the official statement of the school policies, programs, services, charges, and fees. Any substantial changes made to benefit the student will be placed in the catalog and a new one will be provided to the student at that time.

The information contained in this catalog, supplements and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become part of this catalog as of their effective date.

Certified true and correct in content and policy.

Michelle Ugalde RN, MSN EMT-P  
President  
Emergency Education Institute

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## About Emergency Education Institute

### Mission Statement

Emergency Education Institute, LLC (EEI) is staffed by dedicated medical professionals who take great pride in providing the highest quality education to the public within the medical training field. It is our mission to endow our students with the skills and expertise necessary to provide the best quality care to patients. We strive to instill a spirit and passion for health-care throughout their training, so that they may complete the diploma and degree programs with a great sense of confidence in their skill and use that knowledge to improve the overall quality of their community.

We work to achieve our mission daily by providing up to date information delivered by industry professionals who bring real world work experience into the classroom, and through the provision of equipment, support staff and resources that are effective in the process of supplementing and supporting the academic process. Our mission is designed to grow and evolve with the needs of an ever-changing community, one of multi-cultural responsiveness, and technological advancements. We aim to successfully graduate students who go on to become professionals in their field of study fundamentally through the elements, which compose our mission.

The mission statement published in this school catalog, is available on the school website and on campus. It is accessible and available to the public upon request and/or prior to signing an enrollment agreement.

### Purpose of the Institution

- We strive to encourage and facilitate all students to acquire the knowledge and skills necessary to succeed as an EMT or Paramedic.
- Ensure that the curriculum remains consistent with state guidelines and continually assess its' effectiveness by evaluating the students' performance.
- Introduce and instill the personal conduct and approach to patient care that is expected from employers in their prospective fields.
- To assist the graduate in recognizing his/her need for continuing education and to be equipped to fulfill that need for our alumni.

The objectives of our educational programs are designed to foster outcomes, we anticipate our graduates can achieve in their chosen career field. As an institution, we work to ensure that our objectives best present the character, nature, quality, value, and source of the instruction and educational service. These elements are at the core of all that we do. Our program objectives clearly state the type of occupation for which academic preparation is given and are reasonably attainable for the program(s) we offer, using the delivery platforms we employ, and the type of instruction, delivery method, and facilities and equipment we provide.

At EEI we integrate skills development, and the provision of job-related training, the imparting of information, training in the application of knowledge, and the development of desirable habits and attitudes in every course we teach. Evaluation of educational programs is based on published course objectives and the success with which the objectives are attained.

### History

Emergency Educational Institute, Inc. was established in 1992 by a consulting firm to provide

continuing education for medical personnel. On December 22, 2016 the school not only changed its name to Emergency Education Institute, LLC but also its ownership. Since 2016, Emergency Educational Institute, Inc. has become Emergency Education Institute, LLC, (a Florida LLC), and changed its ownership to Michelle Ugalde. Michelle has a Master’s Degree in nursing and a Paramedic and Nursing license in the state of Florida. In addition, she has years of experience not just in the medical field as a caregiver but as a Director of Nursing in a busy nursing college. Michelle is dedicated and experienced in all facets of education and is focused on the quality of the curriculum and student learning and becoming quality caregivers.

**Licensure and Accreditation Status**

 <p>FLORIDA DEPARTMENT OF <b>EDUCATION</b> fldoe.org</p>	<p>Florida CIE</p> <p>Emergency Education Institute LLC is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32309-0400, toll-free telephone number (888)224-6684 License Number 3252</p>
	<p>ABHES</p> <p>Emergency Education Institute LLC is accredited by the Accrediting Bureau of Health Education Schools (ABHES) I-361, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia 22043, Telephone 703-917-9503, Fax 703-917-4109, info@abhес.org, www.abhes.org</p>
	<p>Florida Bureau of EMS</p> <p>Emergency Education Institute is approved by the Florida Department of Health Bureau of EMS TC 115</p>

### **Certification and State Licensure**

Upon completion of the course you will be able to sit for the National Registry Emergency Medical Technician (NREMT) or National Registry Paramedic examination. You may contact the Florida Bureau of EMS for further information. It is the responsibility of each student to understand the certification, state board, or licensing requirements applicable to their field of study. Students are also advised that such requirements may change during the course of a program. Students are responsible for researching the requirements that may affect their eligibility with the appropriate agencies prior to enrollment, as well as during the course of a program, and if a student's circumstances change.

### **Ownership**

Emergency Education Institute, LLC (a Florida Corporation) is owned and operated by its President, Michelle Ugalde. Emergency Education Institute located at 3111 N. University Dr. Suite 300 Coral Springs, FL 33065. Michelle Ugalde is the President, Director, and principle owner.

### **Facilities**

Emergency Education Institute is located at 3111 North University Dr. Suite 300 Coral Springs, FL 33065. We are located one block south of Sample Road on University Drive on the east side of the road. The building consists of ample parking and a security guard on duty. Multiple professionals and businesses operate within the building and include a café on the first floor. Our 8,025 square feet facility is home to our Campus Administration and Student Administration which include resume writing, placement, tutoring, and student advisement, 4 spacious classrooms, 2 skill labs, 2 Simulation labs, a student lounge, and a student resource area which includes a library (and LIRN) and computer lab for additional resources if needed. We have state of the art Wi-Fi connection for your required online work. General education courses are available through Mobius, which is the LMS System.

**All courses at EEI are delivered in English.**

### **Non-Discrimination and Equal Opportunity**

Emergency Education Institute is committed to the principle of equal opportunity and non-discrimination in education and employment for all its students, faculty and staff, and applicants for admission or employment. Emergency Education Institute will not discriminate against any student or employee, present or potential, on the basis of race, color, sex, sexual orientation, religion, age, veteran status, marital status, disability, genetic information or ethnic background. Emergency Education Institute abides by these policies in the administration of its student admissions, financial services and career placement programs, as well as in all other student-related services and educational programs and opportunities.

### **General Admissions Requirements**

The Enrollment Agreement is required from all students. Students that do not meet the requirements for admission are denied entry. We do not use any recruiting agents in this school.

Students must have English as a primary or proficient secondary language, since English is primarily required for patient care and all testing. ALL EEI programs are delivered in English. Programs are not taught in any other language at this time. A student must be in good physical condition to perform the patient care that is expected during your training.

High School Diploma or GED is required to attend any course at this institute or a High School aptitude test will be accepted in place of the High School Diploma. Any and all U.S. Citizenship or Immigration status requirements must be met before acceptance will be considered. A Social Security number is required to take any State credentialing or certifying exam. A current Healthcare Provider or Professional Rescuer CPR card must be provided prior to the start of the Paramedic Program. A current State EMT certification is required before entry into the Paramedic Program.

General education courses in the AS in EMS program are conducted via online delivery. The student must have access to a working desktop or laptop computer in order to complete these courses and run the current browser of Internet Explorer or Chrome while in class and at home. The online courses are offered through Mobius Learning. Upon portal login, a tutorial is provided as to how the platform operates. Technical Support is offered 24/7 via the toll-free phone line.

**The following are requirements for admission to Emergency Education Institute, LLC for all programs. Any exception is noted.**

- 18 years of Age proof with valid driver's license
  - Social Security Card
  - Birth Certificate or Passport
  - Accredited High School Diploma or G.E.D.
  - Completed Enrollment Agreement and Application with appropriate fees
  - Current American Heart Association Basic Life Support for Healthcare Provider card (Paramedic program only)
  - Physical signed by a physician (performed within the past 12 months)
  - Valid PPD/C-XRAY (PPD within the past 6 months/C-XRAY within 5 years)
  - Flu vaccine (September - March)
  - Titers: MMR, Varicella, Hepatitis B (within the past 10 years)
  - Current 5 Panel Drug Screen (within 6 months)
  - Level II Background Check (done at EEI, within 6 months) (EMT/Paramedic)
1. Every EMT and Paramedic student must submit to a *criminal background check* that will be performed at orientation for \$85.00, not included in tuition. If the student has a criminal background, it will be at the school's discretion whether the student will be allowed to attend. Please note that many agencies MAY NOT hire you if a criminal background exists. If criminal activity is found to be before, during, or after your Program completion, this may prevent you from taking any certification or licensing exam.
  2. A student must be *at least 18 years* old to take the State exam. The State exam must be taken within 2 years of course completion for EMT and Paramedic.
  3. A *High School Diploma or GED* is required to attend any Program at this institute. Proof of a High School Diploma and signing a form attesting to completing High School is required.
  4. A *Birth Certificate or Official Passport and Social Security Card* is required.
  5. Florida EMT-B certification is required before starting the Paramedic program or an EMT Graduate must have the EMT certification ***by the end of first semester*** of the Paramedic Program.



6. **Official College Transcripts** are required for students seeking to transfer credits, before any application is accepted.
7. An applicant requesting transfer of credit/s from another school for any EMS Program must:
  - a. Bring proof of prior training, i.e.; a certificate of completion with curriculum.
  - b. A letter from the last school attended showing completed curriculum, with hours of class attendance and/or have official transcripts sent to the school.
  - c. Students coming from a closed school will be evaluated individually and may be allowed to start where they left off from the prior school with appropriate transcripts.
  - d. Fees for transferred credits are Non-Refundable

All students attending healthcare programs are required to obtain a physical from a D.O. or M.D. (completed within 12 months prior to program start) before clinical and externship. The physical must include a statement that the student is free from communicable disease. Proof of immunizations or titers within the last ten (10) years required. Current PPD or C-XRAY within the last 6 months required. Drug screen and level II background check is required for EMT and Paramedic Programs (done at EEI, within 6 months). See individual programs for other requirements as clinical sites change or add requirements that must be met.

### **Online Technical Requirements**

The General Education portion of the AS in EMS will be taught via online delivery. Our students must have access to a working computer or laptop and have internet access.

### **Hardware requirements**

- Windows computer with a 1.6GHz frequency or above CPU
- Mac computer (Intel Processor) with a 1.83 GHz frequency or above CPU
- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 2GB Memory (RAM) or above
- 1024 X 768 or higher computer screen resolution
- Speakers
- CD/DVD ROM player (recommended but not required)
- Recent video and sound card

### **Software**

- Microsoft Office 2010 (Windows) or Microsoft Office 2011 (Macintosh) (most recent versions are recommended)
- Adobe Acrobat Reader (latest version) at [get.adobe.com/reader](http://get.adobe.com/reader)
- Adobe Flash Player (latest version) at [get.adobe.com/flash player](http://get.adobe.com/flash-player)

### **Internet Service Provider**

- A reliable high-speed internet connection is required

### **Transfer of Course Credits**

A student that transfers from a Florida approved program may request credit for completed Ride Times, Clinical Times, Lab Time, and Lectures. A written request by the student must be received.

