

Project Heartbeat, LLC

Emergency Medical Technician – Basic

Student Enrollment Agreement

Students must sign an enrollment agreement before beginning the EMT-B Program at Project Heartbeat. The agreement includes information pertaining to prerequisites, tuition and fees, billing, attendance, payment options, and other related matters.

APPLICATION PROCESS:

All interested applicants must submit a completed application along with a \$100.00 non-refundable application fee (EMT-B only). Upon acceptance and approval of the application, the applicant will be invited to tour the facility and discuss program information. The enrollment agreement will be executed on the first day of class. All required registration fees and documents must be provided as listed in the enrollment agreement. This enrollment agreement covers the period from the start of the program to the scheduled completion date.

Upon signing, This enrollment agreement is a legally binding document between the student and Project Heartbeat

Section 1: Student Information

Name: _____

Program Title: _____

Phone #: _____

Email: _____

Mailing Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Do you plan to work as an EMT? If not, what are your plans? (*Short Answer*)

Section 2: EMT Program Overview

COURSE DESCRIPTION

The Project Heartbeat EMT Training Program fulfills the training requirements set forth by the State of California in Title 22 of the California Code of regulations Division 9, Chapter 2, for Emergency Medical Technician Basics.

Through lectures, interactive presentations, skill labs and simulations, this interactive requires hands- on participation to enhance the learning environment. The course curriculum includes all items outlined in Title 22, and the program is designed to guide students to successful completion of National Registry EMT-Basic Exam, which is the final step in obtaining EMT- Basic licensure in the State of California.

Additionally, this course conforms to the National Standard EMT-Basic Curriculum formulated by the U.S. Department of Transportation. The course is divided into two phases: didactic instruction, clinical hospital and/or field ride-along. Upon successful completion of all phases of training, a completion certificate will be awarded that will allow the student to apply for National Registry Certification and subsequent state certification as an EMT-Basic.

(CEC §94911(a))

COURSE CONTENT – EMT-B

Project Heartbeat's EMT- Basic program includes three components which incorporate the following hours of lecture, recitation, laboratory skills training, and externships:

1. Didactic (160 Hours): technical, theory and practical hands-on education
2. Clinical (24 Hours): field training (2 EMS ride-alongs) with a minimum of 10 patient contacts
3. Testing (Includes Didactic Hours): lecture quizzes, weekly tests, midterm, and final exam

Total Hours for completion: 184

ACADEMIC CALENDAR:

5 weeks full time program:

The full-time program schedule is 8:30 am – 5:00 pm, Monday through Thursday

- 5 weeks classroom attendance (20 class dates, 8 hour class duration):
- 2 days at externships (24 hours)

10 weeks part time program:

The part-time program meets nightly 6:00 pm – 10:00 pm on Monday through Thursday and from 8:30 am – 4:30 pm every other Saturday.

- 10 weeks classroom attendance (40 class dates, 4 hour classes)
- 2 days at Externships (24 hours)

2024 Start Dates				
Full time Program				
Jan 12	Jan 19	Feb 23	Mar 1	April 5
Apr 12	May 17	May 24	June 16	June 26
July 7	July 19	Aug 9	Aug 24	Sept 13
Sept 20	Oct 18	Oct 28		

PROGRAM LOCATION

All didactic coursework will be conducted at the main Project Heartbeat office unless otherwise specified:

Main location:
Project Heartbeat, LLC
333 Hegenberger Rd, Suite 855
Oakland, CA 94621

Branch Location:
Project Heartbeat, LLC
2033 Howe Ave, Suite 150
Sacramento, CA 95825

PROGRAM APPROVAL

Alameda County Emergency Medical Services

510-267-8000

www.acphd.org/ems.aspx

State of California; Bureau for Private Postsecondary Education

(916) 431-6959

toll free (888) 370-7589

www.bppe.ca.gov

EMT CERTIFICATION PROCESS

Completion of Project Heartbeat's EMT course is the first necessary step in the three-step process:

Step 1. Graduate from an approved EMT Training Center

Step 2. Pass NREMT Exam

Step 3. Obtain State License (Submit EMT Application & Live Scan Background Report)

State EMT certification is issued by EMS Medical Director and is recognized statewide and is valid for 2 years from the date of certification issued by the County EMS Agency.

To be eligible for certification, an individual must be a minimum of 18 years of age at the time of application, successfully complete an EMT course, pass the NREMT Exam, have current BLS certification and not be precluded from certification based on reasons defined in Section 1798.200 of the Health and Safety Code.

Please note that certain types of criminal records could preclude you from EMT certification. On July 1, 2010 California instituted new criminal background regulations for EMT certification. The regulations are extremely strict. All felonies are automatic preclusions and many misdemeanor offense (including some which have been expunged) have been added for certification denial. Any student concerned about something in their background should consult with the EMS Agency for more information. An offense on your driving record may not necessarily preclude you from EMT certification but could preclude you from employment with many EMS service providers.

(5,CCR §71800(a) through (d))

NATIONAL REGISTRY EXAMINATION

To obtain EMT-Basic certification in the State of California, all students are required to pass the National Registry of EMT's Exam. The National Registry Exam consists of two parts – cognitive and psychomotor. To be eligible to take the National Registry Exam the student must successfully complete the following phases of the program:

Didactic Phase – 144 hours

Field Internship Phase – 24 hours minimum, with at least 10 patient contacts

Once all phases of the program are successfully completed the student will be given a course completion certificate that will be used as proof of meeting the requirements to take the National Registry Exam.

EMT-BASIC: NATIONAL STANDARD CURRICULUM

COURSE DESIGN

MODULE 1 - PREPARATORY (16 HOURS)

- Lesson 1-1 Introduction to Emergency Medical Care Familiarizes the EMT-Basic candidate with the introductory aspects of emergency medical care. Topics covered include the Emergency Medical Services system, roles and responsibilities of the EMT-Basic, quality improvement, and medical direction.
- Lesson 1-2 Well-Being of the EMT-Basic Covers the emotional aspects of emergency care, stress management, introduction to Critical Incident Stress Debriefing (CISD), scene safety, body substance isolation (BSI), personal protection equipment (PPE), and safety precautions that can be taken prior to performing the role of an EMT-Basic.

