



California Institute of Emergency Medical Training - Enrollment Agreement

Instruction will be provided at these locations:

2669 Myrtle Ave. # 201-203 Long Beach, CA 90755 (Main Campus)

13933 Crenshaw Blvd Hawthorne CA 90250 (Satellite Campus)

This program consists of twenty-one (21) classroom sessions (seven hours per session) and is designed to give the student the skills and knowledge to function as a working Emergency Medical Technician at a basic level and to facilitate the passing of the National Registry Exam. All equipment required for the course of study such as stethoscopes, blood pressure cuffs, splinting devices and spinal boards will be provided by the school at no cost to the student. The program is intended for those who want to gain employment as a firefighter, emergency care technician at a hospital, as an ambulance driver or attendant. It is also for those individuals who are planning on attempting to obtain a higher level of medical training such as RN, PA or MD as an enhancement for the competitive application process for those professions.

Certification Program for Emergency Medical Technician (EMT):

Didactic & Skills (21 classes)

126 Hrs.

Clinical

24 Hrs.

CIEMT On-Line

20 Hrs.

Total Class

170 Hrs.

Cancellation and refund policy: STUDENT'S RIGHT TO CANCEL

Students are required to submit a two-hundred-dollar (\$250.00) registration fee as a condition of registration for the Initial Certification Program for EMT-Basic. Cancellation of attendance in this program will allow the student a full refund only if cancellation is made Ten (10) working days prior to the start date of the class in which the student has registered. If cancellation is made less than ten working days prior to the start date of the course, the registration fee is considered non-refundable. Cancellation is defined as sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the **registration fee is considered non-refundable.** (Matthew Goodman CIEMT Program Director, 562 989-1520, Admin@CIEMT.COM)

Student Services:

Student services at the CIEMT consist of both a reference library and online web access at the school, to broaden student research options. If necessary, academic counseling will be provided at no cost to the student at the start of the second week and third week of the Initial Certification Program for Emergency Medical Technician course. The need for counseling and subsequent tutorial recommendations will be determined by a thorough review of both academic grades on daily quizzes and practical skills performance evaluation. Tutoring will be available for a nominal fee (\$15 per Hour) by qualified CIEMT instructors, approved and designated by the program director. All other required material including the EMS policies guide to Los Angeles County scope of practice will be provided by the CIEMT at no additional cost to the student.

The CIEMT refund policy for the unused portion of tuition fees: Students who withdraw from the Initial Certification Program for EMT and have completed 60 percent or less of the course a refund shall be calculated as follows: (if the student has attended more than 60 percent of the course no refund will be due.)

1. A registration fee of \$250 dollars will be deducted from the total tuition.
2. The remaining figure will be divided by the number of hours in the program.
3. The sum arrived at through the calculations of #2 is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours of instruction by the hourly charge for instruction plus the amount of the registration fee.
5. The refund shall be any amount in excess of the figure derived in #4 that was paid by the student.
6. If the student has attended greater than 60% of the CIEMT EMT-Basic course tuition will not be refunded.
7. The student must exercise his or her right to cancel or withdraw before attending skills day 2. For your EMT program the date will be _____24

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

1747 N. Market Blvd. Ste. 225, Sacramento California 95834

P.O. Box 980818, West Sacramento CA 95833-0818

Ph (888) 370-7589 or by Fax (916) 263-1897

Ph (916) 431-6959 or by Fax (916) 263-1897 www.bppe.ca.gov



Example: If a student withdraws from the CIEMT EMT course after attending 75 hours of program, the refund of tuition would be calculated as follows:

1. \$1110.00 Course Fee - \$0 STRF - \$250.00 Registration Fee = \$860.00
2. \$860.00 divided by the number of hours in the program 146 Hrs. = \$5.89 an hourly charge for the program.
3. The amount owed by the student would be the hours in which the student attended the course 75 hours X the hourly charge \$5.89 = \$441.75 plus the registration fee of \$250.00 equaling a student owed amount of \$691.75
4. The amount in excess and refund to the student would be tuition amount \$1110.00 – \$691.75 the amount owed by the student, which would equal a refund amount paid to the student of \$418.25.

If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Student Tuition Recovery Fund

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

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery.