The previous school must be approved by the Florida Bureau of EMS and the FL DOE. Credits are accepted from institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). All financial obligations must be met. Experiential learning is not considered for placement at this Institution. Special consideration for students transferring from a closed school will be performed on a case-by-case basis. A student wishing to transfer from another school will need to submit official transcripts and only 75% of those credits can transfer to this school. A certified copy, issued by the previous school, must be provided. A maximum credit for Ride and Clinical Times will be determined for each, by staff. The decision of the Administrative staff on issuance of credit is final. The amount of credits issued by EEI will be individually based. General Education classes may fully transfer to this school upon proof by the receipt of official transcripts from school recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Once a Program has begun, all Requisite courses must be completed at EEI.

**\* Fees for transferred credits are Non-Refundable**

Emergency Education Institute does not guarantee transferability of its credits to any other college, university, or institution. Any decision on the comparability of credits and whether or not they should be accepted is solely at the discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the College’s programs are not designed for transfer to other institutions.

**Academic Calendar**

**Class start and end dates**

Each program has a specific start and end date. Start dates may change due to insufficient enrollment. A class may be cancelled if less than 10 students register. Other class dates may be set based on need and special request and are subject to change.

**Hours of Operation**

The School will be open only during scheduled class hours. The main campus, in Coral Springs, FL, may be reached from 8:30 a.m. – 5:00 p.m., Monday through Friday at (954) 753-6869. Residential classes for each program are scheduled during the Class Hours for the Program and Division in which the student is enrolled.

**Class Hours**

Program	Begins	Ends
EMT (Day)	9:00 AM	5:00 PM
EMT (Night)	5:30 PM	10:30 PM
Paramedic (Day)	8:00 AM	7:00 PM

## School Calendar

### EMT Dates

EMT 22-01	01/11/2022 - 04/29/2022 (Tuesday / Thursday)
EMT 22-02*	01/11/2022 - 04/29/2022 (Tuesday / Thursday) *Evening
EMT 22-03	05/09/2022 – 08/26/2022 (Tuesday / Thursday)
EMT 22-04*	05/09/2022 – 08/26/2022 (Tuesday / Thursday) *Evening
EMT 22-05**	06/13/2022 - 08/12/2022 (Wednesday / Friday) **Accelerated 9 Weeks
EMT 22-06	09/06/2022 - 12/22/2022 (Tuesday / Thursday)
EMT 22-07*	09/06/2022 - 12/22/2022 (Tuesday / Thursday) *Evening

### Paramedic Dates

PM 21-03	05/12/2021 - 02/11/2022 (Wednesday & Friday)
PM 21-05	09/07/2021 - 06/11/2022 (Tuesday & Thursday)
PM 21-06	11/01/2021 – 07/29/2022 (Monday / Wednesday)
PM 22-01	01/10/2022 – 09/30/2022 (Monday / Wednesday)
PM 22-02*	01/10/2022 - 09/30/2022 (Monday / Wednesday / Saturday) *Evening
PM 22-03	05/11/2022 – 02/17/2023 (Wednesday & Friday)
PM 22-04*	05/11/2022 – 02/17/2023 (Tuesday / Thursday / Saturday) *Evening
PM 22-05	09/06-2022 – 06/16/2023 (Tuesday & Thursday)
PM 22-06*	09/06-2022 – 06/16/2023 (Tuesday / Thursday / Saturday) *Evening

### EEI Online Courses / Semesters (16 Weeks)

Spring Semester	01/10/2022 - 04/29/2022
Summer Semester	05/09/2022 - 08/26/2022
Winter Semester	09/06/2022 - 12/22/2022

### Breaks:

Spring Break	05/02/2022 - 05/06/2022
Summer Break	08/29/2022 - 09/02/2022
Winter Break	12/23/2022 - 01/08/2023

### School Holidays

EEI is closed for the following U.S. National Holidays

Holidays	2022
New Year's Day	January 1
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Veterans Day	November 11
Thanksgiving Day	November 24
Christmas Eve	December 24
Christmas Day	December 25

### Programs Offered

**Emergency Education Technician (EMT)** 13 Semester Credits / 300 Clock Hours / 16 Weeks

**Paramedic** 45 Semester Credits / 1,150 Clock Hours / 36 Weeks

Certificate of Completion issued for EMT, and Paramedic Programs, upon completion.

**AS in EMS** 78 Semester Credits / 1750 Total Clock Hours / 96 Weeks  
 Associate of Science in EMS, awarded upon completion of program.

## Emergency Medical Technician (EMT) 13 Semester Credits / 300 Total Clock Hours / 16 Weeks

### Program Objective

It is the goal of this course to prepare you for the National Registry EMT Exam by meeting the required education set forth by the National Highway and Traffic Administration.

### Program Description

The EMT Program is designed to prepare the student for a career in Emergency Medicine. Upon graduation the student will be eligible to be certified in the State of Florida as an Emergency Medical Technician and to sit for the National Registry Emergency Medical Technician (NREMT) exam. This entry level program consists of lectures, labs, clinical rotations and field ride times. This 1994 D.O.T. National Standard Curriculum incorporates all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service, pre-hospital provider and or other specialized service becoming a vital link in the health care team chain. Upon successful completion of the program a Diploma is granted. This is a pre-requisite for Paramedic.

### Additional Admissions Requirements for the EMT Program

- 18 years of Age proof with valid driver's license
- Social Security Card
- Birth Certificate or Passport
- Accredited High School Diploma or G.E.D.
- Completed Enrollment Agreement and Application with appropriate fees
- Physical signed by a physician (performed within the past 12 months)
- Valid PPD/C-XRAY (PPD within the past 6 months/C-XRAY within 5 years)
- Flu vaccine (September - March)
- Titers: MMR, Varicella, Hepatitis B (within the past 10 years)
- Current 5 Panel Drug Screen (within 6 months)
- Level II Background Check (done at EEI, within 6 months)

### EMT CORE Program Tuition, Books and Fees Breakdown

CORE EMT Tuition	\$1,565.00	
*FISDAP	\$250.00	
*Lab Fees	\$235.00	
*Uniforms	\$50.00	
*AHA BLS Certification	\$35.00	
*National Registry EMT Exam Review	\$100.00	
<b>EMT Total CORE Tuition and Fees →</b>	<b>\$2,235.00</b>	<b>→ \$2,235.00</b>

		Deposit <u>-\$600.00</u> (Payment Plan Available) → \$1,635.00
<b>NON-CORE Book/Fees below MUST be Paid by ORIENTATION Day</b>		
*Registration Fee	\$100.00	Deposit \$600.00 Due at Orientation +\$530.00
*EMT Book (+ Tax)	\$300.00	
*Level 2 Background Check (+ Tax)	\$85.00	
*Drug Screen (+ Tax)	\$25.00	
*EMT Skills Packet (+ Tax)	\$20.00	
<b>DUE BY ORIENTATION DAY → →</b>	<b>\$665.00</b>	
		<b>UPFRONT COSTS \$1,130.00</b>
<b>Total Program Cost \$2,765.00</b>		

**\*Please note: Non-Refundable items**

FISDAP, Uniforms, Lab Fees, Registration Fee, Book, BLS, 5 Panel Drug Screen, Level II Background Check, EMT Skills Packet, and National Registry EMT Exam Review are **NON-REFUNDABLE**.

**Method of Payment/s**

Check, money order, credit or debit card (3% fee for cards)

**EMT Program Hour Breakdown**

In Months	4	<b>Theory</b> EMT-001A EMT-001B EMT-001C EMT-001D EMT-001E EMT-001F EMT-001G <i>See Descriptions Below:</i>	154 hours
In Semesters	1	<b>Labs</b> EMT-002A EMT-002B EMT-002C EMT-002D EMT-002E <i>See Descriptions Below:</i>	50 hours
		<b>*Externship</b> EMT-003 EMT-004 <i>See Descriptions Below:</i>	96 hours
		HIV	Included in lab
		<b>TOTAL HOURS:</b>	<b>200 Clock Hours</b>
		*Ride Time 72 hrs. *Hospital 24 hrs.	<b>13 Credits</b>

## EMT Program Delivery: Residential

### EMT Program Course Descriptions

#### **EMT-OO1A Preparation — 26 hours / 1.5 Credit Hours**

This course is designed to introduce students to emergency medical care, the role of EMT, and legal and ethical issues. The course also covers introduction to basic anatomy and physiology, vital signs, the importance of patient history, as well as topics of safety and well-being. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 11 hours per week over the length of the course. This statement is based on a 1.5 credit course.

#### **EMT-OO1B Airway -12 hours / 0.8 Credit Hours**

This course trains students on proper use of oxygen therapy and ventilation techniques to maintain a patient airway. It covers respiratory illness and treatment, hands-on airway management, oxygen therapy and assisting the Paramedic with intubation. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6 hours per week over the length of the course. This statement is based on a 0.8 credit course.

#### **EMT-OO1C Patient Assessment — 24 hours / 1.6 Credit Hours**

This course provides the knowledge and skills needed to access a medical emergency scene, perform a comprehensive patient assessment, and conduct a proper physical examination on both trauma and medical patients and to communicate assessment findings and patient care verbally and in writing. Content areas include history taking, techniques of the physical examination, clinical decision making, communications, documentation, and assessment-based management. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 12 hours per week over the length of the course. This statement is based on a 1.6 credit course.

#### **EMT-OO1D Medical Emergencies — 31 hours / 2 Credit Hours**

This course informs students on general pharmacology, prepares students to handle respiratory emergencies, allergies/allergic reactions, cardiovascular emergencies, diabetic emergencies, altered mental status/neurological problems, behavioral emergencies, poisoning and overdoses, environmental emergencies, and obstetrical/gynecological emergencies. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 15.5 hours per week over the length of the course. This statement is based on a 2 credit course.

#### **EMT-OO1E Trauma Emergencies — 27 hours / 1.5 Credit Hours**

This course covers the pathophysiology, assessment and management of patients with injuries involving various body systems including bleeding, hemorrhage and shock, soft tissue injuries, musculoskeletal care, and head/spinal injuries. The course also covers Florida trauma scorecard methodology. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated

time is approximately 11 hours per week over the length of the course. This statement is based on a 1.5 credit course.

#### **EMT-001F Pediatrics -12 hours / 0.8 Credit Hours**

The course covers physical and physiological differences between adult and pediatric patients, as well as pediatric medical and trauma emergencies. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6 hours per week over the length of the course. This statement is based on a 0.8 credit course.

#### **EMT-001G Operations - 22 hours / 1 Credit Hours**

This course focuses on the operational knowledge and skills needed for safe and effective patient care by EMT. Content areas include: ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, proper lifting techniques of an ambulance stretcher and various other techniques used by EMTs. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 7.5 hours per week over the length of the course. This statement is based on a 1 credit course.