- Lesson 1-3 Medical/Legal and Ethical Issues Explores the scope of practice, ethical responsibilities, advance directives, consent, refusals, abandonment, negligence, duty to act, confidentiality, and special situations such as organ donors and crime scenes. Medical/legal and ethical issues are vital elements of the EMT-Basic's daily life.
- Lesson 1-4 The Human Body Enhances the EMT-Basic's knowledge of the human body. A brief overview of body systems, anatomy, physiology and topographic anatomy will be given in this session.
- Lesson 1-5 Baseline Vital Signs and SAMPLE History Teaches assessing and recording of a patient's vital signs and a SAMPLE history.
- Lesson 1-6 Lifting and Moving Patients Provides students with knowledge of body mechanics, lifting and carrying techniques, principles of moving patients, and an overview of equipment. Practical skills of lifting and moving will also be developed during this lesson.
- Lesson 1-7 Evaluation: Preparatory Module Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 2 - AIRWAY (16 HOURS)

- Lesson 2-1 Airway Teaches airway anatomy and physiology, how to maintain an open airway, pulmonary resuscitation, variations for infants and children and patients with laryngectomies. The use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices will be discussed in this lesson.
- Lesson 2-2 Practical Skills Lab: Airway Provides supervised practice for students to develop the psychomotor skills of airway care. The use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices will be included in this lesson.
- Lesson 2-3 Evaluation: Airway Module Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 3 - PATIENT ASSESSMENT (24 HOURS)

- Lesson 3-1 Scene Size-Up Enhance the EMT-Basic's ability to evaluate a scene for potential hazards, determine by the number of patients if additional help is necessary, and evaluate mechanism of injury or nature of illness. This lesson draws on the knowledge of Lesson 1-2.
- Lesson 3-2 Initial Assessment Provides the knowledge and skills to properly perform the initial assessment. In this session, the student will learn about forming a general impression, determining responsiveness, assessment of the airway, breathing and circulation. Students will also discuss how to determine priorities of patient care.
- Lesson 3-3 Focused History and Physical Exam - Trauma Patients Describes and demonstrates the method of assessing patients' traumatic injuries. A rapid approach to the trauma patient will be the focus of this lesson.
- Lesson 3-4 Focused History and Physical Exam - Medical Patients Describes and demonstrates the method of assessing patients with medical complaints or signs and symptoms. This lesson will also serve as an introduction to the care of the medical patient.
- Lesson 3-5 Detailed Physical Exam Teaches the knowledge and skills required to continue the assessment and treatment of the patient.
- Lesson 3-6 On-Going Assessment Stresses the importance of trending, recording changes in the patient's condition, and reassessment of interventions to assure appropriate care.
- Lesson 3-7 Communications Discusses the components of a communication system, radio communications, communication with medical direction, verbal communication, interpersonal communication, and quality improvement.
- Lesson 3-8 Documentation Assists the EMT-Basic in understanding the components of the written report, special considerations regarding patient refusal, the legal implications of the report, and special reporting situations. Reports are an important aspect of prehospital care. This skill will be integrated into all student practices.

- Lesson 3-9 Practical Skills Lab: Patient Assessment Integrates the knowledge and skills learned thus far to assure that the student has the knowledge and skills of assessment necessary to continue with the management of patients with medical complaints and traumatic injuries.
- Lesson 3-10 Evaluation: Patient Assessment Module Conduct written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 4 - MEDICAL/BEHAVIORAL EMERGENCIES AND OBSTETRICS/GYNECOLOGY (24 HOURS)

- Lesson 4-1 General Pharmacology Provides the student with a basic knowledge of pharmacology, providing a foundation for the administration of medications given by the EMT-Basic and those used to assist a patient with self-administration.
- Lesson 4-2 Respiratory Emergencies Reviews components of the lesson on respiratory anatomy and physiology. It will also provide instruction on assessment of respiratory difficulty and emergency medical care of respiratory problems, and the administration of prescribed inhalers.
- Lesson 4-3 Cardiovascular Emergencies Reviews of the cardiovascular system, an introduction to the signs and symptoms of cardiovascular disease, administration of a patient's prescribed nitroglycerin, and use of the automated external defibrillator.
- Lesson 4-4 Diabetes/Altered Mental Status Reviews of the signs and symptoms of altered level of consciousness, the emergency medical care of a patient with signs and symptoms of altered mental status and a history of diabetes, and the administration of oral glucose.
- Lesson 4-5 Allergies Teaches the student to recognize the signs and symptoms of an allergic reaction, and to assist the patient with a prescribed epinephrine auto-injector.
- Lesson 4-6 Poisoning/Overdose Teaches the student to recognize the signs and symptoms of poisoning and overdose. Information on the administration of activated charcoal is also included in this section.

- Lesson 4-7 Environmental Emergencies Covers recognizing the signs and symptoms of heat and cold exposure, as well as the emergency medical care of these conditions. Information on aquatic emergencies and bites and stings will also be included in this lesson.
- Lesson 4-8 Behavioral Emergencies Develops the student's awareness of behavioral emergencies and the management of the disturbed patient. Restraining the combative patient will also be taught in this lesson.
- Lesson 4-9 Obstetrics/Gynecology Reviews the anatomical and physiological changes that occur during pregnancy, demonstrate normal and abnormal deliveries, summarize signs and symptoms of common gynecological emergencies, and neonatal resuscitation.
- Lesson 4-10 Practical Skills Lab: Medical/Behavioral Emergencies and Obstetrics/Gynecology Draws on the knowledge and skills learned thus far in this practical lab. Students will be given the opportunity to assess and treat a variety of patients with various medical complaints.
- Lesson 4-11 Evaluation: Medical/Behavioral Emergencies and Obstetrics/Gynecology Conducts a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 5 - TRAUMA (24 HOURS)

- Lesson 5-1 Bleeding and Shock Reviews the cardiovascular system, describes the care of the patient with internal and external bleeding, signs and symptoms of shock (hypoperfusion), and the emergency medical care of shock (hypoperfusion).
- Lesson 5-2 Soft Tissue Injuries Continues with the information taught in Bleeding and Shock, discussing the anatomy of the skin and the management of soft tissue injuries and the management of burns. Techniques of dressing and bandaging wounds will also be taught in this lesson.
- Lesson 5-3 Musculoskeletal Care Reviews of the musculoskeletal system before recognition of signs and symptoms of a painful, swollen, deformed extremity and splinting are taught in this section.