If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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. Cancellation or withdraw from the program is defined as either directly speaking to the CIEMT course program director or sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the deposit is considered non-refundable. (Matt Goodman, CIEMT Program Director, 562 989-1520, ADNIN@CIEMT.COM)

If the student is eligible for a student loan and the student defaults on a **federal or state** loan, both of the following may occur: The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount any refund.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CIEMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn in the CIEMT EMT-Basic program is also at the complete discretion of the institution to which you may seek to transfer. If the completion 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 course work at the institution. For this reason, you should make certain that your attendance at this institution meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIEMT to determine if your completion certificate will transfer.

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

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

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Student's initials _____

I certify that I have received/obtained the catalog, School Performance Fact Sheet and information regarding completion rates, placement rates, certification exam passage rates, and salaries or wages information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Complaints: A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at www.bppe.ca.gov

THE FULL AMOUNT OF \$1200 (ONE THOUSAND TWO HUNDRED DOLLARS) IS THE TOTAL CHARGE TO ATTEND THE INITIAL CERTIFICATION PROGRAM FOR EMT AND IS DUE IN FULL NO LATER THEN THE FIRST DAY OF INSTRUCTION OF THE COURSE.

STUDENT TUITION RECOVERY FUND FEE	\$0.00 (non-refundable)
CERTIFICATION PROGRAM FOR EMT	\$860.00 +
REGISTRATION FEE	\$250.00 (non-refundable within 10 working days of course)
TEXTBOOK FEE	<u>\$90.00</u>

TOTAL EMT COURSE TUITION \$1200.00

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

TOTAL TUITION FOR THE CURRENT PERIOD OF ATTENDANCE: \$1200.00

ESTIMATED TOTAL TUITION FOR THE ENTIRE EDUCATIONAL PROGRAM: \$1200.00

THE TOTAL TUITION THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1200.00

OPTIONAL TUTORING _____ \$20.00/Hr.
PREREQUISITE: AHA BLS COURSE FEE-----CIEMT STUDENT \$40-----OTHER ENTITY-----\$60-\$100

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

STUDENT SIGNATURE _____ DATE _____

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

CIEMT PROGRAM DIRECTOR SIGNATURE _____

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

The name of your program is _____.
Period covered by this enrollment agreement

Your Program Start Date _____ 2024 Your Program End Date _____ 2024

An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

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STUDENT INTERN & IN CLASS ATTENDANCE AGREEMENT

This agreement is entered into on _____, 20____ between (“The Student”) _____ who lives at _____ and CIEMT (“Agency”).

Student is enrolled in a course of study at the California Institute of Emergency Medical Training designed to enable the student to gain eligibility to become a licensed/certified Emergency Medical Technician-Basic. As part of the curriculum, Student has enrolled in the Clinical Experience, which is offered through the School with Agency’s assistance. The Clinical Experience involves: 1) Student’s performing acquired pre-hospital skills alongside Agency’s personnel; and, 2) accompanying and observing the Agency’s personnel providing emergency and non-emergency ambulance transport, care and related services. This will now also include “IN CLASS ATTENDANCE”.

Student has asked to participate in Clinical Experience and IN CLASS ATTENDANCE knowing that participation will require Student to accompany Agency personnel or Instructors in dangerous and potentially life-threatening situations. Student realizes that Agency could not, and would not, allow Student to accompany its personnel without his/her agreement to: (1) release the Agency from any and all claims for injury or death which may result from Student’s participation in the program; (ii) assume the risk of death or injury associated with the Clinical Experience and IN CLASS ATTENDANCE; (iii) agree to read, understand and follow Agency’s policies, procedures and guidelines; (iv) act in a professional and respectable manner at all times; and follow the instruction/direction of Agency personnel and Instructors with respect to patient care, demeanor, safety, use of personal protective devices, scene control, etc.