#### **EMT-002A Lab Airway Management — 12 hours / 0.4 Credit Hours**

This course occurs in the skills lab or simulation lab. The student will practice and master skills to perform proper airway techniques and use various airway devices in emergency situations. **Outside Work Description:** None

#### **EMT-002B Lab Patient Assessment / Documentation / Decision Making - 10 hours / 0.3 Credit Hours**

This course occurs in the skills lab or simulation lab. In this lab the student will learn the proper technique in performing a head-to-toe assessment and physical examination on both trauma and medical patients. They will learn the vital aspects of proper documentation on a Patient Care Report (PCR) and how to make proper decisions in patient care. **Outside Work Description:** None

#### **EMT-002C Lab Trauma Assessment and Skills — 12 hours / 0.4 Credit Hours**

This course occurs in the skills lab or simulation lab and provides hand-on practice of the assessment and management of patients with various traumatic injuries. Critical thinking and rapid response is emphasized to facilitate better survival outcomes for the patient. Proper back boarding and transport decisions are learned to prevent further injuries or decline of the patient. **Outside Work Description:** None

#### **EMT-002D Lab Medical Assessment and Treatments - 10 hours / 0.3 Credit Hours**

This course occurs in the skills lab or simulation lab and provides hand-on practice for student to learn proper techniques in gathering key information about the patient in order to provide proper care. Laboratory exercises emphasize patient assessment, decision making and treatment strategies. **Outside Work Description:** None

### **EMT-002E Lab Pediatric / Geriatric Skill Certification Case Management - 6 hours / 0.2 Credit Hours**

This course occurs in the skills lab or simulation lab and provides hand-on practice for student to learn the different needs of pediatric and geriatric patients. The student exercises will also cover proper bedside manners. **Outside Work Description:** None

### **EMT-003 Hospital / Clinical Externship — 24 hours / 0.5 Credit Hours**

The clinical portion of the program is a practical application of emergency medical technician's clinical knowledge and skills under professional supervision in the hospital setting. It offers students the opportunity to demonstrate competency in the skills learned in the laboratory. Course emphasizes the development of student skills to recognize signs and symptoms of illness and injuries and proper procedures of emergency care. Students will be assigned to clinical sites to complete a required number of hours. Students will be under the direct supervision of paramedic preceptors, nurses, and physicians. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 4 hours per week over the length of the course. This statement is based on a 0.5 credit course.

### **EMT-004 Field / Externship - 72 hours / 1.6 Credit Hours**

The course is a practical application of EMTs' clinical knowledge and skills under the professional supervision in the prehospital or field setting. The course provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injuries and in the proper procedures of emergency care. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 12 hours per week over the length of the course. This statement is based on a 1.6 credit course.

## **Paramedic**

### **45 Semester Credits / 1150 Clock Hours / 36 Weeks**

#### **Program Objective**

It is the goal of this program to prepare you for the National Registry Paramedic (NREMT-P) exam.

#### **Program Description**

The Paramedic program prepares the graduate to function in a pre-hospital setting at an advanced level and to be able to demonstrate this advanced knowledge in patient assessments, administration of medications, EKG monitoring, and advanced resuscitation procedures. The program consists of lectures, labs, hospital, and ride times in accordance with the latest DOT curriculum standards. The Paramedic Program will prepare the student to take the National Registry Paramedic (NREMT-P) exam. Upon successful completion of the program a Diploma is granted. This may be applied as credit earned to an AS in EMS. A current Florida EMT certification is required or must be obtained before the 10th week of Paramedic Program.

#### **Admissions Requirements for the Paramedic Program**

- 18 years of Age proof with valid driver's license
- Social Security Card



- Birth Certificate or Passport
- Accredited High School Diploma or G.E.D.
- Completed Enrollment Agreement and Application with appropriate fees
- Current AHA BLS for Healthcare Provider card
- Physical signed by a physician (performed within the past 12 months)
- Valid PPD/C-XRAY (PPD within the past 6 months/C-XRAY within 5 years)
- Flu vaccine (September - March)
- Titers: MMR, Varicella, Hepatitis B (within the past 10 years)
- Current 5 Panel Drug Screen (within 6 months)
- Level II Background (done at EEI, within 6 months)
- Current Florida EMT License

**Paramedic CORE Tuition, Books and Fees Breakdown**

Paramedic CORE Tuition	\$6750.00	
*Insurance	\$100.00	
*FISDAP	\$250.00	
*Lab Fees	\$390.00	
*Uniforms	\$100.00	
*ACLS/PALS	\$250.00	
*National Registry Paramedic Exam Review	\$150.00	
<b>Paramedic Total Core Tuition and Fees →</b>	<b>\$7,990.00</b>	<b>→ \$7,990.00</b>
		Deposit - <u>\$1,000.00</u>
		<b>(Payment Plan Available) → \$6,990.00</b>
<b>NON-CORE Book/Fees below MUST be paid by ORIENTATION Day</b>		
*Registration Fee	\$100.00	
*Book (+ Tax)	\$550.00	
*Level 2 Background Check (+ Tax)	\$85.00	
*Drug Screen (+ Tax)	\$25.00	
*Paramedic Skills Packet (+ Tax)	\$25.00	Deposit \$1,000.00
<b>DUE BY ORIENTATION DAY → →</b>	<b>\$785.00</b>	Due at Orientation +\$785.00
		<b>Upfront Costs \$1,785.00</b>
<b>Total Program Cost</b>		<b>\$8,775.00</b>

**\*Please note: Non-Refundable items**

Insurance, FISDAP, Uniforms, Lab Fees, Registration Fee, Books, ACLS, PALS, 5 Panel Drug Screen, Level II Background Check, Paramedic Skills Packet, and National Registry Paramedic Exam Review are **NON-REFUNDABLE**.

**Method of Payment/s**

Check, money order, credit or debit card (3% fee for cards)

**Paramedic CORE Tuition Fees and Breakdown Costs**

**Semester I Cost**

Tuition	2,250.00
*Insurance	100.00
*FISDAP	250.00
*Uniforms	100.00
*Lab Fees	130.00
*ACLS/PALS	250.00
	<u>\$3,080.00</u>

**Semester II Cost**

Tuition	2,250.00
* <u>Lab Fees</u>	<u>130.00</u>
	\$2,380.00

**Semester III Cost**

Tuition	2,250.00
*Lab Fees	130.00
* <u>NREMT-P Review</u>	<u>150.00</u>
	\$2,530.00

**Paramedic Program Hour Breakdown**

In Months	9	<b>Theory</b> PARA-001A PARA-001B PARA-001C PARA-001D PARA-002A PARA-002B PARA-002C PARA-003A PARA-003B PARA-003C <i>See Descriptions Below:</i>	445
In Semesters	3	<b>Labs</b> PARA-001L PARA-002L PARA-003L <i>See Descriptions Below:</i>	305
		<b>*Externship</b> PARA-001CL PARA-002CL PARA-003CL <i>See Descriptions Below:</i>	400
		CPR plus HIV	Included in Lab
8 Ride Times per <u>Semester</u> <b>(Field)</b>	3 Hospital Clinicals per Semester <b>(Hospital)</b>	TOTAL HOURS: *Ride Time: 288 hrs. *Hospital: <u>112 hrs.</u> Total Externship: 400 hrs.	<b>Paramedic Total Hours 1,150 Hours</b>

**Paramedic Program Course Descriptions**

## Semester I

### **Course Title: PARA-001 A-D Paramedic Science I – 148 hours / 10 Credits Hours**

Topics deal with patient assessment, critical thinking, clinical decision making, documentation, medication administration (and medications), EMS systems, workforce safety & wellness, public health, medical-legal-ethical issues, and EMS communications. In addition, basic math computation and drug knowledge for medication administration are introduced, and will continue throughout Paramedic education. Course content includes current US Department of Transportation DOT National Paramedic Curriculum Standards. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6.25 hours per week over the length of the course. This statement is based on a 10 credit course.

### **Course Title: PARA-001L Paramedic I Lab – 101 hours / 3 Credit Hours**

This course is the co-requisite for PARA-001 and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Competency testing is the focus of this course and will include Intramuscular Injection, Subcutaneous Injection, Intravenous Access, Intravenous Infusion, Medication Administration, Medication Calculation, Cardiac Arrest & AED, and BLS Airway Management. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.875 hours per week over the length of the course. This statement is based on a 3 credit course.

### **Course Title: PARA-001CL Paramedic I Semester I Hospital/Field Combination – 133 hours / 2 Credit Hours**

Practical application of Paramedic clinical knowledge and skills under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care. Practical application of Paramedic clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injures and in the proper procedures of emergency care. Advanced EMT-P skills and patient treatments. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.25 hours per week over the length of the course. This statement is based on a 2 credit course.

## Semester II

### **Course Title: PARA-002 A-C Paramedic Science II – 148 hours / 10 Credits Hours**

Paramedic Science II integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. Topics deal primarily with medical issues: Medical Emergencies, Pharmacology, Emergency Medications, Airway Management, Respiratory System, Field Codes, Management and Resuscitation of the critical patient. In addition, basic math computation and drug knowledge for medication and administration are continued throughout Paramedic education. Course content includes current National EMS Education Standard Competencies. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average

calculated time is approximately 6.25 hours per week over the length of the course. This statement is based on a 10 credit course.

**Course Title: PARA-002L Paramedic II Lab – 101 hours / 3 Credit Hours**

This course is the co-requisite for PARA-002 and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Competency testing is the focus of this course and will include recognition of a failed airway, Endotracheal Intubation, Transcutaneous Pacing, Synchronized Cardioversion, Defibrillation, Respiratory and Cardiac Arrest management. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.875 hours per week over the length of the course. This statement is based on a 3 credit course.

**Course Title: PARA-002CL Paramedic II Semester II Hospital/Field Combination - 133 / 2 Credit Hours**

Practical application of Paramedic clinical knowledge and skills under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care.

Practical application of Paramedic clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injuries and in the proper procedures of emergency care. Advanced EMT-P skills and patient treatments. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.25 hours per week over the length of the course. This statement is based on a 2 credit course.

**Semester III**

**Course Title: PARA-003 A-C Paramedic Science III – 149 hours / 10 Credit Hours**

Paramedic III Science integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with an Obstetric, Neonate, Pediatric, Geriatric, Special Challenges Emergency. Topics also include: Transport Operations, Incident Management & Mass Casualty Situations, Vehicle Rescue and Special Rescue, Hazardous Materials, Terrorism, Disaster Response and Crime Scene Awareness. Topics deal with Trauma patient care including: Trauma Systems & Mechanisms of Injury; Bleeding; Soft Tissue Injury, Burns; Face & Neck Trauma; Head & Spine Trauma; Chest Trauma; Abdominal & Genitourinary Trauma; and Orthopedic Trauma. Additional topics include: Environmental Emergencies; Transport Operations; Vehicle Extrication & Special Rescue; Hazardous Materials; and Crime Scene Awareness. In addition, basic math computation and drug knowledge for medication administration are continued throughout Paramedic education. Material includes the most current objectives and learning outcomes from the National Paramedic Curriculum. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6.25 hours per week over the length of the course. This statement is based on a 10 credit course.

