

LOCATION	3
OFFICE HOURS	3
ADMINISTRATION	3
EDUCATORS	3
MISSION	4
OBJECTIVES	4
GENERAL INFORMATION HISTORY AND OWNERSHIP	4
FACILITY AND EQUIPMENT	4
DESCRIPTION OF FACILITIES	5
FACILITY MANAGEMENT	5
LIBRARY	5
DESCRIPTION OF EQUIPMENT	5
PROPERTY DAMAGE	6
ADMINISTRATION HOURS	6
CLASSROOM HOURS	6
HOLIDAYS	6
APPROVALS	6
ADMISSIONS POLICIES AND PROCEDURES	7
PREREQUISITES REQUIRED FOR ADMISSION	8
NON-DISCRIMINATION	9
INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES	9
FOREIGN TRANSCRIPT EVALUATION	10
ABILITY-TO-BENEFIT	10
TRANSFER OF CREDIT	10
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	10

ARTICULATION AGREEMENTS	11
REENTRY	11
PROGRAM	11
Standard Occupational Codes (SOC) and Sample Job Titles	11
Program Description	12
Program Objectives	12
Program Outline	14
Hours	15
Satisfactory Academic Progress	15
POLICY	16
Progress	16
Program Responsibility	16
ATTENDANCE	17
Class Attendance Policy	17
Clinical Ride-Along Attendance Policy	18
DRESS CODE REQUIREMENTS	22
POLICY DEVIATION	24
STUDENT SERVICES	24
CANCELLATION, WITHDRAWAL AND REFUND POLICY	28
TUITION AND FEES	30
Payment Plan	30
Refund Breakdown	30
CATALOG CHANGES	32
STATE OF CALIFORNIA CONSUMER INFORMATION	32
RECEIPT	26

LOCATION

1543 Pacific Avenue, S104
Santa Cruz, CA 95060
831.426.9111
www.defibthis.com

OFFICE HOURS

Monday - Thursday 8am -6pm
Friday 8am - 3pm
Saturday - Sunday 8am - 3pm

ADMINISTRATION

Aki Williams

Chief Executive
Officer

aki@defibthis.com

Jenna Caughman

Chief Operations
Officer

jennacaughman@defibthis.com

Kay Blackwolf

Director of EMS Programs

blackwolf@defibthis.com

EDUCATORS

Justin Bosch

Kim Nettleton

Bob Skubis

Alex Williams

Defib Academy Educators will be available to answer your questions in class and via Slack. To contact an educator, request a Direct Message (DM) from them in your class's Slack channel, and they will contact you during their office hours.

Directly messaging educators privately is prohibited.

MISSION

Defib Academy is committed to providing students with the best learning opportunities for a variety of medical professions. We implement all currently accepted social, medical, and educational standards, while advancing our curriculum to meet the current and evolving healthcare needs of our community. Defib Academy adds value to the community by creating career opportunities that are affordable, accessible, and that serve the overall welfare of the public.

OBJECTIVES

- To increase the percentage of students performing proficiently at the basic and advanced levels.
- To engage students through dynamic and technologically integrated teaching strategies.

- To align technical programs to national standards and accreditation requirements, allowing students to obtain relevant licensure/certifications.
- To develop recruiting strategies to expand community awareness.

GENERAL INFORMATION HISTORY AND OWNERSHIP

Emergency Response Training, Inc., dba Defib Academy, was established in September of 2010 by Alex & Aki Williams with a combined experience of over forty years in the prehospital and acute care hospital environments. Our humble roots keep us grounded as we continue to expand our offerings to suit the evolving needs of our community.

FACILITY AND EQUIPMENT

Defib Academy offers training in a residential format.
All classes are held at 1543 Pacific Ave., Suite 104, Santa Cruz, CA 95060.

DESCRIPTION OF FACILITIES

Defib Academy comprises of 3,454 square feet including five classrooms, two clinical labs, administrative offices, restrooms, school store, student lounge and storage space.

FACILITY MANAGEMENT

- Smoking cigarettes and/or the use of other tobacco products, or vapor/electronic cigarettes, is not permitted in any Defib This facility or property.
- All students and staff are charged with maintaining the appearance of the facility.
- Equipment must be treated with care and items that need repair are to be reported to an educator immediately.
- Students are responsible for maintaining the cleanliness and appearance of the classrooms, student lounge, and common area.

LIBRARY

Defib This maintains a *Virtual Library* that is available to all enrolled Defib This student. Access is available through the Lead educator or the Program Director. Visit the site at: <http://www.lirn.net/>. Defib This also maintains a small physical library of media, materials, and resources at each campus to augment the *Virtual Library*.

Course textbooks may be checked out from the facility and are on a first come first served basis for a monetary fee.

