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</table>

The information contained in this catalog is true and correct in content and policy.

Rick Foehr
Signature of School Official
March 15, 2016
Date
MISSION AND OBJECTIVE

San Diego County Local Emergency Medical Services Agency (LEMSA), who has recognized EMSTA College as a leader in pre-hospital education and training, maintains that the school is an advocate for the development of quality EMS care. We strive to positively impact the local EMS community by continually monitoring the effectiveness of our teaching methodology with each program we offer. EMSTA College offers Emergency Medical Educational and Allied Health programs to meet the needs of the general community at large.

Our mission is to prepare students to become competent and compassionate care givers in the field of emergency pre-hospital medicine and allied health fields, who will meet state and national expectations within those professions.

EMSTA College’s objective is to train competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with or without exit points at the Advanced Emergency Medical Technician, Emergency Medical Technician, or Emergency Medical Responder levels.

GENERAL INFORMATION

Approval Statement, Accreditation & Legal Control

EMSTA College’s approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Approved training programs:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramedic Training Program</td>
<td>1,249</td>
</tr>
<tr>
<td>EMT</td>
<td>188</td>
</tr>
</tbody>
</table>

EMSTA College is approved by the California State Approving Agency to enroll veterans and other eligible persons.

The Point Loma Nazarene University/EMSTA College for EMS Consortium is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

EMSTA College is owned by EMSTA Inc., a California corporation.
Rick Foehr – President, Connie Foehr – Secretary/Treasurer

Location and Facilities

All courses are taught at 11489 Woodside Ave., Santee, CA 92071. EMSTA College’s facility consists of 10,000 square feet of classroom and office space specifically designed for a vocational school. There are four administrative offices and seven classrooms. The facility will accommodate 36 students for the Paramedic Training and EMT programs. Two restrooms, one for men and one for women, are located within easy access of all classrooms.
and are equipped with handicap accommodations. There is also a lunchroom centrally located as well as an outside break area.

Maximum capacity for each course is as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Maximum Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramedic Training Program</td>
<td>36</td>
</tr>
<tr>
<td>EMT</td>
<td>36</td>
</tr>
</tbody>
</table>

**Foreign Students**

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

1. The admissions interview; and
2. Receipt of prior education documentation that demonstrates completion of high school English level via equivalency of education provided in the United States.

**Consumer Information**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

EMSTA College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

EMSTA College does not participate in state or federal financial aid programs.

EMSTA College 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.

**Academic Calendar**

Enrollment is continuous, with start and expected graduation dates as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Start Date</th>
<th>Expected Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramedic Training Program</td>
<td>1/12/16</td>
<td>3/18/17</td>
</tr>
<tr>
<td>EMT</td>
<td>1/6/15</td>
<td>2/25/16</td>
</tr>
</tbody>
</table>
Holidays

New Year’s Day

Good Friday, 12 Noon to closing

Memorial Day

Fourth of July

Labor Day

Veteran’s Day

Thanksgiving and the day after

Christmas & New Year’s Day

Instructional Schedule

Paramedic Training Program, 44 or 56 weeks
Monday, Wednesday, and Friday, 9:00 AM to 5:00 PM (44 weeks)
Thursday is mandatory ALS ride-along or Mentor day

Tuesday, Thursday, 9:00 AM to 5:00 PM (56 weeks)
Friday is mandatory ALS ride-along or Mentor day

EMT, 8 weeks
Monday – Thursday, 9:00 AM to 1:00 PM
or
Monday – Thursday, 6:00 PM to 10:00 PM

ADMISSIONS

General Policies

- Prospective students must be 18 years of age or older
- Prospective students must provide a copy of their high school diploma, certificate of completion or GED
- Prospective students must provide a copy of a current American Heart Association, Healthcare Provider or American Red Cross, Professional Rescuer CPR card. No other certifying organizations will be accepted.
- Prospective students must provide a copy of current medical insurance coverage (policy or wallet card). Students must maintain medical insurance throughout the Paramedic Training program.
- Students must provide a copy of a valid driver's license, state-issued identification card or other government-issued photographic identification
### Program Specific Policies

<table>
<thead>
<tr>
<th><strong>Paramedic Training Program</strong></th>
<th><strong>EMT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prospective students must provide a current resume.</td>
<td>Prospective students must provide a record of updated records:</td>
</tr>
<tr>
<td>Prospective students must possess and provide a copy of current EMT-B Certification, renewed within the past 12 months prior to beginning of class.</td>
<td>- Annual tuberculosis screening: Mantoux tuberculosis test or if positive, Health Department's guidelines for follow up</td>
</tr>
<tr>
<td>Prospective students are responsible for providing a criminal background check and a drug screen as follows: <a href="http://emstabackgroundcheck.com">http://emstabackgroundcheck.com</a></td>
<td>- Positive titer to MMR (Measles, Mumps, Rubella) or vaccination against same or a physician's statement of disease concerning MMR</td>
</tr>
<tr>
<td>This background check covers residency over the past 7 years. An additional fee for out-of-state residences may be charged. This is the only background check EMSTA College will accept for Paramedic students.</td>
<td>- Varicella immunity</td>
</tr>
<tr>
<td>Positve titer to MMR (Measles, Mumps, Rubella) or vaccination against same or a physician's statement of disease concerning MMR</td>
<td>- Immunizations: tetanus immunization within the past 10 years</td>
</tr>
<tr>
<td>Varicella immunity</td>
<td>- Vaccine/immunity Hepatitis B (recommended)</td>
</tr>
<tr>
<td>Immunizations: tetanus immunization within the past 10 years</td>
<td>Prospective students must successfully complete entrance testing: ACT Enable Exam and ACT Compass Exam</td>
</tr>
<tr>
<td>Vaccine/immunity Hepatitis B (recommended)</td>
<td>Prospective students must successfully complete a Paramedic Prep class at EMSTA College.</td>
</tr>
<tr>
<td>Prospective students must provide proof of at least one year, full-time equivalent, field EMT experience.</td>
<td>Prospective students must successfully complete Anatomy and Physiology class, with lab, or Paramedic A&amp;P at EMSTA College.</td>
</tr>
<tr>
<td>Prospective students must provide two letters of recommendation (professional, i.e., Supervisor, Nurse, Doctor, Fire Chief, etc.).</td>
<td>Prospective students must complete Admission Board review and skills demonstration/competency.</td>
</tr>
<tr>
<td>Prospective students must provide a copy (firefighters exempt) of DMV Ambulance Driver's License.</td>
<td></td>
</tr>
<tr>
<td>Prospective students must provide a copy (firefighters exempt) of Medical Examiner Certificate.</td>
<td></td>
</tr>
<tr>
<td>Prospective students must successfully complete entrance testing: ACT Enable Exam and ACT Compass Exam</td>
<td></td>
</tr>
<tr>
<td>Prospective students must successfully complete a Paramedic Prep, or Paramedic Prep class at EMSTA College.</td>
<td></td>
</tr>
<tr>
<td>Prospective students must successfully complete Anatomy and Physiology class, with lab, or Paramedic A&amp;P at EMSTA College.</td>
<td></td>
</tr>
<tr>
<td>Prospective students must successfully complete Admission Board review and skills demonstration/competency.</td>
<td></td>
</tr>
</tbody>
</table>