**Course Title: PARA-003L Paramedic III Lab – 103 hours / 3 Credit Hours**

The course presents the objectives contained in Modules VI, VII, & VIII of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive EMS System in the care of the emergency patient. The following

trauma emergencies include: burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock Additional topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. . Course must be completed with a grade of C (80% grade average) or better to continue in the Paramedic program. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.875 hours per week over the length of the course. This statement is based on a 3 credit course.

**Course Title: PARA-003CL Paramedic III Semester III Hospital/Field Combination - 134 / 2 Credit Hours**

Practical application of Paramedic clinical knowledge and skills under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care.

Practical application of Paramedic clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injures and in the proper procedures of emergency care. Advanced EMT-P skills and patient treatments.

**Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.25 hours per week over the length of the course. This statement is based on a 2 credit course.

## Emergency Medical Services AS Degree Program

### 78 Semester Credits / 1750 Total Clock Hours / 96 Weeks

The approximate length of study required to successfully complete requirements towards an Associate Degree is 24 months. Maximum time frame shall not exceed 1.5 times the normal duration of the program.

### EMS Program Goals and Objectives

The goal of Emergency Education Institute's Emergency Medical Service program is to prepare the student with the knowledge, skills and competencies needed to advance their career in the field of health and public safety. To develop and promote these competencies to serve in new and advanced career positions in Emergency Medical Services in the State of Florida and through these career advancements be able to collaborate and consult with agencies and other organizations that are committed to the community's well-being.

- The student will demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to his/her role in EMS
- The student will demonstrate technical proficiency in all psychomotor skills necessary to fulfill his/her role in EMS
- The student will demonstrate affective personal behaviors consistent with professional demeanor
- The student will demonstrate the ability to manage a team of rescuers supervise and perform assessment of the scene & patient and apply current patient care protocols given a pre-hospital emergency scenario

- The student will be familiar with the hospital environment including but not limited to policies practices equipment and skills as they relate directly and or indirectly to the field

**Program Description**

The Emergency Medical Service program prepares individuals who are seeking career advancement and increased employment opportunities in the field of Emergency Medical Services. The combination of the EMT-Paramedic curriculum and the general education courses offered by Emergency Education Institute will enable the student to obtain an Associate of Science Degree in Emergency Medical Services.

**Admissions Requirements for the AS in EMS Program**

- 18 years of Age proof with valid driver’s license
- Social Security Card
- Accredited High School Diploma or G.E.D.
- Completed Enrollment Agreement and Application with appropriate fees
- Official Transcripts for Credit Transfer
- Current Florida State Paramedic License

AS in Emergency Medical Services Program

EMT-001A	Pre-Requisite	13 Credits	Tuition	\$1,565.00
EMT-001B	<i>See Course Descriptions Below:</i>			
EMT-001C				
EMT-001D				
EMT-001E				
EMT-001F				
EMT-001G				
EMT-002A				
EMT-002B				
EMT-002C				
EMT-002D				
EMT-002E				
EMT-003				
EMT-004				

PARA-001A	Paramedic (9 Months) <i>See Course Descriptions Below:</i>	45 Credits	Tuition	\$6,750.00
PARA-001B				
PARA-001C				
PARA-001D				
PARA-001L				
PARA-001CL				
PARA-002A				
PARA-002B				
PARA-002C				
PARA-002L				
PARA-002CL				
PARA-003A				
PARA-003B				
PARA-003C				
PARA-003L				
PARA-003CL				
				Total of EMT and Paramedic \$8,315.00

	GENERAL EDUCATION COURSES			COST
ENGC011	English Composition (16 Weeks)	3		\$600.00
SPCC001	Public Speaking (16 Weeks)	3		\$600.00
MATH010	Applied Mathematics (16 Weeks)	3		\$600.00
PSYC011	Psychology (16 Weeks)	3		\$600.00
AMH2010	History of the USA: A Survey	4		\$800.00
DEP2004	Life: The Essentials of Human Development	4		\$800.00
	<b>Total General Education Credits:</b>	<b>20</b>		\$4,000.00
	<b>FOR A CUMMULATIVE TOTAL OF:</b>	<b>78</b>		<b>\$12,315.00</b>
<b>**Outside</b>	Non-Refundable Registration Fee:			<b>**\$100.00</b>
<b>**Students</b>	13 EMT and 45 Paramedic = 58 credits	58		<b>**\$580.00</b>

**\*Please note: Non-Refundable items**

Insurance, FIDAP, Uniforms, Lab Fees, Registration Fee, Books, ACLS, PALS, 5 Panel Drug Screen, Level II Background Check, Paramedic Skills Packet, Transfer of Credits are **NON-REFUNDABLE**.

**Method of Payment/s:**

Check, money order, credit or debit card (3% fee for cards)

**EMT Program Course Descriptions**

**EMT-001A Preparation — 26 hours / 1.5 Credit Hours**

This course is designed to introduce students to emergency medical care, the role of EMT, and legal and ethical issues. The course also covers introduction to basic anatomy and physiology, vital signs, the importance of patient history, as well as topics of safety and well-being. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 11 hours per week over the length of the course. This statement is based on a 1.5 credit course.

### **EMT-OO1B Airway -12 hours / 0.8 Credit Hours**

This course trains students on proper use of oxygen therapy and ventilation techniques to maintain a patient airway. It covers respiratory illness and treatment, hands-on airway management, oxygen therapy and assisting the Paramedic with intubation. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6 hours per week over the length of the course. This statement is based on a 0.8 credit course.

### **EMT-OO1C Patient Assessment — 24 hours / 1.6 Credit Hours**

This course provides the knowledge and skills needed to access a medical emergency scene, perform a comprehensive patient assessment, and conduct a proper physical examination on both trauma and medical patients and to communicate assessment findings and patient care verbally and in writing. Content areas include history taking, techniques of the physical examination, clinical decision making, communications, documentation, and assessment-based management. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 12 hours per week over the length of the course. This statement is based on a 1.6 credit course.

### **EMT-OO1D Medical Emergencies — 31 hours / 2 Credit Hours**

This course informs students on general pharmacology, prepares students to handle respiratory emergencies, allergies/allergic reactions, cardiovascular emergencies, diabetic emergencies, altered mental status/neurological problems, behavioral emergencies, poisoning and overdoses, environmental emergencies, and obstetrical/gynecological emergencies. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 15.5 hours per week over the length of the course. This statement is based on a 2 credit course.

### **EMT-OO1E Trauma Emergencies — 27 hours / 1.5 Credit Hours**

This course covers the pathophysiology, assessment and management of patients with injuries involving various body systems including bleeding, hemorrhage and shock, soft tissue injuries, musculoskeletal care, and head/spinal injuries. The course also covers Florida trauma scorecard methodology. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 11 hours per week over the length of the course. This statement is based on a 1.5 credit course.

### **EMT-OO1F Pediatrics -12 hours / 0.8 Credit Hours**

The course covers physical and physiological differences between adult and pediatric patients, as well as pediatric medical and trauma emergencies. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6 hours per week over the length of the course. This statement is based on a 0.8 credit course.

### **EMT-OO1G Operations - 22 hours / 1 Credit Hours**

This course focuses on the operational knowledge and skills needed for safe and effective patient care by EMT. Content areas include: ambulance operations, medical incident command, rescue awareness and



operations, hazardous materials incidents, crime scene awareness, proper lifting techniques of an ambulance stretcher and various other techniques used by EMTs. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 7.5 hours per week over the length of the course. This statement is based on a 1 credit course.

#### **EMT-002A Lab Airway Management — 12 hours / 0.4 Credit Hours**

This course occurs in the skills lab or simulation lab. The student will practice and master skills to perform proper airway techniques and use various airway devices in emergency situations. **Outside Work Description:** None

#### **EMT-002B Lab Patient Assessment / Documentation / Decision Making - 10 hours / 0.3 Credit Hours**

This course occurs in the skills lab or simulation lab. In this lab the student will learn the proper technique in performing a head-to-toe assessment and physical examination on both trauma and medical patients. They will learn the vital aspects of proper documentation on a Patient Care Report (PCR) and how to make proper decisions in patient care. **Outside Work Description:** None

#### **EMT-002C Lab Trauma Assessment and Skills — 12 hours / 0.4 Credit Hours**

This course occurs in the skills lab or simulation lab and provides hand-on practice of the assessment and management of patients with various traumatic injuries. Critical thinking and rapid response is emphasized to facilitate better survival outcomes for the patient. Proper back boarding and transport decisions are learned to prevent further injuries or decline of the patient. **Outside Work Description:** None

#### **EMT-002D Lab Medical Assessment and Treatments - 10 hours / 0.3 Credit Hours**

This course occurs in the skills lab or simulation lab and provides hand-on practice for student to learn proper techniques in gathering key information about the patient in order to provide proper care. Laboratory exercises emphasize patient assessment, decision making and treatment strategies. **Outside Work Description:** None

#### **EMT-002E Lab Pediatric / Geriatric Skill Certification Case Management - 6 hours / 0.2 Credit Hours**

This course occurs in the skills lab or simulation lab and provides hand-on practice for student to learn the different needs of pediatric and geriatric patients. The student exercises will also cover proper bedside manners. **Outside Work Description:** None

#### **EMT-003 Hospital / Clinical Externship — 24 hours / 0.5 Credit Hours**

The clinical portion of the program is a practical application of emergency medical technician's clinical knowledge and skills under professional supervision in the hospital setting. It offers students the opportunity to demonstrate competency in the skills learned in the laboratory. Course emphasizes the development of student skills to recognize signs and symptoms of illness and injuries and proper procedures of emergency care. Students will be assigned to clinical sites to complete a required number of hours. Students will be under the direct supervision of paramedic preceptors, nurses, and physicians. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is

approximately 4 hours per week over the length of the course. This statement is based on a 0.5 credit course.

#### **EMT-004 Field / Externship - 72 hours / 1.6 Credit Hours**

The course is a practical application of EMTs' clinical knowledge and skills under the professional supervision in the prehospital or field setting. The course provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injuries and in the proper procedures of emergency care. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 12 hours per week over the length of the course. This statement is based on a 1.6 credit course.

### Paramedic Program Course Descriptions

#### Semester I

#### **Course Title: PARA-001 A-D Paramedic Science I – 148 hours / 10 Credits Hours**

Topics deal with patient assessment, critical thinking, clinical decision making, documentation, medication administration (and medications), EMS systems, workforce safety & wellness, public health, medical-legal-ethical issues, and EMS communications. In addition, basic math computation and drug knowledge for medication administration are introduced, and will continue throughout Paramedic education. Course content includes current US Department of Transportation DOT National Paramedic Curriculum Standards.

**Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6.25 hours per week over the length of the course. This statement is based on a 10 credit course.