DESCRIPTION OF EQUIPMENT

Defib Academy has office equipment to include computers, laptops and multifunctioning printing devices and AV equipment to include:

four (4) TVs, two (2) projectors, and DVD players. Classroom equipment includes projector screens, white boards, desks, chairs, hospital gurneys, storage cabinets, anatomical charts and models, chest compression, High fidelity medical training mannequins (CPR, intraosseous, OB, Defibrillation, and airway to include infant, child and adult), IV simulation arms,

simulators (cricothyrotomy, Pediatric IV, IM Injection), airway equipment (airways, tubes, blades, esophageal intubation detector, oxygen delivery devices), Two-way portable radios, IV supplies, diagnostic equipment (blood pressure cuffs, stethoscopes, glucose monitoring devices, pulse oximeter, penlight), cardiac equipment (AED trainer, cardiac monitor,

dysrhythmia generator),
miscellaneous/disposable supplies and

personal protective equipment and
supplies.

PROPERTY DAMAGE

Damage to equipment must be reported to the Program Director within 24 hours. Any student who drops, breaks, or destroys any Program equipment may be responsible for the replacement or repair cost. The student will be dismissed from the program if the damage is determined to be intentional.

ADMINISTRATION HOURS

- Office hours are Monday- Friday 8:00am to 6:00pm and Saturday 9:00am to 2:00pm.
- educator-Led Open Labs are held Fridays, hours vary.
- EMT students are welcome to schedule study time in a free classroom though administration during office hours.

CLASSROOM HOURS

Classes are offered in three different Sessions 5 week & 10-week A & B:

- 5 Week Session Monday, Tuesday, Wednesday & Thursday: 8:30 am - 4:30 pm
- 10 Week Session A Mondays & Wednesdays: 5:30 pm – 9:30 pm & Saturdays: 9:00 am - 5:30 pm
- 10 Week Session B Tuesdays & Thursdays: 5:30 pm – 9:30 pm & Sundays: 9:00 am - 5:30 pm

HOLIDAYS

Classes are still held during holidays that may occur within their session.

APPROVALS

Defib Academy is a private institution approved to operate by the California Emergency Medical Services Authority. Approval means the program meets the requirements contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2021). Emergency Medical Technician training programs are approved by the

local EMS agency (LEMSA) that has jurisdiction in the county where the training program is located.

- Defib Academy is approved as a training provider through the County of Santa Cruz Health Services Agency (LEMSA), Provider number: 44-0009.
- Defib Academy EMT Training Program has been developed and approved in compliance with the California Code of Regulations, Title 22, Division 9, Chapter 2, Emergency Medical Technician
- Defib Academy is an approved continuing education provider through the State of California Board of Registered Nursing, License Number: CEP16840.

ADMISSIONS POLICIES AND PROCEDURES

Admission into the program requires that the prospective student:

- **Must be 18 or over by the end of the program**
- Have a high school diploma or equivalent.
 - Defib Academy will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or
 - documentation of completion of a bachelor's degree. A physical copy of the original diploma or its equivalent must be verified and on file no later than 30 days after classes commence. The evidence of graduation must include the name of the high school attended, city, state, graduation year.
- Be a citizen or national of the United States or is an alien who meets all eligibility requirements to receive emergency medical technician licensure.
- Have registered online or over the phone for a session.
- Be provided access to the catalog.
- Completed all Prerequisite Requirements

It is recommended that applicants visit Defib Academy campus to gain an understanding of the academy and view the facilities and equipment. A personal interview can be scheduled with an Admissions Representative.

PREREQUISITES REQUIRED FOR ADMISSION

Prerequisites are **DUE BEFORE ORIENTATION.**

Immunizations

- MMR Vaccine*
- TDAP Vaccine within last 10 years
- Hepatitis B Vaccine (if not previously vaccinated, series must be started)*
- Varicella Zoster (Chicken Pox) Vaccine/ antibody verification*
- TB Test (negative PPD or chest x-ray results within 18 months prior to the course start date)
- Seasonal influenza vaccination
- Full Covid Vaccine/Bivalent Booster

*MMR, HepB, and Varicella can be verified by singular titers draw if record of immunizations are unavailable.

Professional Liability Insurance

All students are required to carry professional liability insurance for EMT students in the healthcare professions for the duration of the program.

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 Defib Academy prior to the first day of class. 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.

Basic Life Support (BLS)

All students are required to complete an American Heart Association Basic Life Support (BLS) course. (Defib This offers BLS courses, please check website.)

Uniform

- Dark Navy Short-Sleeve Button-Up EMS Shirt. The official EMT Student Patch will be supplied by Defib Academy and must be sewn onto the left sleeve, 1/2 inch below the shoulder
- Dark Navy Undershirt

- Dark Navy EMS Pants
- Black Belt
- Black EMS Boots

Equipment

- Wristwatch (with a second hand)
- 7.5" Trauma Shears
- Stethoscope
- Blood Pressure Cuff
- Penlight
- 2 black ink pens

Computer Requirement

A computer (laptop, tablet, etc.) is mandatory for this course. Students are responsible for obtaining access to a computer (laptop, iPad, tablet, or other proprietary computing device) with web browsing and email capabilities for successful completion of this course.

eBook

All students must have the required eBook: Emergency Care and Transportation of The Sick and Injured, 12th Edition and Navigate 2 Advantage Digital Supplement EMT 12E.