### Procedure

Admission procedures include meeting with an Admissions Advisor to review career goals, programs offered, school policies and procedures (school catalog), the school performance fact sheet and graduation requirements. Each prospective student must provide all documentation required in the Admissions policies. EMSTA College does not admit ability-to-benefit students.

All foreign diplomas or transcripts must be evaluated and translated to demonstrate U.S. equivalency, at the cost of the prospective student.

Certain types of felonies may slow the certification process and/or prohibit acceptance into the program.
Transfer of Credit Policy

Prospective students requesting credit earned for previous training at another post-secondary institution must apply at the time of enrollment or prior to starting their program. For credit to be considered, the institution where the credit was earned must be accredited by an agency recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), or the military, and the credit must originate from a similarly titled course. EMSTA College does not accept credit earned through challenge examinations, achievement tests, or experiential learning.

Any courses for which applicants would like to request transfer credit must have been completed within the previous 5 years. To receive credit, students must have earned a grade of “B” or higher, and the prospective student may be required to take an exam to demonstrate that the requested knowledge and skills meet EMSTA College requirements. Official transcripts must be provided, as well as a course description from the school catalog, syllabus or outline. EMSTA College reserves the right to request additional course documentation as needed to complete a thorough evaluation. The maximum allowable transfer credit hours that can be awarded are equal to the total didactic hours in the program/course.

If credit is granted, the relevant course(s) will not be assigned a letter grade, but will be recorded with a grade of “T” for transfer, which will not affect the student’s grade point average and will not affect the qualitative standard of satisfactory academic progress. The quantitative (pace) of the course and maximum time frame, one and one half times (150%) the program length, are based on the total hours of the program taken at EMSTA College.

Tuition and fees, as applicable, will be adjusted based on a prorated amount per hour in accordance with the credit granted. There is no charge for the evaluation of prior coursework.

The request to transfer credit must be initiated by the prospective student by providing the documentation listed above. EMSTA College’s education department will evaluate the previous coursework and notify the applicant within 5 business days of whether credit has been accepted, rejected or further documentation is needed. Applicants may challenge this decision by submitting a written appeal with any supporting documentation to the President. All decisions on appeals are provided within 5 business days and are final.

Articulation Agreement

EMSTA College has entered into an articulation agreement with the University of Pittsburgh as of January 2014. The agreement states if all admission requirements are met to be accepted into the University of Pittsburgh that a graduate of the EMSTA College Paramedic Training program will be awarded 39 credits of advanced standing towards the undergraduate degree in Emergency Medicine. Any student interested in attending the University of Pittsburg’s undergraduate degree in Emergency Medicine can obtain a Letter of Intent form from the President.
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at EMSTA College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational 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 is 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 EMSTA College to determine if your credits or certificate will transfer.

Americans with Disabilities Act

EMSTA College does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the campus Program Director. You may request academic adjustments or auxiliary aids at any time. The Program Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the Program Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made during the first week of class. You may contact the Program Director by telephone at 619-593-6782. The Program Director will respond within two weeks of receiving the request.

STUDENT SERVICES

Mentoring Program

The instructor acts as a mentor for the student in this capacity and will support the student through the didactic, clinical and field portions of the Program.

Placement Assistance

EMSTA College does not guarantee employment for its graduates. The school will assist students in their job search after they successfully complete their studies by offering information on job opportunities and guidance in resume preparation, and interviewing techniques, and assistance with interview appointments. The school will make a reasonable
effort to satisfy the wishes of a graduate as to location. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in placement.

Housing

EMSTA College 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 Santee/El Cajon/Lakeside, CA rental properties start at approximately $800 per month.

Learning Resources

Library and instructional resources are available within the following areas of the EMSTA College facility:

Computer lab, which houses 26 computers that are fully Internet accessible. The computer lab is open and available to students Monday-Friday, from 9:00 a.m. to 10:00 p.m.

The Program Director’s Office/Main Storage Room, which houses approximately 100 text and reference books is accessible for use by students during EMSTA business hours (Monday-Friday, 9:00 a.m. to 5:00 p.m.). The collection is maintained by the Program Director and materials can be checked in/out with the Program Director or Office Manager.

In addition, for further research needs, students are encouraged to make use of the local medical research library at the following location:

The Dr. William C. Herrick Community Health Care Library
9001 Wakarusa
La Mesa, CA 92041
619-825-5010

The Dr. William C. Herrick Community Health Care Library is supported by the Grossmont Healthcare District to meet the health information needs of local residents. It is a comprehensive consumer health library that is free, open to the public, and accessible via the Internet.

The Library provides access to the latest medical information from authoritative and reliable sources, in both print and electronic formats. The collection includes books, journals, newsletters, pamphlets, DVDs, models, charts, online computer databases, and its website with extensive links covering all major health topics.

The Herrick Library is a public library and offers many free services. It has 10 public computers (8 PCs and 2 iMacs). Library cards are issued with appropriate ID to community residents as well as those who work, go to school, or have health-related ties to the Grossmont Healthcare District (East County region of San Diego).

The staff is trained to help users find materials to satisfy their health information needs. For those who want to find basic health information online and are confused where to
start, go to our Reliable Health Links page and click on MedlinePlus or one of the other websites linked there.

Students must comply with the hours of operation (and are asked to call ahead, although a reservation is not required).