#### **Course Title: PARA-001L Paramedic I Lab – 101 hours / 3 Credit Hours**

This course is the co-requisite for PARA-001 and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Competency testing is the focus of this course and will include Intramuscular Injection, Subcutaneous Injection, Intravenous Access, Intravenous Infusion, Medication Administration, Medication Calculation, Cardiac Arrest & AED, and BLS Airway Management. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.875 hours per week over the length of the course. This statement is based on a 3 credit course.

#### **Course Title: PARA-001CL Paramedic I Semester I Hospital/Field Combination – 133 hours / 2 Credit Hours**

Practical application of Paramedic clinical knowledge and skills under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care. Practical application of Paramedic clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injuries and in the proper procedures of emergency care. Advanced EMT-P skills and patient treatments. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.25 hours per week over the length of the course. This statement is based on a 2

credit course.

## Semester II

### **Course Title: PARA-002 A-C Paramedic Science II – 148 hours / 10 Credits Hours**

Paramedic Science II integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. Topics deal primarily with medical issues: Medical Emergencies, Pharmacology, Emergency Medications, Airway Management, Respiratory System, Field Codes, Management and Resuscitation of the critical patient. In addition, basic math computation and drug knowledge for medication and administration are continued throughout Paramedic education. Course content includes current National EMS Education Standard Competencies. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6.25 hours per week over the length of the course. This statement is based on a 10 credit course.

### **Course Title: PARA-002L Paramedic II Lab – 101 hours / 3 Credit Hours**

This course is the co-requisite for PARA-002 and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Competency testing is the focus of this course and will include recognition of a failed airway, Endotracheal Intubation, Transcutaneous Pacing, Synchronized Cardioversion, Defibrillation, Respiratory and Cardiac Arrest management. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.875 hours per week over the length of the course. This statement is based on a 3 credit course.

### **Course Title: PARA-002CL Paramedic II Semester II Hospital/Field Combination - 133 / 2 Credit Hours**

Practical application of Paramedic clinical knowledge and skills under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care.

Practical application of Paramedic clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injuries and in the proper procedures of emergency care. Advanced EMT-P skills and patient treatments. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.25 hours per week over the length of the course. This statement is based on a 2 credit course.

## Semester III

### **Course Title: PARA-003 A-C Paramedic Science III – 149 hours / 10 Credit Hours**

Paramedic III Science integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with an Obstetric, Neonate, Pediatric, Geriatric, Special Challenges Emergency. Topics also include: Transport Operations, Incident Management & Mass Casualty Situations, Vehicle Rescue and Special Rescue, Hazardous Materials, Terrorism, Disaster Response and Crime Scene Awareness. Topics deal with Trauma patient care including: Trauma Systems & Mechanisms of Injury; Bleeding; Soft

Tissue Injury, Burns; Face & Neck Trauma; Head & Spine Trauma; Chest Trauma; Abdominal & Genitourinary Trauma; and Orthopedic Trauma. Additional topics include: Environmental Emergencies; Transport Operations; Vehicle Extrication & Special Rescue; Hazardous Materials; and Crime Scene Awareness. In addition, basic math computation and drug knowledge for medication administration are continued throughout Paramedic education. Material includes the most current objectives and learning outcomes from the National Paramedic Curriculum. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 6.25 hours per week over the length of the course. This statement is based on a 10 credit course.

**Course Title: PARA-003L Paramedic III Lab – 103 hours / 3 Credit Hours**

The course presents the objectives contained in Modules VI, VII, & VIII of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive EMS System in the care of the emergency patient. The following trauma emergencies include: burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock. Additional topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. . Course must be completed with a grade of C (80% grade average) or better to continue in the Paramedic program. **Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.875 hours per week over the length of the course. This statement is based on a 3 credit course.

**Course Title: PARA-003CL Paramedic III Semester III Hospital/Field Combination - 134 / 2 Credit Hours**

Practical application of Paramedic clinical knowledge and skills under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care.

Practical application of Paramedic clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injures and in the proper procedures of emergency care. Advanced EMT-P skills and patient treatments.

**Outside Work Description:** The calculated hours of course work required of a student may vary due to individual student effort, prior knowledge, and acquired skills. The average calculated time is approximately 1.25 hours per week over the length of the course. This statement is based on a 2 credit course.

**General Education Course Descriptions**

**ENGC011 English Composition 3 Credits (Online)**

A university parallel course in which the student writes expository themes in various modes. Research methods and library skills are introduced and a documented paper is required. Each student is required to use the writing lab to strengthen writing skills. Placement in ENGC011 is determined by both standard and departmental assessment tests.

**SPCC001 Public Speaking 3 Credits (Online)**

The student will learn the following in this course, introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your

audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21st century, speech outlines.

**MATH010 Applied Mathematics 3 Credits (Online)**

This course is an introduction to algebra covering operations using signed numbers, operations on polynomials, algebraic expressions, factoring, exponents, ration and radical expressions, linear and quadratic equations, and inequalities, graphs, and an introduction to systems of equations.

**PSYC011 Psychology 3 Credits (Online)**

This course provides the student with a general overview of the field of psychology including the scientific approach to basic principles of human behavior. Emphasis is placed on topics such as learning motivation, perception, feeling and emotion, intelligence, and personality.

**AMH2010 History of the USA: A Survey 4 Credits (Online)**

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. Native Americans, minorities, women, and representative biographies are also examined. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

**DEP004 Life: The Essentials of Human Development 4 Credits (Online)**

This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized.

**Student Verification Statement**

Emergency Education Institute, LLC requires that the school verify the identity of students when course materials and/or course assessment activities are conducted either partially or entirely online. A student's login and password are intended to provide the student with secure access to course materials and are also intended to help the school meet this mandate. If Emergency Education Institute, LLC feels that at any time the student on-line is not the same student that is registered participating in class discussions, completing quizzes or exams, and is not the student who is registered to complete all class work, the school may require the use of a proctor for exams in distance-delivered (Internet) courses. This requirement will then provide a second level of student identity verification. Finally, an instructor may require students to use a webcam during exams, as another means of student identity verification through voice and visual recognition. If Emergency Education Institute, LLC feels that the student is not the one completing the class work the student will be dismissed for academic dishonesty. This includes any form of cheating and/or plagiarism. Emergency Education Institute, LLC protects student privacy and will notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

**Technical Requirements**

On-line courses require access to technology that is accessible to you at times whenever you can get to it. This means that you have to have access to a computer that is connected to an Internet account with some provider such as AOL or MSN. This must be a good connection that is dependable and accessible. Most people find it necessary to have their own PC, but you can come into Emergency Education Institute, LLC and use the computer lab. However, you choose to access the course, you must have a computer that is in good working condition. On-line courses move pretty quickly through the material and usually require frequent computer work, along with frequent access to the Internet. Having a computer that is in bad repair, or a poor connection to the Internet, would be like taking a traditional course without a book or any handouts and only attending the lectures part of the time. Here is a list of some of the hardware/software you will need for an on-line course:

- A Pentium I or faster PC or Apple Computer
- A CD-ROM drive (Most courses will not use CD-ROMs)
- Any Internet Service Provider (ISP) such as AOL or MSN and others
- A 56K modem
- A printer
- Word processing software such as Microsoft Word
- An e-mail account of your own
- E-mail software, such as Outlook or Hotmail

In addition to having these hardware/software elements, you should be knowledgeable about your word processing software. You should also be able to connect to the Internet without assistance. You should know how to surf the Web and how to do simple Web searches. You should know how to send and receive email messages, as well as how to send and retrieve attachments to email messages.

### **Distance Learning Orientation - How Online Courses Work**

The first on-line course that you take with Emergency Education Institute, LLC will start with an orientation that is given to you the day that you sign up for class. This orientation will include a password and an ID that is required each time you sign into the class. This information will also be emailed to you with instructions once your enrollment is completed. Be sure to carefully write down any access codes, passwords, or user IDs that you will need to access the course material. You will be required to enter this information exactly as it was originally written in order to access the content of your course. This is also for verification that ensures that you are the same student who is participating in class discussions, completing all required coursework, including quizzes, tests and exams and receives academic credit.

### **Getting in Touch**

Once you sign into a class you should find your instructor's email address. Be sure to record all such information. Many students report that they have much more contact with on-line instructors than with those who teach traditional classes. It is a good idea to contact your instructor as soon as you know you will be taking the class. Your instructor can tell you how your class is organized and what you need to know to begin. In many cases, the instructor will send you the initial documents or information via email whenever you contact them. Your instructor will receive the class roster on the first day of the semester and will attempt to contact you. One of the biggest problem's instructors have in teaching an online class is the initial contact with the students. If the class roster contains information about you that is incorrect or incomplete it may delay, or make it impossible, to get in touch with you. For these reasons, get in touch with your instructor as soon

as possible. After the class starts be sure to check your email messages every day for correspondence with your instructor. It is very important that every time you send email to your instructor, you list in the Subject Line the name of the course you are taking, or some other pertinent information that lets the instructor know what the message is about. Additionally,

- Be sure to write every message to your instructor as though it were a letter or assignment.
- Use complete sentences and good grammar.
- Do not use "net speak" or abbreviations.
- Do not use slang or informal language.
- Use good paragraphs and do not type in all caps (capitalization).
- It is okay to use bold or italics to emphasize a point, but using all capitals is the 'net equivalent' of shouting. When submitting assignments by attachments, be sure to put your name at the top of the document, just as you would an assignment you were turning in by hand.
- Double-space assignment attachments so that they are easier to read and your instructor can make notes to you.

### **Distance Learning Assignments**

On-line courses are, by nature, independent, "directed study" courses. Your instructor will direct your studies but you will have to work independently to complete the assignments. When and where you do these assignments is up to you. However, deadlines are usually given and must be observed. At the completion of their online courses, many students have reported that keeping up is easy to do if you try to remain disciplined in getting your work done on time. Online classes typically have a fairly high attrition, or dropout, rate because of a student tendency to fall behind on assignments.

The actual work of on-line classes may come in many diverse forms. However, most courses taught on-line will require more activities and writing assignments than traditional classes. Occasionally, an instructor will have pages on the course website to provide content for the class. Often, these pages will contain *hypertext*, or words and phrases that have imbedded codes in them. By simply clicking on the hypertext, you will move to other pages or websites that have additional information about the topic at hand. Another approach for your assignments may be that your instructor will place files with the activities or assignments on a web page for you to download or to view while online. You can usually use the "PRINT" button on your browser to print out the directions or assignments.

### **Distance Learning Exams/Quizzes**

Assessment is an important part of any educational process. Test/exams/quizzes also have another very important purpose: They give feedback about how effective the instruction has been. Instructors may use any or all of several methods of assessing the learning process and product.

**Proctored Exams** are often used in online classes. In this approach, students must visit the college campus, or some other approved site, to take the exam under the supervision of someone who is approved by the instructor. Many times, the student makes an appointment to take the exam at a

time that is convenient to themselves and the proctor (examiner).

**Online Exams** are tests that are posted on the course's web page and taken while connected to the Internet. These exams are very convenient for the student but must be taken with careful attention to the instructions given by the instructor. Security is very important in this case and the exam may be available for only a short period of time.