A physical copy of Emergency Care and Transportation of The Sick and Injured, 12th Edition may be purchased separately as an option. If doing so, please allow up to two weeks for the book to be delivered.

NON-DISCRIMINATION

Defib Academy is committed to providing equal opportunities to all applicants. No discrimination shall occur in any program or activity of this academy, including activities related to the solicitation of students or employees based on race, color, religion, religious beliefs, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct inquiries regarding this policy, if any, to the Chief Executive Officer who is assigned the responsibility for assuring that this policy is followed.

INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

Defib Academy does not offer visa services to prospective students from other countries or English language services. Defib Academy does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

the admissions interview, if applicable; and Defib Academy's receipt of prior education documentation as stated in the admissions policy.

FOREIGN TRANSCRIPT EVALUATION

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Defib Academy does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

ABILITY-TO-BENEFIT

Defib Academy does not admit ability-to-benefit students.

TRANSFER OF CREDIT

Defib Academy evaluates transfer credit from units earned at institutions accredited by an accrediting association recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), approved by the Bureau for Private Postsecondary Education (BPPE) or approved by the California Emergency Medical Services Authority. Up to 50% of a program can be transferred in based upon the determination of equivalency.

A student requesting credit must make the request in writing during the admissions process and provide an official transcript from each institution that the student is requesting transfer credit from. A grade of "C" or better is required to be considered for transferability. Additional documentation may be requested to support the coursework completed. Defib Academy does not accept hours or credit through transfer of credit challenge examinations, achievement tests, or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Defib Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in

the Emergency Medical Technician program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 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 Defib Academy to determine if your credits or certificate will transfer.

ARTICULATION AGREEMENTS

Defib Academy has not entered into any transfer or articulation agreements with any other college or university.

REENTRY

A former student requesting to re-enter a program previously withdrawn from should do so in writing. Supporting documentation and/or information should be provided regarding the mitigating circumstances that caused the withdrawal, along with the change in circumstances that will allow the student to successfully complete the program. A reinstatement committee shall notify the former student of the re-entry review decision within 30 days following the decision.

The decision of the committee is final.

PROGRAM

EMERGENCY MEDICAL TECHNICIAN

Program Length: 184 hours

Graduation Document: Certificate

Program Delivery: Residential

Standard Occupational Codes (SOC) and Sample Job Titles

29-2041.00 - Emergency Medical Technicians and Paramedics

Sample of reported job titles: Emergency Medical Technician (EMT); Emergency Medical Technician, Basic (EMT, B); Emergency Medical Technician/Driver (EMT/DRIVER); EMT Intermediate (Emergency Medical Technician, Intermediate); EMT, Paramedic (Emergency Medical Technician, Paramedic); EMT/Dispatcher (Emergency Medical Technician/Dispatcher); First Responder; Flight Paramedic; Multi Care Technician (Multi Care Tech); Paramedic

53-3011.00 - Ambulance Drivers and Attendants, Except Emergency Medical Technicians Sample of reported job titles: Ambulance Attendant, Ambulance Driver, CPR Ambulance Driver (Cardiopulmonary Resuscitation Ambulance Driver), Driver, Driver Medic, Emergency Care Attendant (ECA), Emergency Vehicle Operator, EMS Driver (Emergency Medical Services Driver), First Responder, Medical Van Driver (Medi-Van Driver)

Program Description

The purpose of this Emergency Medical Technician (EMT) course is to provide students with an academic and working knowledge to become state certified and to provide Basic Life Support patient care. It provides the basic concepts of emergency care which are needed to function as an EMT. This class will be helpful for other healthcare fields and is a prerequisite for a Paramedic course.

The EMT provides Basic Life Support care to critically ill or injured patients. EMTs work directly with another EMT to provide this level of care and in conjunction with a paramedic to provide Advanced Life Support. EMTs learn to manage an airway using artificial devices, assess the severity of illness or injury, manage wounds and bleeding, immobilize fractures, perform CPR, utilize an automated defibrillator and a host of other procedures. Recent curriculum changes at the national and state level allow EMTs to assist with the administration of some medications.

EMTs are entry-level EMS providers. They are essential in the EMS chain of survival. Additionally, one must become a certified EMT before entering a Paramedic program.

Program Objectives

The EMT Course has three components:

1. Didactic/Lab (160 Hours): technical, theory and practical hands-on education

2. Clinical (24 Hours): field training (ambulance, emergency room and high-fidelity simulation)
3. Testing (Includes Didactic Hours): quizzes, tests, midterm, and final exam (theory and skills.) Through lectures, interactive presentations, psychomotor training, and simulations, EMT students build the knowledge and skills to care for patients.

Upon successful completion of this course, the student will be eligible to take the National Registry (NREMT) Exam required prior to applying for State EMT certification.