- Lesson 5-4 Injuries to the Head and Spine Reviews the anatomy of the nervous system and the skeletal system. Injuries to the spine and head, including mechanism of injury, signs and symptoms of injury, and assessment. Emergency medical care, including the use of cervical immobilization devices and short and long back boards will also be discussed and demonstrated by the instructor and students. Other topics include helmet removal and infant and child considerations.
- Lesson 5-5 Practical Skills Lab: Trauma Provides practice of the assessment and management of patients with traumatic injuries.
- Lesson 5-6 Evaluation: Trauma Module Conducts a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 6 - INFANTS AND CHILDREN (16 HOURS)

- Lesson 6-1 Infants and Children Presents information concerning the developmental and anatomical differences in infants and children, discuss common medical and trauma situations, and also covered are infants children dependent on special technology. Dealing with an ill or injured infant or child patient has always been a challenge for EMS providers.
- Lesson 6-2 Practical Skills Lab: Infants and Children Provides the EMT-Basic student with the opportunity to interact with infants and children, and to practice the knowledge and skills learned thus far concerning this special population.
- Lesson 6-3 Evaluation: Infants and Children Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 7 - OPERATIONS (8 HOURS)

- Lesson 7-1 Ambulance Operations Presents an overview of the knowledge needed to function in the prehospital environment. Topics covered include responding to a call, emergency vehicle operations, transferring patients, and the phases of an ambulance call.
- Lesson 7-2 Gaining Access Provides the EMT-Basic student with an overview of rescue operations. Topics covered include roles and responsibilities at a crash scene, equipment, gaining access, and removing the patient.
- Lesson 7-3 Overviews Provides the EMT-Basic student with information on hazardous materials, incident management systems, mass casualty situations, and basic triage.
- Lesson 7-4 Evaluation: Operations Conduct a written and skills evaluation will be done to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 8 - ADVANCED AIRWAY (8 HOURS)

- Lesson 8-1 Advanced Airway Instructs students on how to maintain an airway by means of orotracheal intubation. Included is a review of basic airway skills, nasogastric tube insertion for decompression of the stomach of an infant or child patient, and orotracheal intubation of adults, infants and children. This lesson should be presented prior to the medical and trauma modules.
- Lesson 8-2 Practical Skills Lab: Advanced Airway Demonstrates the skills of advanced airway techniques for the EMT-Basic. This includes insertion of the nasogastric tube in infant and child patients and orotracheal intubation of adults, infants and children.
- Lesson 8-3 Evaluation: Advanced Airway Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 9 – MASS CASUALTY INCIDENT (8 HOURS)

- A mass casualty incident (or MCI) is any incident that injures or causes illness in enough people to overwhelm the resources usually available in a particular system or region.
- Course Objectives - Upon completion of the module, students will be able to: 1) Define mass casualty incident, 2) List the three goals of mass casualty incident management, 3) Describe the initial response actions to mass casualty incidents, 4) Triage simulated patients correctly using START algorithm, 5) Tape simulated patients using triage ribbons, 6) Establish an accurate count of casualties.

MODULE 10 – National Registry and Comprehensive Finals Review (16 hours)

- Comprehensive review preparing the student for their upcoming Final Examinations and the National Registry Licensure Exam.

MODULE 11 – Final Written and Skills (16 hours)

- Tests the necessary skills and knowledge for licensure as an EMT-Basic.

(CEC §94911(a))

Section 3: Prerequisites

PREREQUISITE REQUIREMENTS

Prerequisites are DUE BEFORE THE FIRST DAY OF CLASS.

- ✓ Applicant must be at least 18 years of age
- ✓ Applicant must possess a high school diploma or GED equivalent
- ✓ Applicant must possess a current American Heart Association Healthcare Provider BLS card prior to the first day of class
- ✓ Current California Driver's license
- ✓ Current Immunization Records for:
 - TB- Tuberculosis within 1 year
 - Tetanus within 1 year
 - MMR- Measles, Mumps, Rubella (childhood record OK)
 - Varicella Immunity
 - Hepatitis B- At least shot #1 in series
- ✓ Specific prerequisites may apply depending on the program selected **Tuition and fees** Tuition tables for specific courses appear with the course descriptions later in this catalog. Additional costs include: texts, uniforms, and equipment/ diagnostic tools (I.E. stethoscope, penlight, eye protection, safety-shears). Students are also responsible for a background check and health insurance. The fees in the tables in this catalog are effective Jan 1, 2017.
- ✓ Physical considerations- EMT-B students must possess sufficient ability to: Lift at least 50 lbs unassisted, stand, carry and balance on uneven terrain. Stoop, kneel, climb, crouch and crawl as needed to reach patients and safely remove and transport. Carry and utilize emergency medical equipment appropriately. Communicate verbally to patients, physicians, nurses and co-workers. Hear, understand and react quickly to verbal instructions and patient needs. In addition, students must be able to travel to clinical and field sites as assigned and work varying shifts and hours as assigned.

TEXTBOOK

All students must have the required textbook: Emergency Care (13th Edition) - Limmer/O'Keefe. It is the foundation for the didactic curriculum, and therefore an essential tool for every student.

PROFESSIONAL LIABILITY INSURANCE

All students are required to carry professional liability insurance for EMT students in the health care professions for the duration of their enrollment. Liability insurance can be provided to the student for additional costs (see program fees table)

LIVE SCAN REPORT

A California Department of Justice fingerprint background check is required for all EMT Students. This shall be accomplished through the Live Scan system. Students will have their Live Scan Report mailed to them, and must submit a copy of this report to Project Heartbeat prior to the first day of class. Live scan report services can be arranged for the student at additional costs (see program fees table)

Please note, although it normally takes 3-4 business days to receive the report, it can sometimes take several weeks. Consequently, please be sure to allow extra time for processing.

I agree to the terms of the above Prerequisite Requirements: _____ (Student Initials)

Section 4: Tuition

TUITION AGREEMENT

Upon enrollment in Project Heartbeat’s EMT Program, students have the option to either pay the total tuition fee immediately (including the Non-Refundable Registration Fee).

The student is responsible for certain necessary fees associated with the program. These associated fees are approximated on the table below.

PAYMENT PLAN POLICY

A weekly payment plan is available for students. The remaining balance of the program tuition and fees are divided up into equal weekly payments throughout the duration of the program. If payment for a program is not made in full prior to the first day of instruction, a payment agreement form must be completed should the student decide to proceed with the weekly payment plan. The agreement is completed with the administrative staff and will review all the details and penalties for non payment. Weekly payments can be made by check, credit card, debit card, or EFT on set agreed upon dates. Late payments are subject to a \$25 late fee, and non payments in excess of 45 days will be turned over to a collection agency. See Program Director or Administrative Manager to review additional details or for any questions.