**HOURS**
Monday: Closed
Tuesday: 9 AM – 8 PM
Wednesday: 9 AM – 5:30 PM
Thursday: 9 AM – 5:30 PM
Friday: 9 AM – 5:30 PM
Saturday: 8 AM – 12 noon
Sunday: Closed

**Community Service (Paramedic Training Program only)**

Students enrolled in the Paramedic Training program will be afforded the opportunity to participate in community service volunteer work, as opportunities arise. Students will be notified in advance of all opportunities by the Program Director.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to
specific State law.

Schools may disclose, without consent, "directory" information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833, or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Student Record Keeping

EMSTA College maintains student records at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

EMSTA College shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

EMSTA College shall maintain, for each student granted a certificate by EMSTA College, permanent records of all of the following:
- The certificate granted and the date on which that certificate was granted.
- The courses and units on which the certificate was based.
- The grades earned by the student in each of those courses.

Student Complaint/Grievance Procedure

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution does not occur, the student is to document the concern in writing and make an appointment to meet with the Program Director. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Program Director will review the written statement and any supporting documentation, gather facts, and provide a written response to the student within ten (10) working days. The Program Director’s decision is final.
A student or any member of the public may file a complaint about this institution with the Bureau for 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 Web site, www bppe ca gov.

**TUITION, FEES AND REFUND POLICY**

EMSTA College accepts 2 types of Gl Bill benefits:
- The Post-9/11 Gl Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days.
- The Montgomery Gl Bill program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs.

If a 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.

**PARAMEDIC TRAINING PROGRAM**

<table>
<thead>
<tr>
<th>Registration Non-Refundable</th>
<th>Student Tuition Recovery Fund** Non-Refundable</th>
<th>Equipment &amp; Supplies***</th>
<th>Module 1: Didactic Tuition</th>
<th>Module 2: Clinical Rotation Tuition</th>
<th>Module 3: Field Internship Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00</td>
<td>N/A</td>
<td>$2,450.00</td>
<td>$8,175.00</td>
<td>$300.00</td>
<td>$500.00</td>
<td>$11,500.00</td>
</tr>
</tbody>
</table>

*Charges are for the period of attendance and the entire program.
**Non-Refundable, $.50 for every $1,000 rounded to the nearest $1,000.
***Equipment & Supplies includes textbooks/workbooks, iPads, online course access, class materials, uniforms, liability insurance and certifications.

**EMT**

<table>
<thead>
<tr>
<th>Registration Non-Refundable</th>
<th>Student Tuition Recovery Fund** Non-Refundable</th>
<th>Equipment &amp; Supplies ***</th>
<th>Tuition</th>
<th>Total Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00</td>
<td>N/A</td>
<td>$305.00</td>
<td>$620.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

*Charges are for the period of attendance and the entire program.
**Non-Refundable, $.50 for every $1,000 rounded to the nearest $1,000.
***Equipment & Supplies includes textbook/online course access/class materials, uniform shirts, liability insurance.

**Additional Fees, as applicable:**

- Returned Check - $15.00
- Additional Transcript - $7.00
- CPR, ACLS, PALS - $10.00
- NREMT Skills Test, Advanced EMT & Paramedic Training Program $280.00
- NREMT Skills Test, EMT $100.00
- Field Internship Remediation – Paramedic Training Program:
  - Refresher Course - $450.00
  - Graded SIMMS - $125.00
- Clinical Rotation - $300.00
- Oral Boards - $125.00
- Field Internship/ Admin - $700.00

➢ Paramedic Training Program Leave of Absence – Should a student take a Leave of Absence at any time during the Clinical Rotation, the cost incurred upon returning to complete the Clinical Rotation is $300.00. Likewise, if a student takes a Leave of Absence at any time during the Field Internship, the cost incurred upon returning to complete the Field Internship is $700.00.

➢ After successfully completing the Paramedic Course, to gain licensure in the state of California, the student is responsible for National Registry test application fees, licensure fees, and any additional fees that may be required.

Prerequisite Courses:

**Paramedic Training Program Prep Course**

*Course Number: 101*

*Course Name:* Paramedic Training Program Prep Course

*Course Hours: 48 Hours*

*Course Cost: $450.00*

*Description:*

An interactive class that is structured to give the student some insight on what to expect should they elect to take our comprehensive paramedic training program. This class is a 6 day, 7 hours per day class, taught over a 3 week (Tuesday/Thursday) period. Students will receive 42 hours of Continuing Education upon successful completion of the class.

*The topics covered are:*

- Standards of Care
- Professionalism and Etiquette
- Test taking strategy and effective study habits
- Overcoming common trouble areas in paramedic school
- The Paramedic Assessment
- Scene management
- Paramedic roles and responsibilities
- Radio reports
- Anatomy and Medical Terminology Overview
- Review of the Body Systems
- Aggressive airway control and Lab.
- Paramedic Drug Box (Pharmacology)
- Medication dose calculation
- Introduction to ECG interpretation
- Recognition and treatment of Medical Emergencies (San Diego County Protocol based)
- Recognition and treatment of Traumatic Emergencies (San Diego County Protocol based)
- Pediatric assessment and treatment
- Final Exam (Score will be considered when applying for Paramedic Program)
Anatomy and Physiology

Course Number: 102
Course Name: Anatomy and Physiology
Course Hours: 60 Hours
Course Cost: $450.00

Description:
This course is suitable for students at all skill levels and provides the student with a comprehensive theoretical foundation and medical terminology of the anatomy and physiology of the human body. The student will understand the human anatomy throughout all systems, physiology of the human systems, and the application of this knowledge in emergency situations. The class is presented with lecture, discussion, seminar, audiovisual multimedia, case study, written quizzes and tests, with a lab.

REFUND POLICY

STUDENT’S RIGHT TO CANCEL
1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: EMSTA, 11489 Woodside Avenue, Santee, CA 92071. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

Paramedic Training Program

Pursuant to the authority provided to the Bureau for Private Postsecondary Education (BPPE) in CEC β94921, the BPPE has determined that because of the unique way in which the Paramedic Training Program is offered and structured by EMSTA College, the following alternative to the requirements of CEC β94920(d), withdrawal refund calculation, is approved as follows:

- A student who withdraws from the Program prior to completing 336 hours of the didactic portion of the program shall be entitled to a pro rata refund of the remaining
didactic tuition as well as a full refund of the Clinical Rotation tuition and the Field Internship tuition.