The Defib Academy EMT Training Program has been developed and approved in compliance with the California Code of Regulations, Title 22, Division 9, Chapter 2, EMT-B verifying usage of the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996. The U.S. Department of Transportation's EMT Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation's website, <http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf>

During this program, students will be taught skills necessary for the assessment and management of patients in emergency situations. It is essential that students practice and perfect these skills using human subjects. All students are advised that the practice of both non-invasive and invasive skills will be practiced on classmates, and that classmates will be practicing these same skills on you.

The purpose of these practice sessions is to develop the task, sequence, dexterity, and tactile feel necessary for each skill, in situations as real as possible, under the control and supervision of program instructors. The practice of these skills will involve limited physical contact with all areas of the human body including the areas of the chest and pelvis.

The Program is aware of both the importance of hands-on human practice and the risk of inappropriate behavior. All students involved in these skills practice sessions, in the role of the responder, the patient, or as an observer, are expected to display tact and professionalism, as well as to behave under ethical and legal guidelines.

At any time, should a student believe that the practice of a particular skill places them in an uncomfortable position, that student has the responsibility to make that situation known to the educator. If at any time, a student believes that the practice of a particular skill by another student or as demonstrated by an educator, crosses the line of professionalism, into overt sexual contact, that student has the responsibility to make that situation known to both the student or educator involved and to the Program Director as soon as is possible.

The practice of skills is an essential part of the EMT Education Program. Students must come to laboratory sessions fully prepared to practice skills and scenarios. Being prepared means presenting in uniform and having the appropriate equipment ready and available (as listed below).

Additionally, scenario practice requires an attitude and demeanor which does not detract from the scenario created. Students are to remain 'in character', communicating with the 'patient' as if a real patient, and performing all skills as appropriate, following procedures step-by-step.

Program Outline

Type of Training	Description	Hours	Weeks	Schedule
Didactic and Skills Lab	Classroom Instruction to include technical, theory and practical hands-on education	160 hours	10-week course: 10 weeks 5-week course: 5 weeks	10-week course: 16 contact hours per week. 5-week course: 32 contact hours per week.
Clinical Training	Field training (ambulance, emergency room and high-fidelity simulation)	20 - 24 hours		Two 10 - 12 Hour Shifts, scheduled with office admin.
Total		180-184 hours	5 or 10 weeks	

Course Descriptions

Didactic/Skills Lab

- **Prerequisite:** None
- **Hours:** 160
- **Description:** The didactic portion of the course includes technical, theory and practical hands-on education. Through a series of interactive lectures and skills labs, students gradually build upon a foundation of Basic Life Support knowledge and techniques, to prepare to provide the highest quality of care in a real-world setting.

Clinical Training

- **Prerequisite:** Week 1 and Week 2
- **Hours:** 24
- **Description:** Students are required to complete a minimum of 24 clinical hours, which will be fulfilled through two, twelve-hour ride-along shifts. The 12-hour Day Shift starting between 0600 & 1200 hours. The Ride-Along Availability form is to assist students with scheduling clinical opportunities during the EMT Education Program. The signee agrees to maintain the scheduling agreement in accordance with the program's attendance policy.

Please Note:

- Availability dates cannot conflict with EMT class time
- Availability dates must be adhered to (no rescheduling)
- Ride-Alongs may only take place between Week 7 and Week 10 of the program and between Week 3 & 5 of the 5 Week program.
Ride-Alongs may occur following the end of the didactic portion of the program, based on your availability.
- You must provide at least two weekdays (excluding Fridays)
- You may only provide one date per week (1 Week = Sunday through Saturday)

Hours

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period with no less than 50 minutes of instruction.

Satisfactory Academic Progress

Defib This requires students who are attending the Program to be making satisfactory academic progress toward the completion of the educational objectives for the program in which they are enrolled.

All students must meet the minimum standards set forth in the Program's Satisfactory Academic Progress policy, or they shall be deemed not making satisfactory progress.

Students eligible for specific financial aid (such as Veteran's Administration funding) may be considered ineligible by their funding source until satisfactory standards are met.

Policy

Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, leave of absence, and the consequences of failure to adhere to the standards as published are addressed in separate policies.

Academic Requirements

Students' comprehensive grades will be evaluated continuously throughout the course.

- Students with a comprehensive grade below 75% will be placed on Academic Probation. In the 5 Week Program, students have 10 calendar days to bring their grade up to passing. Failure to do so will result in dismissal from the program.
- Students with a comprehensive final grade below 75% will be dismissed from the program following the final exam.
- The comprehensive grade is based on the cumulative results of all homework, quizzes, chapter tests, and exams.

Progress

The student's academic average is reviewed to determine qualitative progress. The minimum required is 75% at the conclusion of each evaluation period.

Students who withdraw from the program will receive a grade of 0% in each course interrupted by the withdrawal.

Program Responsibility

It is the responsibility of the Program Director and the lead faculty, in cooperation with the assigned Program Assistant and other administrative and business office staff, to maintain student records that allow monitoring of satisfactory academic progress.