EMT PROGRAM TUITION AND FEES

Registration fee (non refundable)	\$100
Tuition	\$3000
Insurance (non refundable)	\$200
Student Tuition Recovery Fund (non refundable)	\$0
TOTAL TUITION AND CHARGES PAID TO PROJECT HEARTBEAT	\$3300

Estimated Additional Fees:	
Equipment: pen light \$5 BP cuff \$20 Stethoscope \$20 Trauma Shears \$5 All items non refundable if used	\$50
Uniform (Pants, Button up Shirt, Tee Shirt and name plate. Boots and belt not included in price) non refundable if used	\$150
Textbooks, non refundable if code is used	\$200
Live Scan and Drug Screen Fees	\$124
Immunizations	\$100
Ambulance License Fee	\$25
National Registry EMT Examination	\$90
Physical	\$75
County EMS Certification Fee (costs vary by county)	\$50
Tutoring (if needed)	no charge
ADDITIONAL FEES TOTAL	\$864

ESTIMATED TOTAL FOR ENTIRE EDUCATIONAL PROGRAM: **\$4164**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: **\$4164**

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: **\$3300**

CEC §94911(c))

I agree to the terms of the above Tuition Agreement: _____ **(Student Initials)**

Section 5: Grading System

GRADING SYSTEM

Completion of the EMT Program is contingent on a Pass/Fail Grading System, consisting of three requirements:

1. **Academic Requirement**
2. **Attendance Requirement**
3. **Participation Requirement**

ACADEMIC REQUIREMENTS

Academic standards in order to maintain enrollment in the classroom or didactic phase of training, a student must maintain the following:

1. A cumulative average of minimum of **eighty percent (80%)** on all examinations, quizzes and assignments administered throughout the entire classroom program.
2. No more than **(3) examinations scores below 80%** .
3. Complete and pass all skills assignments or skills testing.
4. Complete skills finals stations with a passing score.
5. **Students with a Comprehensive Midterm Grade below 80% will be dropped** from the course immediately after the Midterm Exam.
6. **Students with a Comprehensive Final Grade below 80% will be dropped** from the course immediately after the Final Exam.
7. Students may repeat a skills station only once and only under the approval of the Program Director.

WEIGHTED GRADING SCALE

Project Heartbeat uses a standard grading scale for all tests and quizzes. All cumulative grades must be kept above the National Standard Minimum Acceptable Grade of 80%. All grades are weighted on the following grading scale:

Didactic Grading Scale (EMT-B)

100-90 = A	Performance exceeds entry level qualification for the field
89-80 = B	Performance is above average qualification for the field
79-70 = C	Performance is below entry level qualification for the field
<70 = F	Failure. Must repeat course

EMT PROGRAM WEIGHTED GRADING SYSTEM	
ASSIGNMENT	TOTAL PERCENTAGE OF GRADE
Lecture Quizzes	25%
Weekly Tests	50%
Exams	25%

ACADEMIC DISHONESTY

Academic dishonesty is grounds for immediate termination from the course. The term “academic dishonesty” includes, but is not limited to:

1. **Cheating** - The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying coursework from another student; working together with a student when not specifically permitted; utilizing another student’s work when not permitted; referring to text or notes when not permitted; the acquisition of tests or other academic material belonging to the EMT Program without express authorization. Tendering of information includes, but is not limited to, giving academic documents or information to another student without expressed authorization.
2. **Plagiarism** - The attempt to represent the work of another as the product of one’s own thought, whether the work is published or unpublished. “Plagiarism” includes,

but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. This applies to speech and electronic media as well. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distributing of term papers or other academic materials.

3. **Bribery** - The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain an academic advantage for yourself or another.
4. **Conspiracy** - The planning or acting with one or more persons to commit any form of academic dishonesty to gain advantage for yourself or another.
5. **Fabrication** - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive in order to gain academic advantage.
6. **Failure to Cooperate** - Refusal to hand over materials, electronic media, and/or other resources pursuant to a reasonable request by a College official or instructor in their efforts to determine if academic dishonesty has occurred. Special Learning Requirements: It is the policy of Defib This to administer its curriculum in a manner that does not discriminate against an otherwise qualified applicant by offering reasonable and appropriate accommodations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA). Candidates requesting any accommodation should submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise.

ATTENDANCE REQUIREMENT

The EMT-B course content is cumulative in nature offering minimal tolerance regarding student's absenteeism. Only 1 absent course date is allowable with conditions that the class is made up by the student

CA Title 22 mandates a minimum hourly attendance requirement for the Program. EMT Students may not miss more than 16 hours of the Emergency Medical Technician Program, including both classroom and clinical hours. Absences totaling more than sixteen hours, regardless of the reason, will result in immediate dismissal from the EMT Program.

1. **Absences:** All lectures, labs and clinical hours are mandatory. Because of the intensive nature of this course, students will not be offered an opportunity to submit late or extra credit work due to lack of attendance or preparation. Make-up

classes will be given by approved Project Heartbeat faculty only, the cost of which will be paid by the student (\$50.00 per hour) at the time the makeup class is given.

2. **Tardy:** Arriving more than 15 minutes late or leaving more than 15 minutes early qualifies as incomplete attendance, and will result in a half-day absence. If you are more than one hour late for a lecture class it will be calculated as if you had missed the entire class and must be made up in full at the students own expense. If you are more than 15 min late for a skills day you must make up the skills you missed with private tutoring. More than 30 min late for a skills day is cause for dismissal from the program.
3. **Failure to Attend Ride-Alongs:** Mandatory adherence to assigned ride-along dates, which are scheduled in accordance with student's Ride-Along Availability Form. Mandatory arrival at least 15 minutes early to Ride-Alongs or risk being left behind, and potentially dismissed from the EMT Program. Missed Ride-Alongs count as 12 hours of absence.
4. **Communicate:** Special circumstances may arise such as sickness or emergencies. As long as you communicate ahead of time and provide reasonable proof, we will do our best to work with each student's individual circumstances.
5. **Leave-of-Absence Policy:** Due to the accelerated nature of the course and that it is mandated by the state that the student attend a minimum amount of class time, students are not allowed a leave of absence from the course.

PARTICIPATION REQUIREMENT

Students must comply with all Participation Standards set forth via the following three policies:

1. **Assignment Policy**
2. **Behavior Policy**
3. **Dress Code Policy**

Any deviation from the following policies may result in immediate dismissal from the EMT Program, depending on the severity of the misconduct.

ASSIGNMENT POLICY

Students are required to complete all required assignments by their respective due dates, as outlined in the Class Schedule. Assignments are subject to change by Administration. Any change to deadlines or requirements will be thoroughly communicated ahead of time.