- A student who withdraws from the Program after completing 336 hours of the Didactic training and prior to starting the Clinical Rotation shall be entitled to a full refund of the Clinical Rotation tuition and the Field Internship tuition.
- A student who withdraws from the Program at any point during the Clinical Rotation of the Program shall be entitled to a full refund of the Field Internship tuition.
- A student who withdraws from the Program at any point during the Field Internship will not receive a refund, the tuition is considered earned.

All Other Programs

You may withdraw from the school at any time after the cancellation period (described above) and 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. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Applicable To All Programs

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 School.
- 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. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. 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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.
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.

**Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**Application for STRF Payment**

A student seeking reimbursement under the Fund shall file a written application on the Bureau’s Student Tuition Recovery Fund Application Form, located
at: [www.bppe.ca.gov/students/index.shtml](http://www.bppe.ca.gov/students/index.shtml), signed under penalty of perjury that the form and all attachments are true and correct, which includes the following information:

1. The student's name, address, telephone number, email address, and social security number or taxpayer identification number;
2. If any portion of the total charges were paid from the proceeds of a loan, the name of the lender, and any state or federal agency that guaranteed or reinsured the loan;
3. Proof of the amount and description of the student's economic loss for the educational program, and the amount of the student's claim;
4. Proof of the date the student started and ceased attending the institution;
5. A description of the reasons the student ceased attending the institution, or if the student graduated, date of graduation;
6. The student's or borrower's authorization to allow the Bureau to negotiate with any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf to reduce the loan obligation;
7. The student's authorization to allow the Bureau to issue a payment directly to any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf; and
8. An assignment to the Fund and the Bureau of the student’s rights to collect those funds against the institution if any payment issues as a result of the application;
9. The institution name, address and phone number where the student attended;
10. Proof that the student was a California resident at time of enrollment, or was enrolled in a residency program;
11. Proof that the student paid into the STRF;
12. If the student took an approved leave of absence, documentation of the approval;
13. Whether the student has previously applied for STRF reimbursement;
14. Whether the course of study or portion completed prepared the student to take a state or national licensure exam; and
15. If the student transferred to another school, a list of all classes or units transferred.

The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.

Students whose total charges are paid by a third party payer are not eligible to apply for payment by the Fund.

The Bureau may conduct an investigation to verify whether to grant or deny a claim, and may request any additional information or supporting documentation.

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**ACADEMIC POLICIES**

**SATISFACTORY ACADEMIC PROGRESS**

All students are required to maintain satisfactory academic progress (SAP) toward the completion of their program of study by meeting qualitative and quantitative measures. Progress is based on obtaining an 80% in each course (qualitative measure) and completing
the program within 150% of the scheduled clock hours (quantitative measure).

Student progress is evaluated at the end of the each course; if the hours for the course are not earned the student has not met satisfactory progress.

If a student fails to meet the SAP requirements, that student will be placed on probation, until the next satisfactory progress check.

If a student changes programs or enrolls in an additional program, EMSTA College will not include the hours attempted and grades earned from the prior program toward the student’s current program.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>89-80%</td>
<td>Good</td>
</tr>
<tr>
<td>F</td>
<td>79% - below</td>
<td>Fail</td>
</tr>
<tr>
<td>P</td>
<td>79% - below</td>
<td>Pass – successful completion of the course.</td>
</tr>
<tr>
<td>IC</td>
<td>79% - below</td>
<td>Incomplete - a portion of the course has not been completed. The student must complete the program within 30 days of taking the IC. Failure to do so will result in a Withdrawal.</td>
</tr>
<tr>
<td>T</td>
<td>Transfer of Credit – program credit granted from another institution.</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress – a portion of the course is still in progress</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td></td>
</tr>
<tr>
<td>RC</td>
<td>Remedial Course</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal – student has withdrawn from the course.</td>
<td></td>
</tr>
</tbody>
</table>

Incomplete, Transfer of Credit, Repeat, Remedial Course, and Withdrawal course designations have no effect on the qualitative measure of satisfactory progress. When a course is repeated, the second grade is included in the cumulative grade average.

Hours attempted and designated as a Repeat, Remedial Course and Withdrawal are included in the quantitative measure of satisfactory progress. All hours attempted count towards the requirement of a student to complete the program within 150% of the scheduled clock hours.

**Warning and Probation**

Failure to achieve an 80% in a course will result in the student being placed on warning notice.

Students that have been placed on warning notice will meet with the Program Director, or designee, to develop a warning plan that will outline requirements for the student to meet satisfactory progress standards by a specific time frame. The student’s academic plan will be reviewed with the student during the warning period as stated on the plan.

At the end of the period of warning notice, if the student does not meet the minimum standards to obtain satisfactory progress, the student will be placed on academic probation.
A student may be on academic probation one time during his / her program unless granted a successful appeal.

**Appealing a Probation**

A student may appeal an academic probation by requesting a review by the Academic Review Board (ARB). The written appeal must state the mitigating circumstances that contributed to the academic determination. The written appeal must be supported with appropriate documentation that may include mitigating circumstances with explanation on how the circumstances have been remedied or changed, as applicable. Mitigating circumstances are events that are outside the students control and are unavoidable.

Examples of events that may be considered a mitigating circumstance and which has negatively impacted academic progress include but are not limited to: death of an immediate family member, student illness requiring hospitalization, divorce proceedings, previously undocumented disability, work-related transfer or change in work schedule during the term, natural disaster, financial hardship such as foreclosure or eviction, and others.

The student may be asked to appear in person during the review process when deemed necessary by the Program Director or request an ARB. The appeal process ends with the Campus President. Appeals may result in any one of the following actions:

- Reinstatement on probation with an academic plan where the student will be held to specific requirements which must be met by the end of the next course.
- Reinstatement without probation should documentation support satisfactory progress.
- Denial of the appeal and the student will be dismissed from the program.

When SAP is met within the timeframe documented on the academic plan the student will have established satisfactory academic progress.

**Procedures for Re-establishing SAP after Academic Dismissal**

A student who is denied an appeal is not eligible for reentry to the College for a period of one year. If applying for readmission, the student must meet with the Program Director at least two weeks prior to the start of the term in which the student wishes to return following the appeal denial described in the section above. The student must demonstrate resolution to any mitigating circumstances.

A readmission student who is granted admissions dismissed due to unsatisfactory progress will be placed on probation with an academic plan upon re-entry and will be required to meet certain additional academic conditions as specified by the Program Director and / or the ARB in their decision to grant admissions. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student’s academic performance. When SAP is met within the timeframe documented on the academic plan the student will have established satisfactory academic progress.