Student Responsibility

The EMT Education Program is a challenging academic endeavor. Students must plan on dedicating study time outside the classroom. The typical expectation is two hours of study for every one hour of class time. Students are also encouraged to form study groups, which can provide an opportunity to explore topics with fellow students.

Equipment, supplies, and classroom space are available for practice outside of normal lab hours if scheduled with a Defib This educator.

Any student who identifies the need for individual tutoring should contact the Lead Educator or Program Director for options/resources

ATTENDANCE

Class Attendance Policy

CA Title 22 mandates a minimum hourly attendance requirement for the Program. EMT

Students may not miss more than 14 hours of the Emergency Medical Technician Education Program, including both classroom and clinical hours.

Absences totaling more than fourteen hours, regardless of the reason, will result in immediate dismissal from the EMT Education Program.

Golden Rule of EMS Attendance

"Early is on time. On time is late. Late is unacceptable."

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. All quizzes, tests or exams will not be reopened once closed.

Incomplete Attendance:

Checking in more than 1 minute late or checking out prior to dismissal from class qualifies as incomplete attendance and will result in a half-day absence. Incomplete quizzes, tests, or exams due to late attendance may not be made up.

Communicate:

Special circumstances may arise, such as sickness or emergencies. If you communicate ahead

of time, and provide reasonable proof, we will do our best to accommodate you.

Clinical Ride-Along Attendance Policy

You must adhere to your assigned ride-along dates, which are scheduled in accordance with your Ride-Along Availability Form.

You must arrive at least 15 minutes early to your Ride-Along or you risk being left behind, and potentially dismissed from the EMT Education Program.

Failure to Attend Ride-Along:

Ride-Along absences count as 12 hours of missed attendance and will result in a \$50.00 rescheduling fee.

Absences:

Any problems with scheduling are to be addressed to the Director of EMS Programs 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 Director of EMS Programs and Lead educator within 48 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-Along, or risk being left behind. Missed Ride-Along count as 12 hours of absence and will result in a \$50.00 rescheduling fee.

Leaving:

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

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; without their class materials or required equipment.

Grading System

Completion of the EMT Education Program is contingent on a Pass or Fail grading system, consisting of three requirements:

1. Academic Requirements
2. Attendance Requirements
3. Participatory Requirements

Academic Requirements

Students' comprehensive grades will be evaluated continuously throughout the course.

- Students with a comprehensive grade below 75% will be placed on Academic Probation. In the 5 Week Program, students have 10 calendar days to bring their grade up to passing. Failure to do so will result in dismissal from the program.
- Students with a comprehensive final grade below 75% will be dismissed from the program following the final exam.
- The comprehensive grade is based on the cumulative results of all homework, quizzes, chapter tests, and exams.

EMT Student Academic Grading Rubric

<u>Assignment</u>	<u>Weight</u>
Chapter (Google Forms) Homework (41 total)	10%
Patient Care Reports (25 total)	10%
Chapter Tests (10 total)	20%
Medical Block Exam	30%
Final Block Exam	30%

Assignment Policy

Students are required to complete all assignments by their respective due dates. Assignments are subject to change by administration or educators. Any change in deadlines or requirements will be communicated by Slack 24 hours before an assignment is due.

Assignments include, but are not limited to:

- **Prerequisites** Students who do not submit all of their prerequisites on time will be dismissed from the EMT Education Program. There are no exceptions.
- **Homework** Homework is due at the time class begins. Students will not receive credit for incomplete homework.
- **Preceptor Forms** It is the students' responsibility to obtain signatures from their preceptors during ride-alongs.

- **NREMT Application** You must register for your own National Registry of Emergency Medical Technicians' account in order to complete the NREMT exam.
- **Patient Care Reports (PCRs)** California Title 22 requirements specify 20 PCRs must be completed, including 7 from patient contacts during the ride along phase.
- **Other assignments deemed appropriate by administrators or educators.**

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Academic Dishonesty

Academic dishonesty is grounds for immediate termination from the course. Academic dishonesty includes, but is not limited to:

- **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, completion of online tests outside of the class (sans a faculty-proctor) without express permission; 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 Education Program without authorization. Tendering of information includes, but is not limited to, giving academic documents or information to another student without authorization.
- **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.
- **Bribery** The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain academic advantage for yourself or another.
- **Conspiracy** The planning or acting with one or more persons to commit any form of academic dishonesty to gain an advantage for yourself or another.
- **Fabrication** The use of invented or fabricated information, or the falsification of information with the intent to deceive in order to gain academic advantage.
- **Failure to Cooperate** Refusal to hand over materials, electronic media, and/or other resources pursuant to a reasonable request by a Defib administrator or educator in their efforts to determine if academic dishonesty has occurred.

Special Learning Requirements

It is the policy of Defib This and Defib Academy to make reasonable and appropriate accommodations for those persons who are documented as differently abled learners, in accordance with the Americans with Disabilities Act (ADA). EMT Education Program students may request reasonable accommodations by submitting their documentation to the Director of EMS Programs.

Attendance Requirements

California Title 22 mandates a minimum hourly attendance requirement for EMT Education Programs. Students may not miss more than 14 hours, including both lecture and skills sessions.