Assignments include but are not limited to the following:

- Prerequisites
- Flashcards
- Adaptive Tests
- Peer Reviews
- Patient Care Reports
- Preceptor Forms

BEHAVIOR POLICY

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be dismissed for:

- Unsatisfactory academic progress
- Cheating on any quiz, test, or block exam
- Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind
- Insubordination and/or intolerable conduct
- Making threats or engaging in physical violence
- Willful abuse of school equipment or property
- Excessive absenteeism
- Failure to treat peers, faculty, clinical staff and patients with respect.
- Failure to maintain an alert and attentive attitude at all times during class. When class begins, all students will immediately face forward, come to the position of attention, cease all talking and unnecessary activity, and render the proper respect

to the instructor. Dozing off or sleeping in class will not be tolerated. Students shall not talk among themselves, or otherwise be disruptive, when class is in session.

In addition, students must abide by the following behavior policies:

- No cell phones are allowed during class time. Cell phones must be turned off or kept in silent mode during class, and may not be visible in the classroom.
- Smoking is not permitted while in uniform.
- Use proper procedure when asking questions during class. Students should raise a hand and await acknowledgment from the instructor.
- Eating and drinking may be allowed during class, with certain exceptions. Exceptions include food or drink that is disruptive (due to sound or odor), or excessively messy.
- The classroom and lab shall always be left in a neat and orderly fashion. All trash and recycling shall be placed in the corresponding bins and chairs neatly tucked under tables.
- Do not disrupt class. Do not disrupt any classes in the facility or the routine business of the training center.
- Any conduct that puts students, faculty, clinical staff or patients at risk is cause for immediate dismissal.

DRESS CODE POLICY

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

The intent of this policy is to promote a professional appearance of all of our students and instructional staff at Project Heartbeat. It is the goal of Project Heartbeat to promote an image to all the Northern California Prehospital Agencies, Hospitals, and staff as well as the citizens they serve, that Project Heartbeat is a professional Emergency Medical Services (EMS) training program. As such, professional appearance and readiness of equipment is integral at all times.

- Students must wear the assigned uniform (including all required equipment) to all classes and clinical shifts. Exceptions include Open Lab and Office Hours.
- Uniform and Equipment must be clean and in good repair. Shirts will be buttoned and tucked in. Boots will be laced and tied. Equipment must be in proper working order. This requirement serves both professional and safety purposes.

Dress Code Standards:

While attending class or field/clinical experience, students shall wear a proper and clean uniform. Students must comply with the school's uniform standards. This requirement is mandatory.

Student Uniform (supplied by program unless otherwise indicated)

- A school-supplied t-shirt or polo with Project Heartbeat logo (one supplied by program). Additional shirts may be purchased from the school.
- A school-supplied Class B uniform shirt, t-shirt and pant
- Navy blue EMS pants with black leather belt (belt not supplied)
- Black boots or black polished shoes with non-marking soles(not supplied).
- “Flip-flops”, clogs, excessively high heels, and slippers are not acceptable.
- Wrist watch (not supplied)
- 7.5“ Trauma Shears
- Stethoscope
- Blood Pressure Cuff
- Penlight
- Student ID Tag
- N95 Mask
- Safety Glasses
- *Optional: Dark Navy EMS Jacket*
- *Optional: Pulse Oximeter*

GROOMING STANDARDS

It is also the goal of Project Heartbeat to provide a set of grooming standards that takes the safety of all students and staff into consideration, as well as addressing a professional EMS image.

- All students must be neatly groomed with clean hair, nails, and clothing.
- Students should avoid excessive use of cosmetics, perfume, and cologne or after shave lotion.
- Hair must not rest on the collar of a Class “B” or polo uniform shirt during any field/clinical experience. If hair must be secured (mechanically restrained) to meet these requirements, the device or method used to restrain must not interfere with the safe and proper use of personal protection equipment (PPE). It must remain restrained under all conditions of work or activity on all field/clinical rotations.
- In no event shall the length of facial hair (sideburns or the style of moustache) preclude the proper wearing of personal protection equipment (i.e. N95/P-100).
- Deviations may be permitted only when facial characteristics are unusual, making stated regulations impossible to administer, or by special permission by the Program Director.

Appearance – Tattoo, Scarification, Branding and Piercings

Many factors influence the community’s confidence in Emergency Personnel and in our training program. The image we present to the community must be one of professionalism. Our appearance is of utmost importance.

Tattoos, Scarification, Branding

- It is the preference of the Project Heartbeat that should a student or instructional staff member have any tattoo, scarification, or branding, an attempt should be made to cover it/them by the approved uniform during all class meetings.
- Any tattoo, scarification or branding shall NOT be visible while on field/clinical rotations or representing the program in any official capacity. Tattoos, scarifications or brandings must be covered with the school-approved uniform, including, but not limited to, a long-sleeve shirt, jacket, sweater or turtleneck sweater.
- The display of a tattoo, scarification or branding considered inappropriate, unprofessional or offensive, regardless of its location, by any staff member or student of the program, while in class, performing field/clinical experience or

representing the program in any official capacity is strictly prohibited.

- The following includes, but is not limited to, the types of tattoos, scarifications or brands prohibited by this policy:
 1. Depictions of nudity or violence.
 2. Sexually explicit or vulgar art, words, phrases or profane language.
 3. Symbols likely to incite a strong reaction in the workplace, i.e., swastikas, pentagrams or similar symbols.
 4. Initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BFG, HA, MS13, 666 or any street gang names, numbers, and/or symbols.

Piercings / Jewelry

- The following standards for piercing and jewelry are in place for student safety. Students, during skills lab and/or field/clinical experience, may suffer injuries to pierced areas during skills practice labs or patient encounters (i.e., combative/altered patients). These standards are also in place to aid in the professional appearance the community expects from EMS personnel.
- Conservative jewelry is permitted.
- Studded earrings only are permitted. The earrings shall be plain and no more than 1/4” in diameter.
- Hanging, hoops or “plug” earrings are strictly prohibited.
- Earrings may only be worn in the earlobes.
- While performing any field/clinical experience, all uniformed students may only wear one set of stud-type earrings with only one earring per ear.
- The piercing and wearing of associated jewelry in all other visible parts of the body is strictly prohibited

UNLAWFUL HARASSMENT OR DISCRIMINATION

Unlawful Harassment or Discrimination is cause for immediate dismissal. The EMT Program is committed to maintaining an educational environment that is free of discrimination and harassment. Any student who alleges discrimination and/or harassment in the EMT Program should contact their faculty and/or Program Director.