Student understands that he or she is exposing himself or herself to certain risks inherent in the activities associated with the Clinical Experience and IN CLASS ATTENDANCE. Student hereby represents that he or she AGREES TO ASSUME THE RISKS INHERENT IN THE ACTIVITY. These risks include, but are not limited to, being hurt or injured: (1) by broken glass (or other scene hazards) including various cuts about the head, face, eye, hands, legs, and torso; (2) by exposure to tetanus or contagious diseases such as the Hepatitis B virus, COVID-19 and Omicron the Human Immunodeficiency Virus (“HIV”); (3) injury due to gurney lifts and or drops; (4) injury from slip and fall type incidents; (5) various strains and/or sprains to one and/or all muscle groups; (6) risks associated with “Code 3” or emergency driving; and (7) risks at the scene of emergencies including assault and battery. In consideration of Agency’s agreement to provide the Clinical Experience to Student without cost and IN CLASS ATTENDANCE at the cost of the course, Student agrees to release and forever discharge Agency and its owners, officers, employees, and agents of and from all claims, demands, suits, injuries or damages of any kind arising in any way out of the Student’s participation in this program provided, however, that this indemnity is not intended to cover claims against agency arising solely out of Agency’s own negligence or intentional conduct

Student further agrees to:(1) follow Agency’s policies, procedures and work rules;(ii) follow Agency’s instruction and direction with respect to patient care, safety, personal protection; and, abide by Agency rules and direction. Student understands that failure to follow the Agency’s direction may result, in Agency’s sole discretion, in his/her expulsion from the Clinical Experience program. Student certifies that he/she is at least eighteen (18) years old and is an adult with full legal authority to execute this release.

By Signing this Document, You Acknowledge That You Have Been Advised That There Are Risks Inherent in this Type of Activity and Have Decided to Assume That Risk and Release the Agency of and from All Liability. You Agree to Release the Agency from Any Claims Associated with the Event and That You, Not the Agency, Are Assuming Complete and Total Responsibility for and Any and All Injuries, Damages or Losses That You May Suffer as a Result of Participating in the Clinical Experience Program.

Dated: _____
Signature of Student _____
Print name _____

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California Institute of EMT
2669 Myrtle Ave #201-203
Signal Hill CA 90755
(562) 989-1520: ciemt.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2021 & 2022

Emergency Medical Technician (170 hours)

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	436	436	217	49%
2021	610	610	261	42%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	436	217	217	9	.04%
2021	610	261	261	4	01%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please contact: admin@ciemt.com to obtain this information.

Standard Occupational Classification Code: 29-2041

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.



Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	6	6
2021	3	1	4

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	5	1	6
2021	4	0	4

Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	1	1
2021	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2022	0	0
2021	0	0

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

Standard Occupational Classification Code: 29-2041



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(562) 989-1520: ciemt.com

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	235	235	212	23	90%
2021	261	261	247	14	95%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2022	217	9	1	1	3	1	208
2021	247	4	2	1	0	0	244

A list of sources used to substantiate salary disclosures is available from the school.

(student can obtain this information from CIEMT upon request.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.



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Cost of Educational Program

Total charges for the program for students completing on-time in 2022 & 2021: **\$1195.00**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Students at California Institute of EMT are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet 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.

Student Name - Print

Student Signature

Date

School Official

Date



**California Institute of EMT 2669 Myrtle
Ave #201-203 Signal Hill CA 90755
(562) 989-1520: ciemt.com**

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty?
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

Cancellation and refund policy: STUDENT'S RIGHT TO CANCEL

Students are required to submit a two hundred- and fifty-dollar (\$250.00) registration fee as a condition of registration for the Initial Certification Program for EMT-Basic. Cancellation of attendance in this program will allow the student a full refund only if cancellation is made Ten (10) working days prior to the start date of the class in which the student has registered. If cancellation is made less than ten working days prior to the start date of the course the registration fee is considered non-refundable. Cancellation is defined as sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the registration fee is considered non- refundable. (Matthew Goodman CIEMT Program Director, 562 989-1520, Admin@CIEMT.COM)