ABSENCES TOTALING MORE THAN 14 HOURS, REGARDLESS OF CAUSE, WILL RESULT IN DISMISSAL FROM THE EMT EDUCATION PROGRAM. THIS IS A NON-NEGOTIABLE, CALIFORNIA STATE REQUIREMENT (CAL. ADMIN. CODE, TITLE 22, § 100074).

Golden Rule of EMS Attendance

"Early is on time. On time is late. Late is unacceptable."

- **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.
- **Incomplete Attendance** Checking in more than 1 minute late or checking out prior to dismissal from class qualifies as incomplete attendance, and will result in a half-day absence. Incomplete quizzes, tests, or exams due to late attendance may not be made up.
- **Failure to Attend Ride-Alongs** You must adhere to your assigned ride-along dates, which are scheduled in accordance with your Ride-Along Availability Form. You must arrive at least 15 minutes early to your ride along or you risk being left behind, and potentially dismissed from the EMT Education Program. Ride along absences will result in a \$50 rescheduling fee.
- **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 you. Failure to communicate prior to an absence will be considered a no call/ no show, and will result in a final infraction. Any further violation of any part of the grading system will result in immediate dismissal from the program.

Participation Requirements

Students must comply with all participation standards set forth by the following policies:

- Behavior Policy
- Dress Code Policy
- Infraction Policy

Behavior Policy

- Students will conduct themselves in a professional manner, as stipulated by the EMS Guidelines in Chapter One of the Emergency Care and Transportation of the Sick and Injured, 12th Edition textbook, "Traits of a Good EMT."
- Students will always treat peers, faculty, clinical staff, and patients with respect.
- The student is required to comply with directions from Defib This and Defib Academy administrators and educators. Failure to do so may result in disciplinary action up to and including dismissal from the EMT Education Program.
- Students will maintain an alert and attentive attitude at all times during class. When class begins, all students will face forward, cease all talking and unnecessary activity, and render the proper respect to the educator. Dozing off or sleeping in class will not be tolerated and will result in the student being dismissed for the day with an unexcused absence.
- Each student will be assigned a permanent seat. This seat is to be used throughout the program unless otherwise permitted.
- 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.
- Students are prohibited from using any tobacco products while in uniform.
- Use proper procedure when asking questions during class. Students should raise a hand and wait for acknowledgment from educators, administrators, or guest speakers.
- Eating and drinking may be allowed during class, with certain exceptions. Exceptions include food/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 in their required position. Students will abide by the cleaning schedule to ensure the cleanliness of all rooms used.
- Do not disrupt the class. Do not disrupt any classes or routine business in the training facility.
- Discrimination or harassment is cause for immediate dismissal. The EMT Education Program is committed to maintaining an educational environment that is free of discrimination and harassment. Any student who alleges discrimination and/or harassment should contact their educator, an administrator, or the Director of EMS Programs.
- Any conduct that puts students, faculty, clinical staff, or patients at risk is cause for immediate dismissal.
- Any student who breaches any portion of the behavior policy may be sent home, per the discretion of the educator and/or administration, and will receive a full absence for the day.

Dress Code Policy

Students will undergo random Dress Code checks to ensure adherence to all requirements. Incomplete uniforms will result in an infraction, and students may be sent home with an unexcused absence for the day. When in uniform, students are representatives

of the EMT Education Program. As such, the professional appearance and readiness of equipment are integral at all times.

- Defib Academy EMTs must wear the assigned uniform (including all required equipment) to all classes and clinical shifts. Exceptions include Open Lab and Office Hours.
- Students are only allowed to wear the assigned uniform while in class or during their clinical ride-along. Students are not allowed to wear their uniforms off-campus.
- Students may not wear clothing that is offensive, revealing, or otherwise deemed inappropriate by administration or faculty.
- Uniforms and equipment must be clean and in good repair. Shirts will be buttoned and tucked in at all times. Boots will be laced and tied. Equipment must be in proper working order. Long hair should be tied back. No dangling jewelry.
- Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed.
- Any breach of the dress code may result in the student being sent home to change into more appropriate attire as well as an infraction.

Dress Code Requirements

- Dark Navy Short-Sleeve Button-Up EMS Shirt
- EMT Student Patch (*to be supplied by the program*)
- Dark Navy Undershirt
- Dark Navy EMS Pants
- Black Belt
- Black EMS Boots
- Wrist watch (with a second hand)
- 7.5" Trauma Shears
- Stethoscope
- Blood Pressure Cuff
- Penlight
- Pens (2), black ink
- Student ID Tag (*to be supplied by EMT Education Program*)
- N95 Mask (*to be supplied by EMT Education Program*)
- *Optional: Dark Navy EMS Jacket (no logos allowed)*
- *Optional: Dark Navy Ball Cap or Beanie (no logos allowed)*

Infraction ("Strike") Policy

Any deviation from the Participation Requirements is considered a Breach of Contract, which will result in either an Infraction ("Strike") or immediate dismissal from the EMT Education Program, depending on the severity of the misconduct.