Project Heartbeat is committed to providing an environment free of unlawful harassment. Our policy prohibits sexual harassment and harassment based on pregnancy, childbirth or

related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. Project Heartbeat's anti-harassment policy applies to all persons involved in the operation of the School and its students. It also prohibits unlawful harassment by any employee, including staff and faculty, as well as vendors, customers, students, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has and of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

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

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

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

If Project Heartbeat determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or student determined to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination/dismissal. A Project

Heartbeat representative will advise all parties concerned of the results of the investigation. Project Heartbeat will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

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

DRUG AND ALCOHOL ABUSE

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

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

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

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while engaged in any Project Heartbeat activity;
- Driving a Project Heartbeat vehicle while under the influence of alcohol; and

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

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

Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion. Reasonable suspicion is defined as a belief drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience. Indicative factors may include, but are not limited to: bizarre and unusual behavior, repeated accidents, unexplained mood swings, an odor of alcohol on the breath, disheveled appearance or poor personal hygiene blatant impairment of judgment, chronic absenteeism or tardiness, unsafe clinical practice to include errors of omission or commission.

Students enrolled in the EMT program are prohibited from reporting to duty in a clinical facility, class, lab, or other EMT program activity under the influence of alcohol, unauthorized narcotics, or controlled drugs. Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion and/or bizarre and unusual behavior. It is the faculty's responsibility to identify students who display physical and/or emotional conditions which may impede clinical judgment and/or practice. Upon identification, such students will be excused from class, lab, or clinical assignment and may be required to submit to blood and/or urinalysis testing with follow-up referral to the Program Director. EMS programs may use random drug testing and screening during the student's attendance in the program. The signed signature form indicates the students understanding and compliance of this rule.

Reasonable suspicion that a student is impaired will be documented by at least two faculty members, or one faculty member and a licensed or certified professional at the clinical facility where the student is assigned.

After documentation, the student will be relieved of patient care responsibilities and will be given the opportunity to discuss the behavior with the two witnesses to the behavior. At this time, it is the responsibility of the student to disclose any prescription or nonprescription medications or drugs that the student is taking or any other relevant information.

The faculty member will then contact the appropriate staff members, who, in conjunction with the EMS Program Director, will assess the situation and plan appropriate interventions which may include, but are not limited to, dismissal from the program, counseling, drug testing, and referral to the appropriate administrative official. All

expenses incurred will be the responsibility of the student.

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

Section 6: Clinical Ride-Along and Externship

CLINICAL RIDE-ALONG AND EXTERNSHIP REQUIREMENT

All students must complete 24 hours of Clinical Field Training (Ride-Alongs). Without fulfillment of the Clinical Ride-Along Requirement, the student will not be eligible for the NREMT exam.

To fulfill the Clinical Ride-Along/Externship Requirement, students must:

1. Attend two pre-approved 12-hour ride-alongs/Emergency Dept Externship
2. Complete all corresponding documentation

CLINICAL RIDE-ALONG AND EXTERNSHIP ATTENDANCE POLICY

Absences: Any problems with scheduling are to be addressed to the EMT Program Administrator and Lead Instructor immediately. Students are expected to attend all scheduled clinical rotations. If a scheduled clinical is missed without notification 24 hours prior to the scheduled rotation, the student will be counted absent.

Excused absences: Illness, family, or employment emergencies must be explained in writing to the EMT Program Administrator and Lead Instructor within 72 hours of the missed clinical. A decision will be made concerning the excused absence and reported to the student.

Unexcused absence: Students must adhere to assigned ride-along dates, which are scheduled in accordance with the students' Ride-Along Availability Form. Students are required to arrive at least 15 minutes early to Ride-Alongs, or risk being left behind. Missed Ride-Alongs count as 12 hours of absence.

Leaving: Leaving the clinical site without prior notification to the preceptor will result in an unexcused absence resulting in probation.

Lack of Concern for Training: The student who demonstrates a lack of appropriate concern for training may be sent home by the preceptor with an unexcused absence. This

includes, but is not limited to sleeping in class/clinical or showing up to class/clinical unprepared.

CLINICAL RIDE-ALONG AND EXTERNSHIP DOCUMENTATION

Project Heartbeat will provide the students with ride-alongs, pending completion of required documentation:

1. Ride-Along Availability Form (*included within this Enrollment Agreement*)
2. Applicable Ambulance Waivers (*included within this Enrollment Agreement & assigned hereafter*)

The Ride-Alongs are not considered complete without the following documents, to be provided to the EMT Instructor no more than 72 hours after each Ride-Along:

1. Preceptor Continued Education (CE) Form
 2. Field Internship Evaluation Form
- All documents must be filled out clearly and thoroughly in order to get credit.

I agree to the terms of the above Clinical Ride-Along Requirements: _____ (Student Initials)

EXTERNSHIP EXPECTATIONS

Congratulations on completing Project Heartbeat's EMT program! Listed below are guidelines to prepare you for your EMT externships.

Once you have completed the course and have turned everything in, Project Heartbeat will be contacting you by email to set up your externships. Please be patient. Project Heartbeat strives to place students in their externships as soon as possible, but based on the hospital and ambulance company availabilities, it may take a few weeks to set up your externships.

CLEARED FOR EXTERNSHIPS

In order to be cleared for your externships, the following items must be completed within 30 days from the last day of class:

- Successfully completed the entire Project Heartbeat EMT program
- No past due payments on account
- Proof of all required immunizations and physical have been turned into Project Heartbeat
- Drug screen has been done

HOW ARE EXTERNSHIPS ASSIGNED

Emergency Department: Students will be assigned to contracted hospitals including but not limited to: Sequoia Hospital (Redwood City), Eden Medical Center (Castro Valley), Alta Bates Hospital (Berkeley), Summit Medical Center (Oakland), or Highland Hospital (Oakland). This is solely based on the hospitals availabilities.

Ambulance Companies: Ride-along placement is based on student grades, professionalism, personal interests of the student, and instructor recommendations.

HOW LONG ARE EXTERNSHIPS

- Emergency Room: You will be required to complete 1 rotation that will be approximately 8-12 hours.
- Ride-Alongs: One ride-along is required and will be 12 hours. Be advised that ambulance crews may be held over their scheduled time. If this occurs, you will have to remain with the crew until their shift is complete.

ARRIVAL TIME

- In case you get lost or if there is traffic, plan on being at your externship site 30 minutes prior to your scheduled externship time. **DO NOT BE LATE!**
- Look up directions prior to your scheduled externship date

WHAT TO BRING

- The same rules and requirements regarding uniform and appearance that were enforced while you were in class at Project Heartbeat apply to your externships.
- Wear your Project Heartbeat EMT uniform (uniform must be clean and ironed): Light blue shirt with Project Heartbeat patch, Navy blue cargo pants, Navy blue t-shirt, Name tag, Project Heartbeat badge, Black basket weave belt, Black safety boots that are clean and polished, A plain (no large logos or graphics) blue or black hoodless jacket may be worn, Arm tattoos must be covered
- If you have shoulder length hair, it must be put in a pony tail
- No facial hair (shave the morning before your externship/no stubble)
- Pack a meal and snacks for your ride-alongs (you may not have time to stop for food/drinks)
- You may want to bring some cash in case you need to buy food/drinks
- Equipment:
 1. P100 mask: If you are doing your ride-along with Paramedics Plus or King American, Project Heartbeat will contact you prior to your ride-along to schedule you for a fit testing for your P100 mask.