California Institute of Emergency Medical Training

Attendance/Testing Standards/Rules and Regulations

This is an accelerated course and course content is cumulative in nature, there is little room for tolerance when it comes to students being absent. CIEMT allows a student to be absent for only one (1) course class, with the condition that that class is made up by the student. **There are (6) classes which attendance are mandatory (all skills classes and review days).** Make-up classes will be given by approved CIEMT tutors only, the cost of which will be paid by the student (\$40.00 per hour) at the time the makeup class is given. **The second absence or missing any mandatory day will be cause for dismissal from the course.** If you are more than one hour late for a non-mandatory lecture class it will be calculated as the student's one allowable missed class and only the time missed must be made up in full at the students own expense. If you are more than 15 min late for a skills day you must make up the skills you missed with private tutoring. More than 30 min late for a skills day is cause for dismissal from the program. Use of cell phones or text messaging during class time is strictly prohibited. If you are caught using your cell phone you will be ask to leave immediately. If one of the above infractions occurs during one of the 6 mandatory days of course attendance it is cause for dismissal from the course. CIEMT is a no tolerance school when it comes to violence and sexual harassment. Any violence or documented sexual harassment directed toward instructors or students is cause for dismissal.

Pass/Fail Standards on Quizzes: All students will be required to achieve a cumulative score of 80% on all quizzes in order to qualify to take the final exam. All Students must complete the FEMA ICS 100 & 700 and hand in the completion certificates by skills days 2 of the program.

Pass/Fail Standard on Tests: All students will be required to score an 80% or higher to qualify for a completion certificate.

Pass/Fail Standards on Skills Examinations: All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an Associate Instructor or Program Director for each skill attempted. Every student will be required to pass the final skills examinations with 100% proficiency. The standard of 100% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill. The student will be allowed 10 minutes to successfully complete each skill. Critical criteria are a list of action that must be avoided in order for the student to pass his/her final skills exam. Attached is copy of a list of some critical criteria for each skill that must be avoided during final skill testing.

Makeup Procedures for Quizzes and Tests: All students will be allowed 5 (five) makeup quizzes. Makeups are only for quizzes that were graded below the 80% pass requirement. Quiz makeups will be given 30 min before class begins on any day prior to day 20 (final written testing day). Only two Quizzes can be taken on any given day. There is no charge for makeup quizzes. All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must be taken no later than 4 days after then original failed final exam was administered. The student will incur a testing fee of \$80.00 for the second final written exam. The student will be allowed to re-take 3 failed skills at no charge. These skills must be re-taken on the final skills testing day. If the student fails a fourth skill or any skill twice he/she will have failed out of the program.

I _____ (the student) understand and agree to the terms of the CIEMT attendance and grading policy.

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California Institute of Emergency Medical Training
Initial Certification Course EMT-Basic
Quiz Study Guide

You will need a cumulative average of an 80% after completing the 12 quizzes to be able to take the final written exam. You do not need an 80% on every quiz just and average. If you do not have an 80% average after taking 12 quizzes you will be allowed five (5) retakes on quizzes that you did not obtain an 80% on in order to raise the average needed to take the final written exam. You may not take any single quiz more than once. If you do not have the required average needed after five retakes you may not continue and will be dismissed from the course.

Quiz 1 Subject Matter

	Chapter	Pages
Introduction to Emergency Medical Care/System	1	2-24
The Well-Being of the EMT-Basic	2	30-77
Communicable Diseases		
Infection Control/Body substance Isolation (BSI)		
Medical/Legal & Ethical Issues	3	85-109

Quiz 2 Subject Matter

Human Body- Anatomy & Principles of Physiology:		
Respiratory System		
Cardiovascular System		
Nervous System		
Endocrine System		
Digestive System		
The Urinary (Renal) System		
Reproductive System		
Musculoskeletal System	6	189-243

Quiz 3 Subject Matter

Documentation- Records & Reports	4	117-157
Scene Size-up	10	338-405
Initial Assessment		
Focused Hx & Physical Exam-Medical Pt/Minor Trauma		
Focused Hx & Physical Exam- Unresponsive Pt/Major Trauma		
Detailed Physical Exam		
On-Going Assessment		
Communication		
Baseline Vital Signs		

Quiz 4 Subject Matter

Shock:	13	530-548
Hypovolemia		
Obstructive		
Neurogenic		
BLS Resuscitation Review	14	555-595
Trauma Overview	25	900-923
Head & Spinal Injuries	29	1039-1083
Orthopedic Injuries	32	1145-1191



