

<u>EMT Basic Refresher/Renewal Enrollment Agreement</u>
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This course enables EMT certified students to obtain the 24 hours of continuing education and to take the practical skill exam required by the County of Los Angeles EMS Agency and the State of California for renewal of EMT certification. The CE and Skills review and testing will also work to renew the NREMT card and will work for both Paramedic and Nurses for their regular renewal. The course objective is to refresh didactic knowledge and practical skills the EMT student learned in their initial certification course. The student will be refreshed on how to manage, assess and treat patients with both medical and traumatic injuries. This will include both wound care and proper administration of medication. Also, any updates on standards and protocols enacted by the State of California or Los Angeles County EMS Agency will be reviewed and trained. Equipment required for the course of study such as stethoscopes, blood pressure cuffs, splitting devices and spinal boards will be provided by the school at no cost to the student.

The course of instruction fee is forty dollars per seven-hour block of course content. Students needing continuing education are not required by CIEMT to take a full twenty four (24) hours of CE. Students are required to attend seven (7) hours minimum at one time to receive seven (7) hours worth of CE. If the student requires a practical skills exam the fee is Ninety-five dollars for the 6 hour Skills Review class. 6 Hours of CE are given if the student passes all required skills. Only one re-test per is given if necessary.

EMT Basic Refresher \$40.00 per 7hrs of CE

TOTAL CHARGES FOR (1) 7 HR LECTURE-----\$40.00

Practical Skills Review CE and Testing Fee \$95.00 6hrs of CE

TOTAL CHARGES FOR SKILLS REVIEW-----\$95.00

Total Charges for the following Renewals

Students who require the EMT Renewal classes must pay in full at the time of registration

Up to 6 months expired or current you will require for renewal: 24hrs CE and a skills review/validation

TOTAL CHARGES FOR 24 HOUR CE WITH SKILLS REVIEW-----\$215.00

6mo-12mo expired: 36hrs CE plus the skills review/validation.

TOTAL CHARGES FOR 36 HOUR CE WITH SKILLS REVIEW-----\$285.00

12mo or more expired: 48hrs CE plus a skills review/validation, and you will need to retake the NREMT exam

TOTAL CHARGES FOR 48 HOUR CE WITH SKILLS REVIEW-----\$335.00

Attendance Policy

Students are eligible for CE hours for classes in which the student was present and attended a full lesson and passed the required written skills exam.

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.

Cancellation and refund policy: STUDENTS RIGHT TO CANCEL

Students who require CE hours or a practical skills exam must pay in full by the first day of instruction. Cancellation of a registered CE class or practical skills exam can be made anytime. If you decide to cancel any 7 hour CE class or a practical skills exam the payment is considered non-refundable. You are allowed one reschedule of CE Hours or practical skills exam within the calendar year. You must notify us 24 hours prior to a scheduled class if you want to cancel and reschedule: You must email admin@ciemt.com to request a reschedule or cancelation.

Grading Policy

The student may attend any four (4) lectures given as part of the CIEMT initial certification course to satisfy the required 24 hours of continuing education or more if needed. The student may then attend a once a month practical skills exam (if necessary) to complete the County of Los Angeles EMS Agency and the State of California requirements for re-certification. The CE and Skills review and testing will also work to renew the NREMT card and will work for both Paramedic and Nurses for their regular renewal. A student must take a 25 question written exam for each didactic/lecture class attended. All students will be required to score 76% or higher on the written exams. To qualify for a completion certificate for the practical skills (if necessary) all required skills must be passed.

Makeup Procedures for Tests

All students will be allowed 1 (one) makeup of the written exam for each class attended and one makeup per skill tested.

Pass/Fail Standards on Skills Examinations:

All students 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. Critical criteria for each skill will be based on the critical criteria outlined in LA County Skills evaluation sheets.

STUDENT SIGNATURE _____ **DATE** _____

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