**"Take Home Exams"** In this case the exam may look more like another assignment. Your instructor may send you a file with the exam questions for you to download and print. You then answer the questions and turn-in your responses by email, fax, or by hand. Many instructors have a special area of their Course Site called Dropbox, or Digital Dropbox. Dropbox is an online data storage and file sharing technology. Instructors check both share and receive the work via Dropbox. Dropbox will only let the student who left the document pick-up a corrected, or graded, document.

**Surveys** may be used to assess students' experience with the materials and methods of the on-line class. Colleges and instructors often use surveys to get students' perceptions about how effective the instruction has been. Sometimes these surveys are the equivalent of the Course Evaluations that are conducted in regular classes each semester. Take these instruments seriously and give candid and useful feedback about the course and the instruction. This information is not available to the instructor until the course is finished and grades have been determined. In this case, every attempt is made to ensure that students' comments are confidential and the names of the students are not available to the instructor, and you may be asked to visit a separate web site to complete this type of survey. Your instructions will tell you which of these are being used.

### **Distance Learning Discussions**

Discussions are invaluable parts of college classes. Therefore, they are almost always used in online classes. There are many ways in which discussions may be conducted. Generally, there are two types of discussions: synchronous or asynchronous. Synchronous discussions are "real-time" discussions that are similar to chat rooms. In this setting, students and instructors go to a common webpage or "chat room" and conduct a live discussion. Be sure to note whether these activities are mandatory and if so, how they count in determining your final grade for the course. Sometimes instructors will make available an outline, or "lecture notes" for the discussion. Some general ground rules for "virtual classroom" behavior are:

- Pay Attention
- No Chatting/Be Still: When class begins, never chat with other students or comment on everything the instructor says. The "Virtual Classroom" is a printed medium, so everything must be read. Your fellow students and instructor must read everything that comes up, while trying to give a presentation or responses.
- Don't "Speak" Unless "Spoken To": During class time, refrain from typing anything unless the instructor requests a response.
- Have a back-up plan: Be prepared in case there is equipment or other element failure.

**Program re-entry non-refundable fee is \$100.00.**

### **Cost for Lost Student ID badge**



\$15.00

**Official Transcripts**

\$10.00 each and must be requested in writing in advance and will be processed within 10 business days.

**Financial Aid**

At this time, the school does NOT offer financial aid. Outside grants that are offered to the student will be evaluated for acceptance. Payment arrangements must be made prior to admission. EEI does not offer Federal student aid at this time. EEI is CareerSource and Veterans Assistants (VA) approved for specific Programs. Please call our campus for a current listing of approved Programs or go to a CareerSource Office.

## Veterans Affairs Pending Payment Compliance

Facility Name/Address: Emergency Education Institute / 3111 N. University Dr. Suite 300, Coral Springs, Florida 33065

VA Facility Code: 249-F-7210

Person Completing Addendum: Michelle Ugalde, President

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

I, Michelle Ugalde, President, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective August 1, 2019, and will incorporate this policy into the next revision of our catalog.

Michelle Ugalde, President  
Signature

July 3, 2019  
Date

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## Payment Options

There is a \$100.00 non-refundable registration fee for every program offered.

### **Method of Payment/s**

Check, money order, credit or debit card (3% fee for cards)

### **EEI Financing (In-House)**

EMT program requires a \$600.00 deposit with remaining balance divided over length of program (4months). Paramedic program requires a \$1,000.00 deposit with remaining balance divided over length of program (9 months).

### **TFC Tuition Financing (Outside Financing)**

EMT program requires a \$600.00 deposit, with remaining balance divided over six (6) months. Paramedic program requires a \$1,000.00 deposit with remaining balance divided over fourteen (14) months.

All Programs have interest charges that range from 7% to 10%, depending on program length. TFC Tuition Financing also reports to the three (3) major credit bureaus Experian, Equifax, and Trans Union. Using TFC Tuition Financing allows more time to pay, even after your graduation.

**There will be a one-time \$100.00 SURCHARGE (Paid Up-Front) to use TFC Tuition for outside financing.** Only ACH (electronic payments) allowed for payment/s. NO credit or debit cards accepted for outside financing.

### **Fees for EMT and Paramedic Students**

EMS student shirts: Polo Shirts \$25.00, T-Shirts \$25.00. Books are required for any program and are the responsibility of the student to purchase. The required book/s is stated in the syllabus and which version is required.

### **Academic Standards**

#### **Clock Hour**

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period.

#### **Semester Credit Hour**

Academic credit is calculated on a semester credit hour basis. A semester credit is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, externships, practicum, and other academic work leading to the award of credit hours.

### **Credit Hour Conversion**

Minimum in-class equivalent work is calculated under the following formula for each semester credit:

15 classroom lecture hours= 1 semester credit hour

30 laboratory hours= 1 semester credit hour

45 externship/clinical/practicum hours = 1 semester credit hour

Fractions of credits (other than one-half) are rounded down to the next lowest half-or whole-number.

### **Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. EEI requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at EEI.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by EEI. In addition, students must complete all coursework within the required 150% maximum timeframe.

### **Incremental Completion Rate (ICR)**

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

### **Cumulative Grade Point Average (CGPA)**

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

### **Maximum Timeframe**

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the training within the maximum timeframe, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

### **Satisfactory Academic Progress (SAP) Criteria**

EEI has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each evaluation point:

Required Evaluation Point	Minimum GPA	% of Courses Attempted
25% of MTF	1.25	50%
50% of MTF	1.5	60%
75% of MTF	2.0	70%
100% of MTF	2.0	100%
* 50% of Standard Program length if less than one Academic Year		

#### DEGREE PROGRAMS

Required Evaluation Point	Minimum GPA	% of Courses Attempted
End of 1st AY±	1.25	50%
50% of MTF	1.5	60%
75% of MTF	2.0	70%
100% of MTF	2.0	100%

* End of 2nd AY	2.0	60%
* End of each subsequent AY	2.0	70%

#### Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning will remain eligible for Title IV funds (if available at the institution). (Please note that Academic Warning is only available at the end of the first evaluation point.)

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from the Academic Warning and will be in good standing. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from EEI. The student will be notified in writing of the dismissal.

#### Remaining Evaluation Periods

If at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from EEI.

#### SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the President within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why SAP was not met and what has changed to allow success upon reinstatement. The President will review the appeal and make the official determination to accept or deny the appeal. The President will notify the

student in writing of the appeal decision within three (3) business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the President is final and cannot be appealed.

### Repeating Courses

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe.

### Course Withdrawal

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

### Grading

Students for the EMT or Paramedic programs are graded during each course of study by the instructor's evaluation of the quality of work presented and the student's ability to follow instructions. The school maintains a certain amount of flexibility in its testing and evaluation of individual students.

### Letter grades and equivalents

90-100%	A	4.0 GPA
80-89%	B	3.0 GPA
70-79%	C	2.0 GPA
65 -69%	D	1.0 GPA
Below 65%	F	Failed
	W	Withdrawal from Class
	I	Incomplete
	TC	Transfer of Credit
	R	Repeat

**I = Incomplete**, an "I" grade may be given to students who fail to complete a course due to an unexcused absence. An excused absence is determined as a confining illness (heart disease, stroke, cancer), a serious accident (that causes a disability), or the death of an immediate relative (mother, father, sibling, grandparent). Instructors determine the validity of the excuse and provide opportunities for students to complete any required make up work. Incomplete grades are automatically changed to punitive grades of "F" if a student does not contact the course instructor and make up missed course work within 45 calendar days. It is the student's responsibility to complete all assignments and submit them to the instructor. If the student does not wish to complete the course within the allotted time, he/she may request a withdrawal. The GPA is affected only if an "F" is issued.

**W = Withdrawal**, a "W" grade is provided when a student leaves the class due to a leave of

absence or is withdrawn from the school prior to the scheduled completion of a course. Any course with a “W” grade is not calculated into the grade point average.

**TC = Transfer of Credit**, a “TC” will be provided for any course that is transferred in due to be taken at another institution or through experiential learning as transcript in the policy above. Any course with a “TC” grade is not calculated into the grade point average.

**R = Repeat**, an R will be provided for any class that is repeated on the prior course attempted. Any course that has a grade of “F” (Fail) or “W” (Withdrawal) is required to be repeated. Any course with an “R” grade is not calculated into the grade point average. However, courses will be considered hours / credit hours attempted for the purpose of determining maximum time frame.

**The EMT passing grade is 70%. The Paramedic Program passing grade is 70%.**

### **Reinstatement**

**Program re-entry non-refundable fee is \$100.00.**

If the student desires to return to the School within one year, a written request must be submitted to Admission's. The Institution will consider the request and based on the student's previous record and current enrollment availability, will make the final decision regarding re-entry. Completion of all required elements for the Program registered must be performed in a timely manner as required and noticed provided in the reinstatement notification provided to the student.

If more than one year has elapsed since the student withdrew from the school, the student will be required to submit an application and reapply to enter the school and begin the program from its beginning. After a student has made two attempts of attending and not completing a Program, no future admission to this school is offered. Special situations may be considered but are rare in this regard.

### **Graduation Requirements**

The student understands that in order to graduate from the selected program and to receive a certificate of completion, a degree or diploma, he/she must successfully complete the required number of scheduled clock hours or credit hours as specified in the catalog. The Student Enrollment Agreement will specify all the hours of clinical and field externships. The student is required to pass all written and practical examination and have a minimum GPA of 2.0. The student shall satisfy all financial obligations to the School.

### **Externship**

Students that successfully complete the required courses and receive instructor approval in their program will be placed on externship at appropriate facilities. Externships are designed to be instructional in nature by providing students with hands-on experience. Students do not displace existing externship site personnel and are not paid for externship.

Student Services

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### **Student Services**

### **Housing**

The school does not maintain housing for students. A list of reliable Realtors and rental properties in close proximity to the school will be provided to the student that requests housing assistance at the time of enrollment.

### **Tutoring**

Tutoring is available to those students in need of it. Tutoring may be suggested by the instructor or requested by the student.

### **Student Records**

The school retains student transcripts for an indefinite period of time. Records are available to students upon individual request. If the student signed a "Release of Student Records" form, records will be provided to potential employers and other schools upon request. Any graduate of Emergency Education Institute requesting replacement credentials will pay a fee of twenty-five dollars (\$25.00) for the replacement.

### **Placement Assistance**

EI offers placement assistance to all students that successfully complete their desired program. EI cannot and does not guarantee employment. However, every possible effort will be made to assist graduates in finding employment in field. We ask all students to report their employment progress to the school when employed or experience a change of employment.

### **Academic Assistance**

If a student is experiencing any difficulty during their learning process it is imperative that the student speaks with their Lead Instructor and/or the Program Coordinator about any difficulties, they are experiencing. An appointment may be set with the students Instructor so that additional assistance may be provided.