Quiz 5 Subject Matter	Chapter	Pages
Bleeding Control	26	933-955
Soft Tissue Injuries/Burns	27	961-997
Face and Neck Injuries	28	1005-1033
Chest Injuries	30	1091-1110
Abdominal Injuries	31	1117-1139
Inhalation Injuries:	22	821-846
Smoke		
Carbon Monoxide		
Hazardous material Exposure		
Thermal Burns		
Quiz 6 Subject Matter		
Respiratory/Airway Management	11	417-482
Oxygen Therapy:		
Tidal volume		
Liter Flow		
Oxygen Cylinders & Regulators		
Airway Adjuncts:		
Oxygen Masks		
Nasal Cannulas		
Oropharyngeal Airway		
Nasopharyngeal Airway		
Bag-Valve-Mask		
Mouth-Mask/Mouth Barrier Devices		
Flow-Restricted Oxygen-Powered Ventilation Devices		
BLS Skills Review		
Suctioning:		
Oropharynx		
General Pharmacology	12	494-522
Introduction to Assisting with Medications		
Respiratory Emergencies	16	627-667
Quiz 7 Subject Matter		
Cardiovascular System	17	675-716
Cardiovascular Emergencies/Cardiac Arrest/AED		
Basic Life Support – Adult, Child, Infant:	14	555-595
Airway Maneuvers		
Rescue Breathing		
Obstructed Airway		
CPR		
AED		
Assisting with Medications	12	494-522

**Quiz 8 Subject Matter**

	Chapter	Pages
Nervous System	18	723-749
Gastrointestinal and Urologic	19	755-768
Neurological Emergencies/ALOC		
Endocrine System/Hematologic	20	777-797
Diabetes		

Quiz 9 Subject Matter

Immunology	21	803-816
Toxicology Emergencies:	22	821-847
Inhalation Injuries		
Smoke		
Carbon Monoxide		
Hazardous material Exposure		
Thermal Burns		
Psychiatric Emergencies	23	853-875
Environmental Emergencies	33	1199-1235

Quiz 10 Subject Matter

Reproductive System		
Gynecological Emergencies-Sexual Assault		
OB Emergencies		
Emergency Childbirth/Care of the Newborn		
Neonatal Emergencies		
Life Span Development	34	1243-1274
Pediatric Assessment and Management		
Differences in Anatomy & Physiology for Infants & Children:		
Respiratory System		
Cardiovascular System		
Growth & Development		
Vital Signs		
Airway Management		
Medical Emergencies		
Environmental/Near Drowning/Poisoning		
Traumatic Emergencies		
Child Abuse		
SIDS		
Patients with special challenges	35	1281-1342
	37	1391-1412



Quiz 11 Subject Matter

	Chapter	Pages
Assisting with ALS Procedures:	9	319-331
Sellick's Maneuver (Cricoid Pressure)		
Endotracheal Intubation		
Combitube Intubation		
King LT Airway		
Hand-Held-Nebulizer Treatment		
End-Tidal CO ₂ Detection		
Placing ECG Patches		
Monitoring Basic Rhythms		
Preparing IV Tubing		
Monitoring IV Administration		
Ventilating Advanced Airway Adjuncts:		
Aseptic Techniques		
Endotracheal Tube		
Breathing Machines		
Combitube		
Tracheostomy Tube		
Suctioning:		
Endotracheal Tube		
Combitube		
Tracheostomy		
Assisting Pts with Medications:		
Bronchodilator Inhaler		
Epinephrine Autoinjector	21	803-813
Bronchodilators	22	821-846
Charcoal		
Epinephrine		
Nitroglycerin		
Naloxone		
ASA		
Glucometer		
Geriatric Pt	36	1349-1383
Disabled Pt		
Elder/Dependant Adult Abuse		
<u>Quiz 12 Subject Matter</u>		
Lifting & Moving Pts	8	273-313
Ambulance Operations	38	1422-1458
Gaining Access – Basic/Rapid Extrication	39	1463-1479
Multiple Casualty Incidents	40	1485-1519
Jump START Plan		
Hazardous Materials/Decontamination Awareness	41	1527-1552
Chemical/Biological/Nuclear/Radiological/Explosive Warfare		
Hazardous Materials/Decontamination Awareness	41	1527-1552
Chemical/Biological/Nuclear/Radiological/Explosive Warfare		