**STUDENTS WHO ACCRUE 4 INFRACTIONS WILL BE DISMISSED
FROM THE DEFIB ACADEMY EMT EDUCATION PROGRAM.**

Additional Completion Requirements

Successful completion of the clinical portion of the education program, including a minimum of 24 hours in the field setting, with satisfactory completion of all required skills and satisfactory completion of a final clinical evaluation by a field preceptor, is required.

Within certain California counties, to progress to the field internship, the student must successfully the county protocol test within three attempts.

The staff at Defib This will discuss preferred field placement locations and schedules with students. However, due to the complexity of scheduling and the logistics involved, a student may not refuse or reject a field internship placement, shift, or assignment or delay the scheduling of field internship rotations. Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the political, organizational, and legal issues involved in establishing internship opportunities. Failure to report to the clinical location or field agency on the assigned date and time will result in immediate dismissal from the program.

Patient Confidentiality

Patient information garnered during clinical rotations is considered confidential both ethically and, in many cases, legally. Discussion with preceptors and instructors is permitted when used for educational purposes only, and when in a private setting. Any other open or public discussion of confidential patient information outside the clinical setting is strictly prohibited.

Pictures/photos/videos may not be recorded of any patients, bystanders, agency personnel or other individuals, clinical or field sites/locations/ scenes. Confidential patient information is defined as any information which would specifically identify an individual.

This includes, but is not limited to name, address, Social Security number, date of birth, or driver's license number. At times this may also include specific details, not generally known to the public, which involve a media event.

Use of Social Media

Under no circumstances may any information, including photos, regarding patient contacts or clinical or field encounters be posted, discussed, or alluded to on a social media platform or email, regardless of whether names, locations, or circumstances are identified. In other words, even if the student feels that the situation or incident is not recognizable, no information may be posted.

Sharing of information is also a HIPAA violation and is prohibited by law. Posting of information that is discriminatory, defamatory, or malicious regarding patients, other students, or the Program will result in the progressive discipline process.

Participation Requirement

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

- **Student Expectations Contract**
- **EMT Education Program Workbook**

These supplemental handouts are provided at Orientation.

Policy Deviation

Any deviation from the policies will result in either an infraction or immediate dismissal from the EMT Education Program, depending on the severity of misconduct.

STUDENT SERVICES

ORIENTATION

Defib Academy conducts an orientation session for all new students. The purpose of the session is to brief new students on the rules, regulations, and policies of the school.

OpenLab

Skills labs may be held at the Defib This campus, with access to class equipment, on Fridays during the EMT Education Program. An educator will be present to facilitate access to equipment and answer questions, but will not be able to provide one-on-one extended coaching or run scenarios. Students needn't wear their uniforms to Skills Lab, but must wear acceptable clothing (torso and legs must be covered, closed toe shoes) without offensive or vulgar language. There must be satisfactory interest (sign ups) for a skills lab to be held. Attendance will be restricted depending upon educator availability.

ACADEMIC ADVISING

Academic Advising will be available by appointment on Fridays during the EMT Education Program: alternate days may be available depending upon educator availability. Appointments are limited to one hour at a time, and may be utilized for one-on-one academic or skills counseling. In order to ensure adequate preparations, students must provide an agenda prior their appointment time.

ACCESSIBILITY FOR DISABLED STUDENTS

Defib Academy has handicapped parking spaces available. Students with disabilities who require assistance are encouraged to disclose this information to the Admissions representative to determine a plan of action for support services.

SPECIAL LEARNING REQUIREMENTS

It is the policy of Defib Academy 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 the National Registry of EMTs (NREMT) to provide adequate time to resolve any documentation issues that may arise.

For further information, please reference:

<https://www.nremt.org/rwd/public/document/policy-accommodations>

HOUSING

Defib Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Santa Cruz, CA, and the surrounding area (Campbell and San Jose, CA), rentals start at approximately \$1,500 per month.

PARKING INFORMATION

We strongly encourage you to arrive early to allow for time to find parking. There is a free 3-hour public parking lot next to our building or you can park in the Locust Street Parking Garage for \$0.50 per hour with a maximum fee of \$10.00 per day, subject to change.

RESOURCE CENTER

Defib Academy provides a learning-friendly environment and a variety of helpful services including computers, printers, and wireless internet access as well as access to textbooks and additional EMT related texts, manikins and equipment, tutoring, and even snacks. Additionally, our resource center provides a convenient location for networking and studying. Our online student portal

provides access to course schedules, policies, contact information, and additional study tools and resources. Resources are accessible on campus and online through the internet.

LIBRARY RESOURCES

The Defib Academy has a small in-house library for student convenience. For more thorough research or information, students are encouraged to visit one of the ten local libraries in the Santa Cruz area, and/or access the internet resources listed on the following pages. Students are welcome to contact the school for more direct assistance.