### **Library**

EI has an on-site resource library which consists of a Reading Room with hard-copy library resources and computers/printer with materials relating to the Programs offered at EI. EI also offers resources from an online resource platform called LIRN. These published resource materials are made available to students paid for by the school.

### **Student Code of Conduct**

Students have a responsibility to learn the academic theory and clinical skills needed to provide patient care and act professionally at all times in the classrooms, labs and at the clinical sites. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments. The statements of this code provide guidance for the students in the personal developments of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments, faculty members believe that ethical principles are a necessary guide to professional development. Therefore, within these environments' students should:

- Advocate for the rights of all clients



- Maintain client confidentiality
- Make appropriate action to ensure the safety of clients, self, and others
- Provide care for the client in a timely, compassionate, and professional manner
- Communicate client care in a truthful, timely, and accurate manner
- Actively promote the highest level of moral and ethical principles and accept responsibility for their actions
- Promote excellence in EMS by encouraging lifelong learning and professional development
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual belief
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of students
- Encourage faculty members, clinical staff, and peers to mentor students
- Refrain from performing any technique or procedure for which the student has not been adequately trained
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others
- Assist the preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research
- Abstain from the use of substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy

### **General Conduct Expectations**

Students are required to adhere to the rules and regulations of the Institute. Professional behavior, attitude, and courtesy towards instructors, staff, and other students are required and essential. Students are required to maintain a neat, professional appearance.

At NO time is a student to make any other student, Instructor, or staff persons feel uncomfortable or threatened. Any student found guilty of academic dishonesty will receive an immediate failing grade (F) for that course. Academic dishonesty includes but is not limited to:

- Copying from another student's test paper
- Using during a test, materials not authorized by the person giving the test
- Failure to comply with instructions given by the person administering the test
- Possession during a test of materials, which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test
- Using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program
- Collaborating with or seeking aid from another student during a test or other assignment

- without authority;
- Discussing the contents of an examination with another student who will take the examination
  - Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student
  - Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment
  - Paying or offering money or other valuable thing to, or coercing another person to obtain an un-administered test, test key, or homework solution, or information about an un-administered test, test key, homework solution.
  - A student may also be dismissed from the Institute for unsatisfactory conduct, unsatisfactory academic progress, or failure to pay tuition charges when due. Violations of code of conduct, institution policies, and/or procedures will be handled by the President of the Institution or a Program Director administrator as deemed appropriate.

### **Sanctions**

If the student is found in violation of the Code Conduct and/or Institution policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The Institution reserves the right to take additional disciplinary action as it deems appropriate.

**Expulsion:** Permanent dismissal from the Institution with no right for future readmission under any circumstances. A student who has been expelled is barred from campus and/or visiting privileges. Students may appeal a suspension or expulsion within 72 hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructional staff. In the absence of an appeal, the decision regarding the suspension or dismissal is considered final.

**Suspension:** Mandatory separation from the Institution for a period of time specified in an order of suspension. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the Director of the Institution or designee. Students may appeal a suspension or expulsion within 72 hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructional staff. In the absence of an appeal, the decision regarding the suspension or dismissal is considered final.

**Disciplinary Probation:** A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of Institution standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student commits any subsequent violations.

**Disciplinary Warning:** A disciplinary sanction which includes either verbal or written notice to a student that his/her behavior has not met Institution standards.

## Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status on the basis of race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, familial status, marital status, pregnancy, age, disability status, veteran status, or any other grounds prohibited under state or federal law. EEI will not tolerate any harassing conduct that affects that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive educational environment.

## Sexual Harassment

Sexual harassment is gender based unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile or offensive working or educational environment. Sexual harassment can be physical, verbal, virtual, and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Members of the Emergency Education Community (EMT/Paramedics) are prohibited from harassment whether or not the incidents of harassment occur on School premises and whether or not the incidents occur during clinical or class hours. Conduct may be considered sexual harassment whether or not the person such conduct was directed at was offended. If the conduct occurred in the presence of any employee or student, and that employee or student perceived or has indicated such conduct in his or her presence was unwelcome, that conduct may still be considered sexual harassment and will not be tolerated.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against or poking another employee's or student's body
- Unwanted sexual advances, propositions, or other sexual comments such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to a student for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, a student to unwelcome sexual attention or conduct, or intentionally making performance of the student's academic work more difficult because of that student's gender.
- Sexual or discriminatory displays or publications anywhere in the workplace and/or academic environment by Emergency Education students, such as:
- Sexual, ethnic, and racial harassment through publications or electronic means is strictly prohibited.
- Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic, or bringing into the work and/or educational environment, possessing any such material to read, display or view at work and/or educational environment. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not

fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the workplace and/or academic environment, and/or who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

- Reading or otherwise publicizing in the work and/or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
- Displaying signs or other materials purporting to segregate an employee and students by sex in any area of the academic setting or any School building (other than restrooms and similar semi-private lockers/changing rooms).
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Electronic transmission of sexually explicit, graphically disturbing, or sexually harassing images or text from, or to, school-owned equipment.
- Retaliation for harassment and sexual harassment complaints, such as: It is illegal and contrary to School policy for any individual to engage, whether directly or indirectly, in retaliatory conduct against a person who files a discrimination or harassment complaint, gives testimony during an investigation of such a complaint, or otherwise objects to perceived discrimination or harassment. Anyone who believes that retaliatory actions have been taken against him or her in violation of this policy may seek redress through the Office of the Director.

### **Social Media Policy**

- No confidential or proprietary information about EEI or its students, faculty, staff or alumni shall be posted on a social media site. Employees and students who share confidential information do so at the risk of disciplinary action, termination, or withdrawal and possible legal action.
- All applicable laws, regulations and Emergency Education Institute policies must be strictly adhered to, including without limitation, those pertaining to copyright and intellectual property.
- A permanent link to the official EEI website ([www.eei.edu](http://www.eei.edu)) must be included on all EEI sites.
- No single social media site represents the EEI as a whole.
- EEI units that have one or more social media pages or would like to start one should contact administration office.
- Social media websites maintained on behalf of EEI should be kept up to date and in compliance with all EEI policies. Sites that are not kept current or in compliance with EEI Policies may be de-activated. All social media websites maintained on behalf of EEI shall be accessible by Administration.
- EEI name, logo or trademarks may not be used on personal social media pages or sites or to endorse a product or support a cause, political or otherwise.
- Emergency Education Institutes name, official marks and logos must be used in accordance with the guidelines stipulated in Emergency Education Institutes visual standards and with approval of EEI Communications.
- Students of EEI are not to post any kind of Information/Pictures about Classroom, Clinical Externships, or Field Externship activity. If a student posts Information/Pictures such as

patient information, patient health scenario, or about an Externship the student will be held responsible and expulsion of school may be a consequence. EEI staff considers any and all social media posting and communication as public and will use it as such. The student understands and agrees that such posting or communication is permissible use for academic standing consideration.

### **Cellular Phones / Texting / Photos**

Emergency Education Institute is dedicated to providing an ideal learning environment, where we can also keep all testing material secure. In order to do this, all cellular phones and electronic devices are prohibited in the classroom unless approved by your lead instructor or designee. You may keep your personal cellular phones in a book bag or some other carrying device that is not attached to your uniform. The use of cellular phones in class or on externships for taking pictures or video is prohibited.

All devices must be on "silent." Cellular phones may only be checked while on break or while you are off school grounds. Specific/special situations will be reviewed/approved on a case by case basis by the lead or adjunct instructor of the day. Such examples of specific situations include but not limited to; family illness, childcare issues, birth of a newborn, etc. Any infraction of this policy will be strictly enforced resulting in probation and up to dismissal of the program.

### **Photos**

Taking photos with any device during hospital or fire rescue clinical is strictly prohibited. Posting photographs of patients on any public forum is strictly prohibited.

Any student found violating the photo policy will be removed from the program.

### **Anti-Hazing**

Under no circumstance will hazing of a student be tolerated while enrolled in any of EEI course, either on or off campus. If such actions are conducted the student(s) will be immediately removed from the program and a report will be made to local law enforcement.

### **Attendance**

#### **Lecture**

Students attending the Paramedic program may not have more than 2 absences every 16 weeks or semester, whichever is less. On the 3<sup>rd</sup> absence the student will be removed from the program immediately.

EMT students may not have more than 2 absences in the program. On the 3<sup>rd</sup> absence the student will be removed from the program immediately. This applies to absences from lecture and lab. The individual instructor will determine time made up in class if permitted. Any student not completing the required hours for the program being sought will not be permitted to graduate.

Being tardy to class affects the student and the program. No more than 2 tardy days will be permitted per EMT, Paramedic, AS in EMS course. The 3<sup>rd</sup> tardy or more will cause 5 points to be subtracted from the next written examination and count as one absence. If you foresee that you will be late or tardy to class, the lead instructor must be contacted. If the lead instructor cannot be reached, then the school must be called. Leaving early from a class, clinical, or ride time

without consent of the Instructor will constitute an absence. Consideration of any sudden or planned absence is to be considered by the student before beginning a Program or semester. The absences policy remains in effect no matter the cause. The student may be allowed to attend another class and start where they left off if it is within 12 months of prior withdrawal pending administrative approval. Special considerations may be considered.

### **Attendance at Clinical or Externship**

#### **Paramedic Students**

112 hours for Hospital Clinical and 288 hours of Ambulance Ride time are required.

#### **EMT Students**

24 hours of Hospital Clinical and 72 hours of Ambulance Ride time are required.

All students must show-up on time at the time stated. If the student is more than 15 minutes late, an absence will be recorded and the time will need to be made-up.

A maximum of 6 students will be allowed per hospital clinical. **If a student does not show or is dismissed from a Clinical or Ride Time, a \$125 fee will be assessed.**

Clinical site facilities have special requirements that students must adhere to at all times. Some facilities require that students have no prior background such as a DUI, Alcohol and/or drug abuse, etc. Students may confidentially speak with the Clinical Coordinator and program Director about such cases. Certain facilities may require that a student NOT attend their facility even if it is a legal prescribed medication, drug, or herb. If a student is found to have such a background or possession of any illegal substance or legal prescribed medication, drug, or herb at any time; this will be consideration for refusal of attending any clinical site and may result in removal from any Program. If after reading this, you have any questions and/or wish to voluntarily come forth with a situation on this matter, please set a confidential appointment with the Clinical Coordinator and/or Program Director.

### **Dress Code**

To begin instilling a sense of professionalism, all students must attend class, ride times, and clinical wearing the school uniform and I.D. name card. The required uniform is a school T-shirt on campus and a polo at clinical sites, with navy blue EMS pants for both men and women. The student must wear black safety toe boots and black belt with the uniform. The cost of the uniform is NOT included in the program.