California Institute of EMT: Field Internship Performance Packet

California Institute of Emergency Medical Training

In an Emergency please contact: 2669 Myrtle Ave. # 201-203 Long Beach, CA 90755 (Main Campus)
(562)989-1520: admin@ciemt.com

Performance standards for clinical and/or ambulance experience

1. Students must complete a minimum of **24** hours of clinical and/or ambulance experience.
2. Students must have a minimum of **10** patient contacts
3. A qualified preceptor must evaluate all Patient contacts.
4. A valid acceptable “patient contact” must include the following performance by the student for each patient:

A. Patient Assessment

B. Patient vitals (B/P, Pulse, Respiratory rate)

5. A valid acceptable “patient contact” must include the following information documented for each patient:

A. Chief complaint

B. Age/sex of the patient

C. Patient Hx. If possible (SAMPLE/OPQRST/ASPN)

D. Skills performed by the student

6. Students must have successfully completed a Health Care Professional or Professional Rescuer CPR program prior to beginning clinical and/or ambulance experience. Student must have their card with them during the ride out.

7. **Dress Code:** All students are to report to their assigned stations wearing dark pants (black or blue) a white shirt, and black shoes. All body piercing must be removed and hair pulled back and secured (if needed). There are no exceptions to the dress code rules! If a student reports to their station unprepared they will be refused access to the ride-along and told to go home.

8. All evaluation forms must be completed and signed by the student’s preceptor just prior to the completion of the ride-along shift. If it does not have an official preceptor signature your ride-along didn’t happen. Be aware that your ride-along is on a working ambulance that is conducting business and administering patient care to real patients. You must be professional at all times and complete all calls. This may require you to stay beyond the mandatory 24 hours if your preceptor is in the middle of a call.



Commonly Asked Criminal Background Questions

1. Which criminal offenses **WILL** exclude an applicant from being eligible for EMT Certification?

- Has been convicted of any sexually related offense specified under Section 290 of the Penal Code
- Has been convicted of murder, attempted murder, or murder for hire
- Has been convicted of two (2) or more felonies
- Is on parole or probation for any felony
- Has been convicted and released from incarceration for offenses during the preceding fifteen (15) years for the crime of manslaughter or involuntary manslaughter
- Has been convicted and released from incarceration during the preceding ten (10) years for any offense punishable as a felony
- Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to the use, sales, possession, or transportation of narcotics or addictive or dangerous drugs.
- Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to force, threat, violence, or intimidation
- Has been convicted within the preceding five (5) years of any theft related misdemeanor

2. Which criminal offenses **MAY** exclude an applicant from being eligible for EMT Certification?

- Has committed any act involving fraud, intentional dishonesty for personal gain within the preceding seven (7) years
- Is required to register pursuant to Section 11590 (Controlled Substance Offender) of the Health and Safety Code
- Conviction of one (1) misdemeanor within the last five (5) years for a related offense listed within the Health and Safety Code, Section 1798.200



Health and Safety Code Violations 1798.200

Any of the following actions shall be considered evidence of a threat to public health and safety **and may result in denial, suspension, or revocation of a certificate or license, or in the placement on probation of a certificate or license holder under this division:**

1. Fraud in the procurement of any certificate or license.
2. Gross negligence.
3. Repeated negligent acts.
4. Incompetence.
5. The commission of any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications, functions, and duties of prehospital personnel.
6. Conviction of any crime that is substantially related to the qualifications, functions, and duties of prehospital personnel. The record of conviction or a certified copy of the record of conviction shall be considered conclusive evidence of the conviction.
7. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of this division or the regulations adopted by the authority pertaining to prehospital personnel.
8. Violating or attempting to violate any federal or state statute or regulation that regulates narcotics, dangerous drugs, or controlled substances.
9. Addiction to, the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
10. Functioning outside the supervision of medical control in the field care system operating at the local level, except as authorized by any other license or certification.
11. Demonstration of irrational behavior or occurrence of a physical disability to the extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the duties normally expected may be impaired
12. Unprofessional conduct exhibited by any of the followings:
 - o Mistreatment or physical abuse of any patient resulting from excess force in excess of what a reasonable and prudent person trained in a similar capacity would use
 - o Failure to maintain confidentiality
 - o The commission of any sexually related offense under Section 290 PC