A student is allowed one and only one reentry after being academically dismissed.
ARB (Academic Review Board) Members

Rick Foehr, President
Connie Foehr, Secretary/Treasurer
Ted Chialtas, Paramedic Program Director
Jean Moore, Chief Financial Officer

Note: Students may also be placed on probation for a non-academic reason including but not limited to the following:
- Repeated and/or unexcused absence
- Repeated and/or unexcused tardiness
- Inappropriate and/or unprofessional conduct or behavior
- Failure to comply with the dress or behavior code

Re-entry

Students who have been withdrawn from a program may request re-entry into the program. The student must meet with the Program Director and provide a written statement detailing the reasons for withdrawal. A re-entry request will be considered when evidence is shown that the circumstances that caused the withdrawal have been rectified.

Attendance

Attendance is REQUIRED for all didactic sessions.

A student will be allowed up to three (3) absences with prior approval of the primary instructor during the didactic segment of the program. A student will be allowed two 15-minute tardies. Absences and tardies require the student to notify the President by appointment or telephone. Failure of the student to notify the Program Director will lead to administrative probation. A student may be dismissed from the program as a result of the fourth absence. A student will be placed on administrative probation after the third tardy, and then will be dismissed from the program after the fourth tardy. This process will be held reviewable by the President.

Phlebotomy Technician Program only: 100% attendance is a mandatory requirement during the didactic portion. Should a student have one absence or tardy, he/she will be dismissed and may be eligible to re-enter the Program with a succeeding class.

Faculty documents all absences and tardies.

It is the student's responsibility to obtain any information from all missed time.

Students who must miss a class due to medical illness will be required to show proof from a licensed physician in California of treatment for that documented illness. A maximum of four (4) medical absences will be allowed with notification of the primary instructor.

Students are required to remain in class until the end of the scheduled session. If the student must leave early, the student must notify the primary instructor prior to leaving. The student is responsible for all materials/subject matter missed due to leaving prior to the end of class.
In an emergency, only the Program Director or the primary instructor may cancel a class. Students should confirm class cancellation by calling the Program Director.

**Make-Up Work**

The primary instructor may require the student to perform additional assignments to make up information missed.

Quizzes missed due to tardiness will result in a grade of zero for that quiz. The student will be required to make up quizzes missed before the next class session. The score on those quizzes will not be included in the student’s cumulative score.

**Leave of Absence**

Requests for leave of absence may be granted for emergency reasons only. The student must submit a written request to the Program Director for approval. Supporting documentation may be required. A student may be granted a leave of absence not to exceed a total of 180 calendar days in a 12 month period. If a student does not return at the expiration of a leave, the withdrawal policy will apply.

Paramedic Training Program - Should a student start his/her LOA during the Field Internship, fees incurred upon returning to complete the Field Internship are: $200.00 Mentor fee and $500.00 Preceptor fee.

**Withdrawal**

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- failure to maintain satisfactory academic progress;
- failure to abide by the rules and regulations of the institution;
- absences in excess of maximum set forth by the institution;
- failure to return from a leave of absence; and/or
- failure to meet financial obligations to the school.

**Clock Hour**

EMSTA College utilizes clock hours as a measure of credit. A clock hour is defined as a 60 minute span of time with no less than 50 minutes of actual instruction.

**Course Numbering System**

EMSTA College's numbering system consists of three numbers, with the first number indicating if one or more courses are within a program and the last two numbers in the 200 level indicating the sequence courses are taken in from low to high:

- 100 level for a non-degree program with one course
- 200 level for non-degree programs with more than one course
Graduation

A student will be eligible for graduation and receive a certificate upon meeting the following conditions:

1. Completed all required hours and program/course requirements;
2. Received a 80% cumulative GPA; and
3. Cleared all financial obligations.

STUDENT CONDUCT POLICIES

Student Conduct 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 make payments on dates due

Smoking and Tobacco Products

Smoking and the use of any tobacco or tobacco related products are not allowed in any enclosed area of the facility.

Use of Electronic Media

Access to the Internet and websites and to other types of School-paid computer access is intended for School-related business only. This policy includes personal computer access to the wireless system in the classroom setting. Cell phones/pagers are not allowed on campus, and the use of cell phones is prohibited at all times in the classroom. The President must approve any information about EMSTA College, its products or services, or other types of information that may appear in the electronic media regarding the School before the information is placed on an electronic information resource that is accessible to others. Misappropriation of proprietary digital media will result in immediate dismissal from the program.
Unlawful Harassment

EMSTA College is committed to providing an environment free of unlawful harassment. School 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. The School’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 of the School, 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 any School official or the President 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 Administration or the President. The School will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the School determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or student determined by the School to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination/dismissal. A School representative will advise all parties concerned of the results of the investigation. The School will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The School 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**

EMSTA College 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, and therefore seriously impair the employee’s or student’s value to the School. 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 the School 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 the School.

The following rules and standards of conduct apply to all employees and students either on School property or during the workday (including meals and rest periods). Behavior that violates School 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 EMSTA College activity;
- Driving a School 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. EMSTA College also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, EMSTA College reserves the right to conduct searches of School property or employees/students and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

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 EMSTA College. In addition, the School must keep people who sell or possess controlled substances off School premises in order to keep the controlled substances themselves off the premises.

Any employee or student who is using prescription or over-the-counter drugs that may impair the employee’s ability to safely perform the job or affect the safety or well-being of others, must notify school administration of such use immediately before starting or resuming work.

**Dress Code**

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 EMSTA College. It is the goal of EMSTA College to promote an image to all the San Diego County Prehospital Agencies, Hospitals, and staff as well as the citizens they
serve, that EMSTA College is a professional Emergency Medical Services (EMS) training program.

**Uniform 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**

A school-supplied t-shirt or polo with EMSTA logo (*EMT*).
- *Additional shirts may be purchased from the school.*

A school-supplied Class B uniform shirt, **t-shirt and pant** (*Paramedic*).

Navy blue dress slacks or EMS pants with black leather belt.

