



Unitek

EMT

2021 SCHOOL CATALOG

(applies to Arizona location only)

Arizona Training Center:

1241 West Warner Rd, Suite 101, Tempe, AZ 85284

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Corporate / Administrative Office:

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EFFECTIVE DATES: JANUARY 1, 2021 to DECEMBER 31, 2021.

This catalog applies only to Unitek EMT's training, policies, and facilities in Arizona.

Unitek EMT is licensed by the Arizona State Board for Private Postsecondary Education

www.azppse.gov

Unitek EMT reserves the right to change this catalog's content, terms and conditions at any time without prior notice.

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MANAGEMENT STAFF

- Janis Paulson – CEO and Board Member
- Jessica Gonzalez – EMT Program Director
- Walter Simmons – Medical Director
- Amit Singh – Operations Manager

Unitek EMT is one of several education entities under common ownership of Unitek Learning, LLC:

- **UNITEK EMT** provides short Emergency Medicine certification & training courses to individuals, businesses and government agencies, and is not accredited by an accrediting agency recognized by the U.S. Department of Education
- **UNITEK COLLEGE** provides accredited long-term education up to the Bachelors Degree level, and is accredited by an accrediting agency recognized by the U.S. Department of Education

FACILITY DESCRIPTION

Unitek EMT in Arizona is conveniently located with access to I-10, 101 and 202 Freeways and approximately 20 minutes from Phoenix Sky Harbor International Airport. The campus is within close proximity to numerous restaurants and retail. Classes are held at 1241 West Warner Rd, Suite 101, Tempe, AZ 85284. The facility has one large dedicated classroom, a break room, administrative and clerical areas.

PROGRAMS

Emergency Medical Technician

Certificate Program; 140 clock hours (minimum 130 required by AZ Dept. of Health Services)

Occupational Objective: Upon successful completion of the program, students receive a Certificate of Completion and are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT®) written/cognitive examination. This examination is a requirement for certification as an Emergency Medical Technician in some states, including California & Arizona. Passing the NREMT examination prepares students for work as Emergency Medical Technicians (SOC code 29-2041) and for continuing medical and paramedic education. The successful completion of an Emergency Medical Technician Program is also required to work on an ambulance and is required by some fire, police, and public safety departments.

Certification: The NREMT Examination consists of two components: the written/cognitive examination and the practical psychomotor skills examination. The practical psychomotor skills examination is conducted on the last day of the program. The NREMT® EMT cognitive exam is a computer adaptive test (CAT) and is available at Pearson VUE Professional testing centers worldwide. A voucher for taking the exam one time is included as part of the EMT Program (see the Exam Registration & Retake section below for details). Passed portions of the exam (both cognitive and psychomotor) remain valid for a twelve (12) month period. Once successfully completing the NREMT written/cognitive examination, students will qualify to apply for State certification. NREMT EMT Certification is valid for 2 years.

Upon successfully passing the NREMT® examination and registration process, you may submit an application to your local county/state Emergency Medical Services Authority. Local EMS Agencies may have additional requirements to become authorized to practice as an Emergency Medical Technician, including regional scope-of-practice completion, additional processing fees and/or additional criminal background checks. Please check with your state's EMS office for specific requirements and details.

NREMT Exam Registration & Retake: Students enrolled in the Emergency Medical Technician Program are offered exam registration and retake assistance for the National Registry of Emergency Medical Technicians® (NREMT®) national exam. Unitek EMT will assist students with the NREMT® exam process which includes registering and scheduling for the examination. A voucher for taking the NREMT exam one time is included in the training cost of the program. If the student does not pass the NREMT exam on the first attempt, Unitek EMT will pay for the student to retake the NREMT® exam one time.

To be eligible to take the NREMT® exam a student must:

- Achieve a minimum score of 80% in the Program.

- Successfully complete at least 130 hours of the EMT Program, including the 12 hours of clinical simulation training, as of date of the Student's NREMT® exam.
- Receive an EMT Program completion certificate from Unitek EMT. If a student chooses to test before receiving the completion certificate, Unitek EMT is not responsible for results or NREMT® exam testing fees.

Student's first NREMT® exam attempt must be within 30 days of completion of the Program. The second attempt (if needed) must be within 90 days from the result of the first attempt. Unitek EMT's retake offer is ONLY valid for students that attempted (and did not pass) the NREMT® exam on the first attempt and within the required time frame. If, for any reason, the student did not make the first attempt, within the required time, the retake is considered null and void.