2. Pen light
3. Stethoscope
4. Blood pressure cuff
5. Blue or black pen
6. Something to write on
7. Paperwork/PCRs
8. Evaluation forms

WHAT TO EXPECT

Externships are a great time to learn and ask questions (when appropriate) so make sure you are prepared by reviewing your text book and be sure to practice your assessments. Also be prepared to take vitals.

Clinical (Emergency Room)

You will shadow a nurse as they treat patients. Ask the person who you are shadowing what they would like for you to do.

Here is a list of some items that you may be assisting with:

- Vitals
- CPR
- Assist with moving patients
- Connecting ECG leads on the patient to Assist with cleaning the rooms and equipment

Ride-Alongs (Ambulance)

When you arrive at the ambulance company, you will be assigned to an ambulance crew. Depending on the ambulance company, you may be assigned to a Paramedic and an EMT, two Paramedics, or two EMTs.

Possible tasks you may be given:

- Vitals
- Placing the patient on O2

- CPR
- Assist with the patient assessment
- Assist with moving the patient
- Assist with cleaning the ambulance and equipment

Externship Dos and Don'ts

Dos:

- Do... hand washing, hand washing, hand washing!!!!
- Do... ask questions when appropriate
- Do... help out with cleaning
- Do.... have a positive attitude
- Do.... smile
- Do.... enjoy your externships
- Do.... think about safety

Don't s:

- Don't... be late
- Don't... sit around, there is always something to do
- Don't... watch TV if you are at the fire station
- Don't... sit on the lazy boy chairs at the fire station

REQUIRED PAPERWORK

Be sure that you complete all required paperwork and don't forget to get the required names and signatures for all applicable forms.

List of required forms:

- Externship Requirements Checklist
- Externship Time Log

Emergency Department:

- Clinical Patient Contact Log (be sure to log all of your contacts)
- Patient Care Report (2 PCRs for the ED are required)
- Evaluation Form of Student

- Evaluation Form of Clinical and Field Experience

Ambulance Ride-Along:

- Ride-Along Student Agreement
- Field Patient Contact Log (be sure to log all of your contacts)
- Patient Care Report (2 PCRs for the ride along are required)
- Evaluation Form of Student
- Evaluation Form of Clinical and Field Experience

There is a minimum of 10 patient contacts (combined total: Emergency Department & ride- alongs) for your externships, so be sure to list all of your patient contacts on the Patient Contact Logs.

WHAT TO DO AFTER YOU HAVE COMPLETED YOUR EXTERNSHIP

Once you have completed all of your externships, complete all of the required forms and give to the Program Director. Turn in all of your externship paperwork together. Original copies of the completed forms may also be physically mailed to Project Heartbeat. Always make copies of all paperwork; you are responsible for any forms lost in the mail.

After all of your paper work has been submitted, it will be reviewed to verify it is complete. Once verified that your paperwork is complete and you have passed the JB Learning Test Prep Final Examination with a minimum score of 60%, you will be cleared to take the NREMT written exam. This process may take 1-2 weeks from the date the paper work was submitted to Project Heartbeat.

RESCHEDULING AND QUESTIONS

If you have any questions regarding your externships or have to reschedule an externship, please contact the EMT Program Director. **DO NOT** contact the externship site. If you need to reschedule an externship, please give at least a 48 business hour notice. Failure to reschedule prior to your externship may result in additional fees to retake the externship hours.

PROJECT HEARTBEAT CONTACT LIST

Allan Bulda
EMT Program Coordinator
Allan@projectheartbeat.com
510-452-1100 ext. 0

EXTERNSHIP LOCATIONS

Emergency Departments:

Sequoia Hospital
170 Alameda De Las Pulgas
Redwood City, CA 94062

Eden Medical Center
20103 Lake Chabot Rd
Castro Valley, CA 94546

Alta Bates Medical Center
2450 Ashby Ave
Berkeley, CA 94705

Summit Medical Center
350 Hawthorne Ave
Oakland, CA 94609

Highland Hospital
1411 E 31st St.
Oakland, CA 94602

Ambulance Companies:

Falcon
3508 San Pablo Dam Rd
El Sobrante, CA 94803

Norcal Ambulance
6761 Sierra Ct, Suite G
Dublin, CA 94568

Paramedics Plus
575 Marina Blvd
San Leandro, CA 94577

RIDE ALONG AVAILABILITY FORM

Students are required to complete a minimum of 24 clinical hours, which will be fulfilled through two twelve-hour ride-along shifts. This form is to assist students with scheduling clinical opportunities during the EMT Program.

The signee agrees to maintain the scheduling agreement in accordance with the program's attendance policy.

Please Note:

1. **Availability dates cannot conflict with EMT class time**
2. **Availability dates must be adhered to (no rescheduling)**
3. **Ride-Alongs may only take place between Week 6 and Week 10 of the full time program or week 3-5 of the part time program**
4. **Make sure you provide some weekday availability as weekends fill up quickly**

Please provide five dates of availability between week 6 and week 10 of your part time program (or week 3 to week 5 of your full time program):

Availability for 12 hour ride along #1: _____

Availability for 12 hours Emergency Dept Clinical or Ride Along #2: _____

Student Signature: _____

Date: _____

Section 7: Health and Safety Policy

INCIDENTS, INJURIES AND EXPOSURES

The EMT Program faculty and staff are concerned about your health and safety. The Health and Safety Policy is in place to preserve the student's personal wellbeing throughout the Program.

1. All students are required to apply the appropriate Personal Protective Equipment (PPE) when involved in clinical patient contact or any other activities that involve a risk for injury or exposure.
2. If a student incurs or is involved in an activity resulting in an injury, potential injury or exposure, the student is responsible for notifying their immediate faculty whether in the classroom, lab or clinical environment in order to follow appropriate procedures and to complete all appropriate paperwork and an incident report.
3. In the event of an injury or a significant exposure to a disease or illness, the student will notify the preceptor or evaluator at the clinical site ASAP! All the procedures at the clinical site regarding exposure or injury will be followed. Immediate documentation of the event will be required. The clinical coordinator will be called ASAP! If the clinical coordinator is unavailable, the student will contact the lead instructor or Program Director or their designee. ALL paperwork required by the Project Heartbeat shall be filled out within 24 hours of the event (example: an accident/incident report form). It is recommended that all suggested treatments be followed. It is up to the student to make the final decision about what course of treatment(s) they receive.
4. The CDC and the Health Resources and Services Administration have launched a toll-free hotline to provide information, counseling, and treatment recommendations to healthcare workers who have been exposed to blood borne diseases and infections on the job.