Black boots, black polished shoes or black tennis shoes (all with non-marking soles).
- *“Flip-flops”, clogs, excessively high heels, and slippers are not acceptable.*

**Grooming Standards**

- It is also the goal of EMSTA College 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 should be well groomed and of a natural color. All students must have their hair secured off the face and base of their neck while in class.
- Face/chin must be clean-shaven at all times.
  - *Chin is defined as the center portion of the lower jaw beginning at the lower lip (no goatees)*
  - *Mustaches are allowed but must be kept neatly trimmed at all times*
- 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).
- EMSTA College staff shall have the complete authority to cause the above standards to be met. The burden of proof, should a conflict arise, shall be on the student.
- Deviations may be permitted only when facial characteristics are unusual, making stated regulations impossible to administer, or by special permission by the Paramedic 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 College 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 College 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 College, while in class, performing field/clinical experience or representing the College 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:
  - Depictions of nudity or violence.
  - Sexually explicit or vulgar art, words, phrases or profane language.
  - Symbols likely to incite a strong reaction in the workplace, i.e., swastikas, pentagrams or similar symbols.
  - 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 ¼” 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.
PARAMEDIC TRAINING PROGRAM

Program Length: 1249 hours, 44 or 56 weeks
Award: Certificate

Program Description

The Paramedic Training Program is a comprehensive program consisting of classroom (didactic), skills lab, clinical (hospital experience), and field internship components.

Upon completion of the entire course, a Certificate of Completion is issued. This certificate allows students to apply for the National Registry Certification/Licensure and subsequently for employment as an EMT-Paramedic. This course meets the requirements set forth in the State of California Health and Safety Code, Title 22, and conforms to the National Paramedic Curriculum, formulated by the U.S. Department of Transportation.

Program Objectives

Upon completion of this course, the student will be able to:

1. Conduct a primary and secondary survey and communicate information in brief, organized and accurate manner
2. Describe pathophysiology, signs/symptoms and appropriate pre-hospital care for disorders (medical and trauma)
3. Demonstrate correct knowledge of airway management procedures
4. Demonstrate and describe correct basic and advanced resuscitation procedures
5. Accurately take vital signs
6. Initiate, maintain and discontinue intravenous therapy via venipuncture techniques
7. Prepare and administer medications via intravenous, intramuscular, subcutaneous and intraosseous routes
8. Apply monitoring electrodes and accurately interpret the electrocardiogram rhythm observed, to include 12-Lead ECG interpretation
9. Demonstrate and accurately perform a neurological assessment
10. Demonstrate the procedure for lung auscultation and correctly interpret breath sounds
11. Identify and demonstrate the correct procedures for treating fractures and hemorrhage
12. Develop effective rapport with medical personnel
13. Instill patient confidence through the use of the appropriate communication techniques
14. Be sensitive to, and provide support for, the physical and emotional needs of both patient and family
15. Demonstrate thorough knowledge of Paramedic National Registry and local paramedic treatment protocols and medications
Course Descriptions

200 Didactic (Classroom) – 369 hours  
Prerequisite: Prospective students must successfully complete a Paramedic Prep, or Paramedic Prep class at EMSTA College.

This is the classroom portion of the training program. This section consists of 369 hours of lecture presentations, discussion, and workshops. The didactic portion of the programs lasts approximately six (6) or eight (8) months, depending upon class format. Successful completion of the didactic section requires a minimum score of 80% on all written exams.

205 Didactic (Skills Lab) – 191 hours  
Prerequisite: None

This practical portion of the training program consists of skills training under controlled laboratory conditions and is taught concurrently with the didactic section. It is designed to familiarize the students with the procedures associated with the practice of Para medicine. The student will utilize industry equipment, view an autopsy (if possible), as well as practice on a SIMMS manikin with IVs, intubations, and needle thoracotomy before practicing on humans in the Clinical portion. Successful completion of the Skills Lab portion of Didactic requires a minimum score of 80% and no “critical errors” on the practical exams (Graded Simulations) and Field Readiness Interviews (Oral Board Exams).

210 Clinical – 160 hours  
Prerequisite: Successful completion of courses 200 and 205

This practical, “hands-on,” portion of the training program puts the student in direct contact with actual patients during controlled, in-hospital, training sessions. This portion requires the student to complete 160 hours of patient contact in a clinical setting. Students will work under the direct supervision of a preceptor at the facility and hone their skills learned in the Skills Lab. An EMSTA Mentor will also be assigned to monitor the students’ progress. Students may work with preceptors in the Emergency Department, Intensive and Cardiac Care Units, Surgery, Cardiac Cath Lab, Laboratory, Labor and Delivery, Nursery, and other related areas.
220 Field Internship – 529 hours, twenty-two (22) 24-hour shifts or forty-four (44) 12-hour shifts

Prerequisite: Successful completion of courses 200, 205 and 210

The internship is the final practical portion of the program, which consists of 529 hours, twenty-two 24-hour shifts, or forty-four 12-hour shifts. Students will be assigned to an active Field Preceptor with either a private ambulance service or fire department paramedic unit. The student will perform the full scope of practice of the EMT-Paramedic, under the direct supervision of their preceptor. An EMSTA Primary Instructor will also be assigned to monitor the students’ progress on a shift-by-shift basis while in this rotation.

Licensing Requirements
Before a graduate can obtain entry-level employment as a licensed paramedic, the graduate must take and pass the National Registry Certification computerized exam and the National Registry Practical Skills exam after graduation from the program. These two additional exams cannot be completed on the same day. The computer-based National Registry exam is offered on various dates at eight (8) Pearson Vue Educational Centers located throughout the State of California. The National Registry Practical Skills exam is scheduled approximately one month after graduation at EMSTA College, or the graduate can attend any other National Registry Practical Skills exam offered at various times at colleges throughout California. After passing the National Registry computer-based exam and Practical Skills exam, the graduate must obtain a State Paramedic license. This process can take as long as four weeks, depending on the workload of the specialist at the CA State EMSA office. Once the student receives the State Paramedic License, he/she can apply for a job as a licensed Paramedic. Following provides details for applicants when an application for licensure can be denied:

Title 22 Requirements, Section 100173 Denial/Revocation Standards

(a) The authority shall deny/revoke a paramedic license if any of the following apply to the applicant:
   (1) Has committed any sexually related offense specified under Section 290 of the Penal Code
   (2) Has been convicted of murder, attempted murder, or murder for hire
   (3) Has been convicted of two or more felonies
   (4) Is on parole or probation for any felony