Student understands that they must take NREMT® exam within two years of the completion of the Program or they will not be able to apply for the NREMT® Certification. Practical skill examination results are valid for one (1) year from the date of the examination.

Program Retake: Students passing the Program with 80% or higher who fail the NREMT® exam may retake the EMT Program once, within 18 months of their prior graduation date, for no additional charge. Costs associated with transportation and accommodation, such as airfare and hotel, are student's responsibility. Program retake does not include new uniforms, courseware or NREMT Exam Voucher. Other services may be added for additional fees.

Students not meeting the above criteria may retake the EMT Program at any time, for a total cost of \$425 (\$200 for new courseware access, and \$225 for training and meals).

Education Delivery Modes: The program is taught in an intensive "boot camp" style, consisting of at least 10 hours of instruction per day for 14 days, with lecture, lab and hands-on skills practice each day. This structure is designed to simulate the intense pace of work that can be expected on the job as an EMT.

Instructional delivery includes a combination of classroom lecture, practical skills labs, and simulated clinical experiences to accomplish the cognitive, psychomotor and affective learning objectives in accordance with the National Highway and Transportation Safety Administration Education Standards – Emergency Medical Technician curriculum. Students must demonstrate mastery of both written and practical material to successfully complete the EMT program. An online exam prep system is also used to prepare students to pass the National Registry EMT (NREMT) exam.

The classroom and laboratory are combined in the same facility to ensure easy accessibility to a variety of

training environments – from responding to a home, business or wilderness environment we train for it all at a realistic training location. The classroom has the ability to accommodate a maximum of 24 students with each student having access to audio and visual components. The skill scenarios are designed to meet our desired training objectives and simulate both urban and rural settings. Equipment includes advanced airway heads which are utilized to teach airway management. Our advanced emergency simulations help students practice skills for real life traumatic injuries and mass casualty incidents.

Learning Materials

- Textbook: “Emergency Care”, 13th Edition, by Limmer & O’Keefe, Pearson Publishing
- Online NREMT Exam Preparation: Platinum EMS – NREMT Test Preparation System

Classroom Equipment: Unitek EMT provides the following equipment for classroom & lab training, as required by the Arizona Department of Health Services. ARS 13-2702(a)(2), r-9-25-301 (b)(3)(4):

Bag-Valve-Mask Flow restricted oxygen powered ventilation device, Oral Airways, Nasal Airways, Suction Units, Suction Catheters, Oxygen Tank Regulator, Non-rebreather mask, Nasal Cannula, Exam Gloves, Stethoscope, Blood Pressure Cuffs, Penlight, Tube of Oral Glucose, Epinephrine auto-injector for training purposes, Handheld inhaler for training purposes, Defibrillator manikins, Automated External Defibrillator, NTG Training Bottle, Activated Charcoal, Sterile Dressings, Bandages, Splints, Pneumatic anti-shock garment, Triangular bandage, Stick or Rod Air Splints, Eye Protection, Blanket, Universal Dressing, Occlusive Dressing, Roller Bandage, 4×4 Gauze Pads, Burn Sheets, Sterile Water or Saline.

Complementary Meals: Complementary meals are provided by Unitek EMT during the Program which may not accommodate all dietary restrictions, food allergies and intolerances. Students must use their own discretion regarding whether to consume any particular food items. Unitek EMT assumes no liability for adverse reactions to foods consumed, or items one may come in contact with while eating any complementary meals.

Daily Program Sequence: The EMT Program consists of a single course due to the overlap and repetition of some curriculum elements across the entire program. Academic topics are not delivered as isolated courses within the program, but are taught and reinforced through multiple days and teaching modalities. The table below shows the planned instruction for each of the 14 days of the program.

While the total planned instruction time is 140 hours, students may complete up to 12 additional hours of instruction during the program at no additional charge. These extra hours are available for students who, under supervision of an Instructor or Program Director, require additional training or repetition of content in order to succeed in the program.