Sunglasses are for outdoors and are not permitted to be worn during class, lab, or clinical. Any use of a communication, listening, or recording device is not permitted during class, testing, clinical or lab unless expressed consent is given by the instructor. Long Sleeve Cover ups are to be worn by students that have visible tattoos on their arms and a proper covering for any other visible tattoos on one's body. For Clinical and classroom; the students with long hair will wear their hair tied back or up in a bun. Only ear piercing ear rings of stud like design is permitted. No other piercings or visible inserts are permitted.

### **Drug Free Environment**

All programs at this school are offered to drug free individuals. If at any time a student is suspected of being under the influence of alcohol or recreational drugs, he or she will be

counseled and tested at the expense of the student. If after the first incident it is suspected that the student is once again under the influence of alcohol or recreational drugs the student will be dropped from the program.

### **Fees and Payment Methods**

Fees may be paid by check, money order, credit or debit card. A surcharge is added for any card use not to exceed 5%. If arrangements have been made for a payment plan, the student will be given a printed plan with dates of expected payments. A student that has not met his or her financial obligations will not be allowed to continue the course until obligations are met.

### **Leave of Absences**

Students may be granted a leave of absence for a reasonable amount of time as determined by administration. The LOA may not exceed 180 calendar days within any 12-month period. A request for a leave of absence must be in writing and the date of expected return must be specified. If a student does not re-enter within the specified time and does not notify the school, the student's enrollment agreement will be terminated and he/she is granted a refund according to the refund policy

### **Pregnant Student Policy**

Pregnant students may continue in the program with the written approval of the student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the school indicating the student's expected date of confinement, the student's limitations (if any) and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the expectations of any student's ability to carry out their EMS duties. If so, the student must withdraw from the program. In the event problems arise concerning the student's ability to carry out her responsibilities in the classroom, clinical setting, and field, the Program Director, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

### **Make-up Policy**

All assignments, tests, etc. are due as scheduled. If the student contacts the instructor directly, the instructor may, but is not required to, accept overdue assignments. Missed exams will result in a failed grade unless there are extenuating circumstances, which will be validated by the instructor.

### **Probation**

Students will be placed on probation for any or all of the following reasons: Absenteeism in excess of 2 absences, excused or unexcused, during the program will be placed on probation and he/she will be counseled by the Administrator, which may result in termination. On the 2nd absences probation will occur. Probation periods are not applicable for academic progress.

For a student to be taken off of probation, the following objectives will apply:

- There will be no absences during probationary period. Any further absences, after probationary period is over, will lead to permanent dismissal from the program.
- If a student should fail to maintain a passing grade by the end of the first quarter, he/she will be put on academic probation. If the student fails to meet the minimum academic achievement and successful course completion standards by midterm, he/she may be dismissed from the program or be placed in an extended enrollment status.

## **Tardiness**

A student arriving after class/clinical has begun is considered late and will be marked absent unless the instructor considers the reason for tardiness as legitimate. Students are expected to arrive to class on time.

## **Refund Policy**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of tuition only paid, with the exception of the non-refundable Registration fee, not to exceed \$100.00.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a prorated refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
8. A student can be dismissed, at the discretion of the program director, for insufficient progress, nonpayment of cost, or failure to comply with the rules.
9. In the event a Program is canceled, a reimbursement of money paid that is an overage from the calculated time used, the funds will be refunded within 30 days.
10. For those students who sustain an injury outside of the program, shall have their money refunded at the current prorated rate. For any of the allotted time not used and upon clearance by a physician, will be allowed into the next class of the student's choice at full cost of the program.
11. **ONLY TUITION IS REFUNDABLE**; *Semester Fees, Books, Registration Fee, Uniforms, 5 Panel Drug Screen, AHA/BLS/ACLS/PALS, Lab Fees, FISDAP, EMT/Paramedic Skills Packets, Insurance, Level II Background Check, Transfer of Credits Fees, and National Registry EMT/Paramedic Exam Reviews are NON-REFUNDABLE.*

## **Grievance Procedure**

If you feel that your rights have been violated due to an act of discrimination based on race, sex, national origin, religion, disability, political affiliation, beliefs, citizenship or participation in Programs given by Emergency Educational Institute LLC, you may file a complaint of discrimination with the office of Civil Rights and Minority Affairs, (OCRMA): 2670 Executive Center Circle West, 200 Sutton Building, Tallahassee, FL 32399-2157. Complaints must be received within 180 days of the alleged occurrence.

## **Complaint Process**

If you have a problem which arose in connection with your receiving services from EEI, you should discuss the matter with the Lead Instructor. If the problem cannot be resolved within 7



days a written formal complaint and a meeting with Michelle Ugalde will be required. Michelle Ugalde will have a final decision on the complaint within 3 business days. You may complete a formal grievance form on this issue and send it to: Florida Department of Education, Commission for Independent Education 325 West Gaines St., Suite 1414 Tallahassee, FL 32399-0400. Phone number: (850) 245-3200 or (888) 224-6684 or Accrediting Bureau of Health Education Schools (ABHES) I-361, 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia 22043. Telephone 703-917-9503.

### **Program Delivery**

EMT and Paramedic Programs are offered through a residential delivery only (on campus). AS in EMS is also a blended delivery. The student must have or have access to a working desktop or laptop computer in order to complete these courses and run the current browser of Internet Explorer or Chrome. The online courses are offered through Mobius Learning. Upon portal login, a tutorial training is provided as to how the platform operates. Technical Support is offered 24/7 via the toll-free phone line.

### **Administrative Staff and Faculty**

#### **Administrative Staff**

Michelle Ugalde	President and Chief Executive Officer
Dr. Antonio Gandia	EMS Medical Director
Lori Ugalde	Registrar and Finance
Alejandro Ugalde	Executive Assistant // Admissions
Christopher Rodriguez-Jaile	Clinical Coordinator/Student Services Coordinator
Matthew Whiteshield	EMS Programs Director (EMT and Paramedic)

#### **Didactic EMS Instructors & Clinical Faculty:**

Matt Whiteshield, EMT-P, is a Captain with Margate Fire Rescue for the last 15 years and teaches at Broward College and University of Miami for the last 8 years. He has an AS Degree in EMS and Fire Science and a BA Degree in Organizational Leadership and holds State Instructor Level A&B (fulltime).

Michael Boyhan, EMT-P, is a firefighter paramedic for Tamarac Fire Rescue for the last 7 years. 5 years of previous teaching experience in the AHA field at Nursing Unlimited and Nova University. AS in EMS from Broward college, AS in Fire Science from Broward College, and AS in Arts from Broward College (part-time).

Edwin Williamson, EMT-P, is Lieutenant Firefighter paramedic for Margate Fire Rescue for the last 6 years. He has an AS in Business from Broward College, and Bachelor of Science in Business Administration from University of Florida. 6 years of previous teaching experience in the AHA field

(part-time).

Scott Pitts, EMT-P, is a Firefighter paramedic for Margate Fire Rescue for the last 4 years. He has an AA in emergency services from Broward College, and Bachelor of Fire Science from Kaplan University. 5 years of previous teaching experience in the AHA field (part-time).

Christopher Xiste-EMT-P, is a Firefighter paramedic for North Lauderdale Fire Rescue for the last 12 years. He has a Bachelor of Hotel Management from Griffith University. 10 years of previous teaching experience in the AHA field (part-time).

Sergio Puertas, EMT-P, is a Firefighter paramedic with Tamarac Fire Rescue for the last 19 years. He has an AS in EMS from Broward College, and AS in Nursing from Health Career Institute. 4 years of experience teaching in health education (part-time).

Lori Choat, EMT-B, EMT-P, is a Firefighter with the City of Margate for the last 16 years. She has an AS in Fire Science from St Petersburg College. She has 4 years of previous teaching experience within her fire department of educating her EMS crew with advanced cardiac protocols.

Wyatt Adams, EMT-P, is a Firefighter with the City of Margate for the last 7 years. He has an Associate of Science in EMS from Valencia College. He has 3 years of previous teaching experience in the AHA field and fire field.

Steven Ty Vasell, EMT-P, is a firefighter with the city of Margate for last 28 years. He holds the rank of Battalion Chief. He has an Associates of Arts Art Institute of Atlanta 07/1986 Associate of Science in EMS Broward College 01/2004 Bachelor of Arts St Thomas University 01/2009. He has 10 years of previous teaching experience in the AHA field and in the EMS/FIRE field at Broward College.

Raul Perez, EMT-P, is a retired Firefighter/Paramedic from the City of Hallandale where he was employed for 25 years. Along with Hallandale Beach Fire Rescue, Raul was a Firefighter / Paramedic with Riviera Beach Fire Rescue for 3 years. Raul also completed his Associate Degree in Nursing from the University of New York.

Along with his fire rescue experience, Raul worked for 30 years at Kendal Regional Hospital. He worked for 15 years in the Emergency Department and 15 years in Recovery. He has been an American Heart Association and EMS Instructor for over 25 years.

He held the position of EMS Clinical Instructor at Miami Dade College and Broward College. He also taught AHA courses for the University of Miami, Nova Southeastern University, Nursing Unlimited and Emergency Medical Consultants.

Lorne Brown, EMP-P, is a Margate-Coconut Creek Fire Rescue Lieutenant. Has had many outstanding accomplishments, is a member of the Dive Rescue team, the Urban Search and Rescue (USAR) Task Force 2 Team, and Advanced Life Support (ALS) competition team.

Along with numerous 1st place accomplishments, he was part of the winning team at Clincon in 2014 & 2017. He was also part of the team that represented the USA in the International ALS Competition in Prague in 2015 & 2017.

Kellie Rosiak, EMT-P, while employed as a Paramedic with American Ambulance and she was promoted to Field Training Officer. Currently works at Margate-Coconut Creek Fire Rescue as a Firefighter/Paramedic, and is on the promotional list for the position of Driver Engineer.

### Online Faculty

Dr. Anthony DeLia, (Math Instructor) Doctorate of Philosophy in Physics from Florida State University, Bachelor of Science Degree in Mathematics from the University of Central Florida. Dr. Delia has over 30 years of teaching experience (part-time).

Kristen Jaile, (Speech & English Instructor) Masters of Educational Leadership from Barry University, Bachelor of Elementary Education from Florida International University. Kristen has over 12 years of teaching experience (part-time).

Jennifer Duesler, (Psychology Instructor) Masters of Education in Educational Leadership from Southeastern University, Masters of Education in School Counseling from the Florida Atlantic University, Bachelor of Arts Degree in Education from the Florida Atlantic University. Jennifer has over 17 years of teaching experience (part-time).

Tim Nicholson, (History Instructor) PHD in History from Stony Brook College, Masters Degree in History from Kings College, Dr Nicholson has over 9 years of teaching experience. (part-time).

Jennifer Kantis, Ph.D., (Distance Director) trained by Nova Southeastern University for the delivery of distance education courses and maintains In-service training through the University. Dr Kantis holds a Doctorate of Education in Healthcare. Dr Kantis has been a leading Nursing educator for over 20 years. Dr Kantis has been teaching both in the classroom as well online with students.