(b) The authority shall deny/revoke a paramedic license if any of the following apply to the applicant:
   (1) Has been convicted and released from incarceration for said offense during the preceding fifteen years for the crime of manslaughter or involuntary manslaughter
   (2) Has been convicted and released from incarceration for said offense during the preceding ten years for any offense punishable as a felony
   (3) Has been convicted of two misdemeanors within the preceding five years for any offense relating to the use, sale, possession, or transportation of narcotics or addictive or dangerous drugs
   (4) Has been convicted of two misdemeanors within the preceding five years for any offense relating to force, violence, threat, or intimidation
   (5) Has been convicted within the preceding five years of any theft related misdemeanor
(c) The authority may deny/revoke a paramedic license if any of the following apply to the applicant:
   (1) Has committed any act involving fraud or intentional dishonesty for personal gain within the preceding seven years
   (2) Is required to register pursuant to Section 11590 of the Health & Safety Code
(d) Subsections (a) and (b) shall not apply to convictions that have been pardoned by the governor, and shall only apply to convictions where the applicant/licensee was prosecuted as an adult. Equivalent convictions from other states shall apply to the type of offenses listed in A and B. As used in this section, “felony” or “offense punishable as a felony” refers to an offense for which the law prescribes imprisonment in the state prison as either an alternative or the sole penalty, regardless of the sentence the particular defendant received.

Paramedic Training Program Policies

Clinical Rotations

Each student is required to complete 140 hours at the assigned Hospital and 20 hours at Rady Children’s Hospital. Failure to successfully complete this portion of the program will result in dismissal or reassignment to complete this portion with the next Paramedic class. If you are reassigned, you will not graduate with your class and you will not be allowed to treat pediatric patients during your Field Internship, e.g., ET tubes, IV’s.

Field Readiness Interview

This interview process is intended for the paramedic student to show proficiency in the standard required topics that his/her preceptor would be asking on the first day of the Field Internship. The subject matter of the interview will be selected on a random basis by a panel of three EMSTA instructors. All questions have been verified as reliable and valid by the faculty prior to the interview. The student should prepare him/herself to answer questions such as: identification of ECG rhythm strips, pathophysiology, A&P, five parts of the run, and San Diego County drugs and protocols. Should a student score below 80% on the first attempt, the instructor will schedule a second attempt. Failure to score an 85% on the second attempt, a “no show” or late by 15 minutes will be considered a fail and will result in immediate dismissal from the program.

Students who fail the second attempt will be required to re-take the entire Paramedic Training Program from the beginning at their discretion. The school will offer a discount to those students who elect to return for a second time.

Field Internship

Students are required to have a minimum of 40 Advanced Life Support contacts during this phase of training. The preceptors in this rotation have at least two years of full time EMT-Paramedic experience. Every effort is made to keep each student with his or her assigned preceptor through the entire field internship portion. If a student resides outside the direct service area of the school, he/she may apply to arrange preceptorship closer to his/her home. Please see the Program Director for more details. Some field internship locations may
charge the student to precept with their personnel. This charge is included in the cost of the course.

Didactic classroom sessions typically meet between the hours of 9:00 a.m. to 5:00 p.m. Monday, Wednesday, and Friday. Clinical sessions are arranged individually with the facility or preceptor. The Field Internship is arranged with the preceptor on a shift basis, according to his/her regular schedule. The time allowed to complete the course is 11 months for the March class and 11 months for the September class.

The NREMT has recently implemented CBT (Computer Based Testing) for their written exam. Students will be eligible to take this exam as soon as they complete the Field Internship portion of the Program. Some students may finish the Field portion of the Program sooner, as a 24-hour unit assignment will complete in two months, while a 12-hour unit assignment will complete in three months, twenty-two 24-hour shifts vs. forty-four 12-hour shifts. It is the school policy to graduate the entire class together. Passing the NREMT Skills testing is required to obtain an NREMT Certification card. The school typically schedules this testing after graduation, which would eliminate the possibility of students finishing the Program ahead of others. The NREMT testing fees are not included in the course fee.

Although the State of California recognizes the National Registry Exam for EMT-Paramedic as the licensing examination, the individual counties may have restrictions on the paramedic practice within the respective county. The curriculum at EMSTA College is designed to provide education in both theory and skills consistent with the National Curriculum. We will be teaching protocols for San Diego County only.

**Field Internship Remediation Policy**

Should a student fail the Field Internship portion of the program, he/she must be remediated prior to re-taking the Field. The student will remediate by:

- Successfully completing a 48-hour DOT certified Paramedic Refresher class at EMSTA
- Successfully completing three Graded Simulations including Medical, Trauma, and Mega Code.
- Successfully completing Clinical Rotations (if required)
- Successfully completing Oral Boards Examinations
- Successfully completing Field ride-alongs documenting a total of 30 ALS contacts.
- Successfully completing full Field Internship

Upon successful completion of these requirements, the student will be eligible to re-take the Field Internship with a new Preceptor. Upon successful completion of the Field re-take, the student then must complete a check-off ride with their original Preceptor to verify successful completion of the Field Internship. Failure to complete the Field re-take will result in the student’s inability to complete the Program at EMSTA.

**Additional Information**

The Point Loma Nazarene University/EMSTA College for EMS Consortium is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org)
upon the recommendation of the Commission on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The Commission may be contacted at the following address:

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

NOT FOR CREDIT COURSES

Emergency Medical Technician (EMT)

**Non-Credit Course Number: 103**
*Prerequisite: CPR*

**Course Length:** 202 Hours, 8 Weeks  
**Award:** Certificate

**Course Description and Objective**

**Didactic & Skills Lab**

The Emergency Medical Technician (EMT) course is a hands-on, interactive experience. Upon successful completion of this course (202 hrs. of lecture and field/clinical), and the NREMT Exam the student will be Nationally Certified and can apply to become certified at the state and local level. This can lead to employment in a wide range of job opportunities in the Pre-hospital (Ambulance, Fire Dept. etc.) and hospital settings as well as other healthcare related careers.

During the course students are required to do a 10-12 hour ride along with an ambulance crew transporting patients and/or complete an 8 hour hospital emergency room observation. During these clinical times, students perform patient assessments and assist with patient care (including CPR, C-Spine Immobilization, airway management, etc.)

The curriculum is based on NREMT, National Emergency Medical Services Education Standards, and Title 22 for the State of California. The course is 202 hours, including field/clinical experience.