Program Sequence	Didactic Hours	Lab Hours
Day 1: EMS Systems, Workplace Safety & Wellness, Medical, Legal & Ethical Issues, Communication & Documentation	10	0
Day 2: Medical Terminology, The Human Body, Life Span Development	6	4
Day 3: Lifting & Moving, Patient Assessment, Airway Management	6	4
Day 4: Principles of Pharmacology, Shock, BLS Resuscitation, Medical Overview	6	4
Day 5: Respiratory, Cardiovascular, Neurological, Gastro-Intestinal, & Urological Emergencies	6	4
Day 6: Endocrine, Hematologic, Immunologic, Toxicology, & Psychiatric Emergencies	6	4
Day 7: Midterm Examination and Simulations 1-6	4	6
Day 8: Gynecologic Emergencies, Trauma Overview, & Bleeding	6	4
Day 9: Soft Tissue, Face/Neck, Head/Spine, & Chest Injuries	6	4
Day 10: Abdominal, Genitourinary, & Orthopedic Injuries, Environmental Emergencies	6	4
Day 11: Obstetrics & Neonatal Care, Pediatric & Geriatric Emergencies, Patients with Special Challenges	6	4
Day 12: Transport Operations, Vehicle Extrication & Special Rescue, Incident Management	6	4
Day 13: Terrorism Response & Disaster Management, A Team Approach to Health Care and Simulations 7-10	4	6
Day 14: Final Examination & NREMT Skills Testing	4	6

Continuing Education Course – EMT Refresher

Contact Hours: 30

Days of Class: 3 Consecutive Days (8:00 am to 5:00 pm)

The Emergency Medical Technician Refresher Course is a combination of the Traditional EMT Refresher consisting plus the NCCP National Registry 20 hour requirements presented in a 30 hour format. The course is approved for delivery by the Arizona Department of Health Services, and Unitek EMT is approved

to award continuing education credits for this course by NREMT. A workbook will be provided to students at the beginning of the course, which is divided into the five separate sections of the course:

1. Learning objectives for each subsection
2. Bullet points of each subsection
3. Power points and a summary of any distributed material
4. Summary of each subsection
5. A quiz ranging from 20 to 50 questions on the each of the five sections

Quizzes must be turned in by each student prior to being issued a course completion. Total hours of expected study for the student workbook are 14 hours. Hours counted toward course completion are 6 hours. **Total continuing education credits are 30 hours.**

For National Recertification this program will award the student with all required topic material for 20 hours of the first section of the National Registry recertification requirements. The additional ten hours will cover the required ten hours of either the second or third section of recertification requirements (local or personal) depending on individual state requirements

For Arizona recertification, this program will address all requirements for recertification

The course uses a combination of classroom lecture, student workbook, and practical skills laboratory to accomplish the cognitive, psychomotor and affective objectives of the program. Students must demonstrate mastery of both written and practical material to successfully complete the program. Students must provide all other required documentation prior to receiving a course completion.

Prerequisites: Students must possess a valid form of Identification, a current Arizona EMT certification or National Registry EMT certification or failed an attempt of the NREMT certification exam, as well as CPR training equivalent to the American Heart Association's Guidelines 2015 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level. Out of state applicants need to provide proof within the last two years of either an out-of-state EMT card or completion of an EMT training course. The National Registry of EMT's further require that in order to be eligible for re-registration, you must be free of any disabilities that would prevent the candidate from performing as an Emergency Medical Technician. It is the students own responsibility to complete the 10 hours of *additional* continuing EMS related education as outlined by the National Registry of Emergency Medical Technicians.

The school does have a federally mandated obligation to make reasonable accommodations to students with verified learning or functional disabilities.

Students with any past criminal history are encouraged to discuss the circumstances with your instructor. Eligibility for re-certification as an EMT is based on a criminal record free of felonies, alcohol or drug related offenses and certain misdemeanors. A criminal record is not an automatic disqualification, but you should contact your State or local EMS Agency to discuss your situation.

Attendance: Class will be conducted for 3-8 hour days. At the completion of day 1 and 2, there will be a voluntary 1.5 hour skills session each to review National Registry skills.

On day 3, class will be conducted from 8:00AM-12:00PM. Starting at 1:00PM, students will be split into two groups: one group will take the 150-question final exam, the other will take the National Registry skills exam. At 3:00PM, the groups will switch and complete their skills or written exams as required.

Students must attend all three days of the program but may attend two scheduled programs based on work requirements. For example: a student may attend Days 1 and 2 one week and complete Day 3 at a later date. All three days must be completed within 60 days. No student may test practical skills or take the final exam prior to completing days 1 and 2. Failure to adhere to the attendance policy may result in immediate dismissal from the EMT refresher program.

Grading & Evaluation: Students must satisfactorily complete all skills and pass the written examination with a minimum score of 75%. Student may retest the final exam twice, with a different version of the final given as a retest each time. Retests must be passed with a minimum of 75%.

Practical skills testing is conducted in scheduled skills sessions. Students must perform all required skills within the specified time limit without any assistance (such as prompting by the instructor or referral to skills sheets) in order to demonstrate competency. Two (2) additional re-tests will be allowed. Students who do not demonstrate competency in any required skill by the end of the course will fail the course.