5. The National Clinician's Post Exposure Prophylaxis toll-free hotline (PEPLine) is staffed by specifically trained physicians who can be reached from anywhere in the country by dialing (888) 448-4911. This service is supported by the Health Resources and Services Administration Ryan White CARE Act and the AIDS Education and Training Centers and CDC. Recommendation for occupational exposure to HBV, HCV and HIV including post- exposure prophylaxis should be initiated as soon as possible. If there is an associated cost for this treatment, it is the student's responsibility.

6. Any student who poses an immediate threat to the health, safety or welfare of a patient, and/or is involved with patient/client endangerment or harm, may be suspended and/or exited from a clinical setting/situation upon approval of the coordinator, faculty, and/or Program Director. Criteria are included in the clinical evaluation tool used in the program. Behavior that threatens the health, safety or welfare of a patient/client or clinical faculty/site may result in the student being exited from the program per faculty, coordinator and/or Program Director recommendation.

ALLERGIES

Latex: The use of latex and latex-based products may exist in healthcare universal precautions and in environments such as, but not limited to, EMS classrooms and training labs, hospitals, EMS care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding exposure to latex.

Immunizations: Immunizations are required in order to participate in clinical education. Individuals with allergies to required immunizations should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field. A statement from the student's healthcare provider noting that the student may proceed through the program with no limitations will be required of all students declaring an immunization allergy.

I agree to the terms of the above Health and Safety Policy: _____ (Student Initials)

Section 8: Program Withdrawal Agreement

STUDENTS RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you choose to cancel this agreement, Project Heartbeat will refund any money that you paid less specified non-refundable fees. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. **For the program that you have enrolled in, the date that you must exercise your right to cancel/withdraw is _____**

(CEC §94911(e)(1)(2)(3))

Cancellation shall occur when you give written notice of cancellation addressed to CE Program Director and sent by US certified mail, facsimile, or hand delivered. The written notice of cancellation is effective on the date received by Project Heartbeat. The refund will be issued within 45 days of the notice of cancellation.

Written notice must be mailed or hand delivered to:

Allan Bulda
333 Hegenberger Rd, Suite 855
Oakland, CA 94621

Project Heartbeat follows refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. You have the right to withdraw from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, Project Heartbeat will issue a pro rata refund based on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: total institutional charge divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend

prior to withdrawal, less the amount paid by the student. All amounts paid in excess of what is owed as calculated above shall be refunded within 45 days of the student's withdrawal or cancellation.

The refund will be prorated if the student withdraws after the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

(CEC §94911(e)(1)(2)(3))

(CEC §94911(f))

LOANS GUARANTEED BY THE GOVERNMENT

Project Heartbeat does not participate in any Federal or State financial aide program. If the student obtains a loan to pay for this educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

(CEC §94911(g)(1)(2))

REFUND POLICY FOR WITHDRAWAL AFTER COURSE COMMENCES:

PROCEDURE

1. Students who are eligible for a tuition refund must first notify the school in writing of their intent to cancel the agreement or withdraw from the program.
2. Notification shall be made in writing and must be signed by the enrolled student.
3. All requests shall be mailed by US certified mail to:

PROJECT HEARTBEAT
333 Hegenberger Rd, Suite 855
Oakland, CA 94621

(CEC §94911(e)(1)(2)(3))

WITHDRAWAL

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences or tardiness in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the program.
- The student has failed to attend class for more than 3 days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

If the refund conditions are met, Project Heartbeat will refund the amount paid for institutional charges, less the Non-Refundable Registration Fee listed below. (CEC §94911(b))

Project Heartbeat EMT Program Non-Refundable Registration Fee - \$100

Background Check Fee – \$124

Insurance – \$200

Textbooks (non refundable if used) - \$200

Uniforms (non refundable if used) - \$150

Student Tuition Recovery Fee - \$0

If you are eligible for a refund under the conditions above, it will be granted to you within 90 days after the school receives your written Intent to Withdraw Notice.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at PROJECT HEARTBEAT, LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the PROGRAM COMPLETION *certificate* you earn in PROJECT HEARTBEAT, LLC is also at the complete discretion of the institution to which you may seek to transfer. If the PROGRAM COMPLETION *certificate* that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PROJECT HEARTBEAT, LLC to determine if your PROGRAM COMPLETION *certificate* will transfer."

Project Heartbeat is a private institution and has not entered into an articulation or transfer of credit agreement with any college or university. The course does not provide the student with any collage credits towards any degree. This includes any credit for prior “experiential learning”.

(CEC §94911(h) and §94909(a)(15))

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

(5,CCR §76215(a) and 5,CCR §76215(b))

STUDENT DISCLOSURES

Received Documents Prior to Signing Statement-

“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examinations passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.”

_____ (Student Initials)

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding the completion rates, placement rates, license examinations passage rates, and salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance

_____ (Student Initials)

(CEC §94911(i)(1)(2))

LEGALLY BINDING STATEMENT

The enrollment agreement is legally binding when signed by the student and accepted by the institution

I agree to the terms of the above Program Withdrawal Agreement:

_____ (Student Initials)

Section 9: Enrollment Agreement Contract

Questions

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

Address: 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834

PO Box 980818, West Sacramento CA 95798-0818

Website address: www.bppe.ca.gov

Telephone and fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

(CEC §94911(j)(1)(2))

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

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

The enrollment agreement is written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student has the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Translation services must be provided as student's own expense (CEC §94906(a)(b))

BINDING CONTRACT

I, _____, am enrolling in the Emergency Medical Technician Basic program provided by Project Heartbeat. I understand the course requirements set forth by Project Heartbeat and the procedures to obtain an EMT-B license through the NREMT and the State of California. I understand that this course is 178 hours, and that I must achieve an 80% on the Final Exam along with successfully completing all skills required by the state with a passing score in order to achieve course completion. I understand that only after receiving a course completion I am eligible to take the National Registry Exam, which I must successfully pass in order to apply for a County EMT-B License. This Enrollment Agreement is valid for a period from the first day of class **(Start date)** _____ through the last day of class **(End Date)** _____.

(CEC §94911(d))

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

(CEC §94911(k))

Student Name _____

Student Signature: _____ **Date:** _____

Course Director Signature: _____ **Date:** _____

(CEC §94902(a))