**Re-entry**

Students who have been withdrawn from a program may request re-entry into the program. The student must meet with the Program Director and provide a written statement detailing the reasons for withdrawal. A re-entry request will be considered when evidence is shown that the circumstances that caused the withdrawal have been rectified.
Administration

Rick Foehr, Owner, President, Program Director  
Connie Foehr, Owner, Treasurer/Secretary, V.A. Certifying Official  
Rodney Geilenfeldt – EMT Training Coordinator  
Dana Williams, Office Manager, V.A. Certifying Official, Marketing Specialist  
Erika Menchaca, Admissions Specialist, Career Services Coordinator

Faculty

Cochran, Jennifer, RN  
BSN, Point Loma Nazarene University  
BA in Psychology, University of Redlands  
BS in Biology, University of Redlands  
15 years ALS/Nursing experience

Foehr, Rick, Paramedic  
BA in Business, National University  
30 years ALS working experience

Gates, Carolyn, Paramedic  
AAS in Paramedic Education, Camden County College  
21 years ALS working experience

Geilenfeldt, Rodney, Paramedic  
BS in Occupational Studies/Emergency Services, Long Beach State University  
12 years ALS working experience

Hamblin, Jonathan, Paramedic  
15 years ALS working experience

Saner, Dan, Paramedic  
AS in Fire Science, Mira Mar Community College  
35 years of ALS working experience

Beau Pate, Paramedic, RN  
BSN, National University  
6 years ALS working experience

Stacy Thompson, RN  
BSN, Mt. San Juanito College  
15 years ALS working experience

Terri Trudell, Paramedic  
14 years ALS working experience

Christison, Brian, Paramedic
Hardenburger, Dave, Paramedic
BS in Occupational Studies, California State University, Long Beach
16 years ALS working experience

Teaching Assistants

Christison, Victoria, Paramedic
AS in Fire Prevention, San Diego Miramar Community College
8 years ALS working experience

Conover, Bill, Paramedic
33 years of ALS working experience

Denhalter, John, Paramedic
8 years ALS working experience

Hamel, Kevin, Paramedic
6 years ALS working experience

Hotka, Brian, Paramedic
16 years ALS working experience

Maxwell, Paul, Paramedic
26 years ALS working experience

Miranda, Dave, Paramedic
AS in Fire Science, San Diego Miramar Community College
5 years ALS working experience

Northrup, Josh, Paramedic
AA in General Studies, Southwestern Community College
2 years ALS working experience

Chad Arnold, Paramedic
3 years ALS working Experience

Matt Branley, Paramedic
10 years ALS working experience

Cody Churchman, Paramedic
4 years ALS working experience

Matt Collins, Paramedic
2 years ALS working experience
Kevin Doyle, Paramedic  
3 years ALS working experience  

Garret Estevane, Paramedic  
6 years ALS working experience  

Bryan Harward, Paramedic  
BS, Fort Hays State University  
4 years ALS working experience  

Blake Ojeda, Paramedic  
2 years ALS working experience  

Chris Paddock, Paramedic  
AS, Fire Science, Miramar College  

Demitrius Prado, Paramedic  
10 years ALS working experience  

Shaun Richardson, Paramedic  
8 years ALS working experience  

Roumayne Spiering, Paramedic  
4 years ALS working experience  

Brian Varner, Paramedic  
AS, Fire Science, Miramar College  
7 years ALS working experience  

Rachel Warren, Paramedic  
2 years ALS working experience  

April Youngquist, Paramedic  
AS, Finance Management, College of Automotive Management  
3 years ALS working experience  

Medical Advisor  
Witucki, Pete, MD  
Medical School, Loyola University of Chicago  
12 years working experience as an Emergency Medicine Physician  

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**VETERAN OR ELIGIBLE PERSON’S INFORMATION BULLETIN**  

**TRANSFER OF CREDIT**  

EMSTA College will inquire about each veteran or eligible person’s previous education and training, and requires that each prospective student request transcripts from all prior institutions, including military training, traditional coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The active
military members, veterans or eligible person and the Department of Veterans Affairs will be notified of the evaluation result and EMSTA College will maintain the written records.

**LEAVE OF ABSENCE**

If an active military member, veteran or eligible person is granted a leave of absence the VA will be promptly notified and benefits will be terminated for the duration of the leave.

**SATISFACTORY ACADEMIC PROGRESS**

If an active military member, veteran or eligible person is withdrawn for not meeting Satisfactory Academic Progress the VA will be promptly notified and benefits will be terminated.

**VETERANS AND ELIGIBLE PERSONS – CANCELATION AND WITHDRAWAL FROM THE PROGRAM**

**STUDENT’S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

3. Cancellation may occur when the student provides a written notice of cancellation at the following address: EMSTA, 11489 Woodside Avenue, Santee, CA 92071. This can be done by mail or by hand delivery.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

**WITHDRAWAL FROM THE PROGRAM**

The refund policy for veterans and other eligible persons shall be calculated at 100% pro-rata throughout the duration of the program, less $10.00 registration fee.

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 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 School.
- 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. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 days.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. 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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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 an active military member, VA student or eligible person is withdrawn the VA will be promptly notified.

**REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**

For information or for resolution of specific veteran benefit payment issues, the veteran or eligible person should call the Department of Veteran Affairs nationwide toll-free number at 1-800-827-1000.

**Name of Institution:** EMSTA, Inc. DBA EMSTA College  
**Physical Address:** 11489 Woodside Ave.  
Santee, CA 92071  
**Mailing Address:** P. O. Box 21894  
El Cajon, CA 92021  
**Telephone Number:** 619-593-6782  
**Emergency Number:** 619-562-4664  
**Fax:** 619-593-6786
Active Military Member, Veteran or Eligible Person Attestation

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment, which contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name (Veteran or Eligible Person): ________________________________

Signature: __________________________________________________________

Date: __________________________________________________________________

Enrolled by (Print Name):_______________________________________________

Signature: __________________________________________________________

Date: __________________________________________________________________
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<td>Intubation mannequins, pediatric</td>
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<td>O2 cylinders</td>
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<td>Flow meter</td>
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<td>Suction tubing</td>
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<td>Rigid and flexible suction catheters</td>
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<td>Endotracheal tube</td>
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<td>Backboards</td>
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<td>B/P cuffs and stethoscopes</td>
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<td>Cold pack</td>
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<td>Irrigation solution, 500 ml normal saline</td>
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<td>Irrigation solution, 500 ml sterile water</td>
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<td>Disposable pen lights</td>
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<td>Triage tags</td>
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<td>Pulse Ox finger probe</td>
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<td>Computers</td>
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<td>Broslow tape</td>
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<td>IV stands</td>
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