<u>Section 1 – Ops</u>		<u>Section 4 – Medical</u>	
EMS Culture of Safety	1.0	Special Needs Patients	0.5
Provider Safety: Infectious DX, Safety, Hygiene	0.5	OB-Assessment/Emergencies/ Treatment	1.5
Ambulance Safety	0.5	Pediatrics-Assessment/Emergencies/ Treatment	1.0
Crew Resource Management	1.0	Psych	0.5
EMS Research	0.5	Toxicology (Opioids)	1.0
Evidence Based Research	0.5	Neuro (Seizures)	0.5
<u>Section 2 – Airway</u>		Endocrine (DM)	1.0
Ventilation	1.0	Immunological ER	0.5
Oxygenation	0.5	Pain Management	0.5
Respiratory Emergencies	1.0	<u>Section 5 – Trauma</u>	
<u>Section 3 – Cardiac</u>		Kinematics/Scene Size Up	1.0
Cardiac Arrest	2.0	Field Triage/MCI	1.0
Post Resuscitation Care	0.5	Shock and Shock Management	1.0
VAD	0.5	CNS Injury	1.0
Stroke	1.0	Total Classroom	24 Hrs
Pediatric Arrest/Emergencies	2.0	<u>Student Workbook (Quizzes only)</u>	<u>6 Hrs</u>
Pediatric Transport	0.5	Total Course Hours	30 Hrs

TUITION & FEES

Emergency Medical Technician Program	
Registration Fee:	\$ 200.00 *
Courseware:	\$ 250.00 **
Uniform:	\$ 100.00 **
Training Fee:	\$2,790.00
Total Charges	\$3,340.00

EMT Refresher (continuing education course)	
Registration Fee:	\$ 50.00 *
Training Fee:	\$ 200.00
Total Charges	\$ 250.00

* Refundable only within 3 days (excluding Saturday, Sunday and federal and state holidays) of signing Enrollment Agreement. See Refund Policy for details.

** Non-refundable if used.

Payments

Unitek EMT has no residential facilities, so it charges no fees related to living expenses. Students are required to pay \$450.00 of the total balance at the time of enrollment: \$200 registration fee plus \$250 courseware fee. These fees are non-refundable except as explained in the Refund Policy section below.

All fees owed by a student after completing enrollment in the EMT Program are due in full prior to the student's scheduled first day of on-campus instruction in the program. Unitek EMT does not have any predetermined Institutional Payment Plans, so the payment of these fees need not take any particular sequence or schedule other than being due in total before the student's scheduled first day of on-campus instruction in the program.

Payment methods that are currently accepted are: cash, check, credit card, wire transfer or private loans. Unitek EMT does not participate in Federal or State Student Financial Aid programs, and does not offer institutional student loans.

Discounts

Unitek EMT offers discounts to State and Federal government employees, veterans and to employees of businesses, based on the criteria described below. These discounts may only be applied to enrollments in the EMT Program or to qualifying instruction delivered on-site at the qualifying organization. Please

contact the Admissions Department for more information. Details:

- A discount of 10% off the training fee is available to state and federal employees with current, valid government employment ID cards, and also to veterans with valid DD214 forms.
- Discounts based on volume of enrollments may also be available for any established organization which enrolls more than five (5) of its members in the EMT Program during any 12-month period.

Unitek EMT also offers a discount on the EMT Refresher Course of \$50.00 to students who have already successfully completed the EMT Program at Unitek EMT.

CANCELLATION POLICY

Cancellation occurs when a student provides written notice of cancellation by email to emtbootcampadmin@unitek.com or by post mail or hand delivery to Unitek EMT at: 1241 West Warner Rd, Suite 101, Tempe, AZ 85284. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

- An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
- An applicant who cancels more than three days (excluding Saturday, Sunday and federal and state holidays) after signing an enrollment agreement but prior to starting the program is entitled to a refund of all monies paid less the \$200 registration fee.
- A student who begins the program and cancels within the first 3 days of the start of the program is entitled to a refund of all monies paid less the \$200 registration fee and less fees for books and supplies.

The school may cancel an enrolment if the student does not confirm his/her intent to begin the program at least 4 days before the program start date by replying to the confirmation email sent by the school within 2 weeks before the scheduled start date. For example, if the scheduled program start date is on a Sunday and an enrolled student fails to reply to the school's confirmation email by the Wednesday before that Sunday, the school may cancel the enrolment. Such cancellations will result in the student receiving a refund of all monies paid less the \$200 registration fee, and also less \$250 for courseware if the student already redeemed the access code for the E-Text book. Such students will have the opportunity to enroll in a future start date.