Nearby Public Libraries and Internet Connections for EMT Students:

- Santa Cruz Public Library: 117 Union St, Santa Cruz (831) 427-7706
- Garfield Park Library: 705 Woodrow Ave, Santa Cruz (831) 420-6344
- Branciforte Branch Library; 230 Gault St, Santa Cruz (831) 420-6330

CAREER SERVICES

While Defib Academy will assist graduates in developing job search skills, such as resume and cover letter development, interviewing, and appropriate interview follow-up activities, it cannot and does not guarantee the student will find employment nor does it guarantee the student will realize a given wage or salary following graduation.

STUDENT RECORDS

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

Security

During skill sessions and lunch hours, the classrooms will be unattended. Those students wishing to secure personal valuables, (i.e. laptops, purses, etcetera) should contact your educator to have these items placed in a secure location.

For security reasons, students may not bring weaponry of any type to any classroom, skill room, clinical, or field setting.

Student Injury/Incident Reporting

Students involved in incidents which result in personal injury, injury to another person, or damage to property should report the incident to their educator and the Director of EMS Programs as soon as possible. When such incidents occur while on clinical or field internship rotations, the incident report procedure for the facility or agency involved should be followed as well as the Program procedure. The Program should be notified as soon as possible. As soon as any danger or threat has passed, the student must complete an incident report outlining the details of the event and any action taken following the incident. This report must be submitted to the Director of EMS Programs or Clinical Coordinator as soon as practical. Students are only covered by the Program during clinical and

field experiences. Injuries that occur during the classroom or lab setting are not covered under this policy and are the responsibility of the student.

- Any exposure or incident that could result in injury or other consequences must be reported to the Director of EMS Programs or Clinical Coordinator within the first 24 hours of occurrence.
- Failure to report within the required time may result in the student becoming 100% responsible for any expense incurred.
- Contact should be made with the Director of EMS Programs or Clinical Coordinator as soon as possible. If the injury is significant, the student will be taken to the closest emergency department.
- Even if an injury does not require medical evaluation, the student will report to the Clinical Coordinator within 24 hours of the occurrence.
- The student must follow the procedure outlined above. Any deviation results in the student becoming financially responsible for treatment.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

- Students have the right to cancel their agreement for a program of instruction, minus administrative fees, through attendance at the first-class session.
- Cancellation may occur when the student provides a written notice of cancellation at the following address: 1543 Pacific Avenue, Suite 104, Santa Cruz, CA 95060. This can be done by email (admin@defibthis.com) or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

WITHDRAWAL FROM THE PROGRAM

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 20 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance.

The refund will be less an Administrative Fee not to exceed \$100.00, and less any non-refundable fee described in your Enrollment Agreement as well as any deduction for used materials and supplies, within 45 days of withdrawal. If the student has completed more than 20% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

Definitions:

- Last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
- Date of withdrawal determination is the date that an institution determined that a student was no longer in school.
- Payment period is considered the total period of attendance and entire program.

Tuition and Fees

PAYMENT

Upon enrollment in the EMT Program, students have the option to either pay the total tuition and fees immediately or enroll in a Payment Plan.

10 Week \$1,850

5 Week \$2,250

Payment Plan

Payment Plan Fee (if applicable): \$50, nonrefundable

5 Week

Deposit due at Registration: \$1,150

Remainder due at Week 2: \$1,150

10 Week

Deposit due at Registration: \$900

Remainder in two payments of \$500, due at Week 4 and Week 8: \$1,000

Refund Breakdown

Full Refund, minus \$100 Admin Fee before Registration Close

Full Refund, minus \$150 post Registration Close

Prorated Refund based on time spent in class up to 20% of class, minus \$200

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

After 20% percent of class is completed, funds are considered earned for services rendered and student no longer qualifies for a refund.

Approximate Additional Fees Paid to Outside Vendors

Required:

eBook	\$250.00
Uniform(s)	\$100.00
Wristwatch with second hand	\$20.00
7.5-inch trauma shears	\$10.00
Stethoscope	\$50.00
Blood Pressure Cuff	\$15.00
Penlight	\$10.00
Computer/Laptop/Tablet	\$250.00
Live Scan Report	\$80.00
Immunizations	\$55.00
Student Liability Insurance	\$23.00
NREMT Exam	\$80.00
County Certification Application Fees	\$175.00

Optional:

Public Parking Fees	\$10.00 daily max
Payment Plan Fee	\$50.00
Late Payment Fee	\$25.00
Returned Check Fee	\$25.00
Clinical Ride Along Rescheduling Fee	\$50.00

CATALOG CHANGES

Information about Defib Academy is published in this catalog, which contains a description of policies, procedures, and other information about the school.

Defib Academy reserves the right to change any provision of the catalog at any time.

Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Defib Academy, the student agrees to abide by the terms stated in the catalog and all school policies.

STATE OF CALIFORNIA CONSUMER INFORMATION

Defib Academy does not participate in federal or state financial aid programs.

Defib Academy is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

Receipt

I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THE SCHOOL CATALOG. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT.

Students Printed Name _____

Students Signature/Date _____

School Officials Signature/Date _____