REFUND POLICY

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.

Withdrawal & Termination

A student may be deemed to have withdrawn when, after the commencement of classes, the student provides written notice of withdrawal by email to emtbootcampadmin@unitek.com or by post mail or hand delivery to Unitek EMT at: 1241 West Warner Rd, Suite 101, Tempe, AZ 85284. The written notice of withdrawal need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to attend the program and indicates the expected last date of attendance.

A student may be terminated when any of the following occurs:

- failure to maintain satisfactory academic progress (see policy on Satisfactory Academic Progress)
- failure to abide by the school's policies and applicable regulations
- absences in excess of the maximum set forth by the school's attendance policy
- failure to attend the first day of the EMT Program (see the **No Show Policy** below)
- failure to meet financial obligations to the school

Refunds due to withdrawal or termination after the cancellation period will be issued within 30 days of the date of the withdrawal or termination date.

A student who is terminated or withdraws from the school after the cancellation period and after the commencement of classes will receive a pro-rated refund as described below. The pro-rated paid tuition refund amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the course start date to the student's last day of attendance, by the total number of clock hours in the program. The pro-rated refund will be less the registration fee of \$200.00 and less any deduction for non-refundable items as described below.

No Show Policy

A student will be deemed a "No Show" and terminated from the EMT program if, after being scheduled to begin the program and completing the enrolment process, the student:

- attends no portion of Day 1 of the program, and
- fails to notify the school before 12pm on Day 1 of the reason for being absent and agree to an acceptable plan for remediation / make-up of the hours missed.

Students terminated due to failure to attend Day 1 of the EMT program will receive a refund of all monies paid less the \$200 registration fee and less \$250 for courseware if the student has redeemed the access code for the E-Text book. Such students will have the opportunity to enroll in a future start date.

Discontinuation

In the event that Unitek EMT discontinues a program (i.e. shuts down / stops offering a program and stops enrolling students in future start dates for the program) a full refund of all monies paid will be given to students who have enrolled but not started in the discontinued program. If the discontinuation occurs while students are attending the program, such that those students are prevented from completing the program, then the affected students will be offered full refunds of all monies paid.

Postponement of Start Date

The start dates of the EMT Program are subject to change, and Unitek EMT reserves the right to postpone the start of a program. Such postponement, whether initiated by the school or the student, requires a new written agreement signed by the student and the school which specifies:

1. Whether the postponement is for the convenience of the school or the student, and;
2. An agreed-upon new start date, and the deadline beyond which the start date will not be postponed. (The maximum postponement of a start date is 90 days).

In such cases, affected students will be notified in writing by email and offered the opportunity to consent to new start dates. If the training does not begin on the new scheduled start date, or a student fails to attend by the new start date set forth in the agreement, the student will be entitled to a refund of all prepaid tuition and fees within 30 days of the new start date set forth in the agreement, less any deduction

for non-refundable items as described below.

In the event that Unitek EMT ceases to offer a program, a full refund of all monies paid will be given to students who have enrolled but not started in the discontinued program.

Non-Refundable Items

All unused courseware and uniforms are subject to inspection and eligible for refund. Only unworn and unwashed uniforms issued by Unitek EMT will be accepted. Items returned to Unitek EMT in any of the following conditions are not eligible for refunds:

- Any item not purchased from Unitek EMT
- Any item that appears used, tampered, customized, or altered in any way
- Curriculum access codes which have been used to access curriculum

ADMISSIONS POLICIES

The school follows an open enrollment system. Prospective students may enroll at any time prior to the start date of their scheduled on-ground training. Enrollments into programs or courses which have already started on campus are not allowed. Once an applicant has submitted a complete Enrollment Agreement with all required documents, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded.

Unitek EMT does not admit students based on an “ability to benefit” test, does not accept credits from previous education at other institutions, and does not award credit for prior experiential learning.

Specific Requirements

In order to complete enrollment into the EMT Program, an applicant must:

- be 18 years of age or older
- have a high school diploma or proof of equivalent education (see examples described later in this section)
- have a current criminal background check deemed “negative” or “clear” (the school pays for only one criminal background check for admissions purposes; student is responsible for the costs of any additional background checks)
- achieve a score of at least 250 on the entrance exam (Wonderlic Basic Skills Verbal test) to demonstrate reading ability equivalent to the 9th grade or higher
- documented proof of freedom from infectious diseases (see Immunizations later in this section)
- sign the Student Code of Conduct (see the final section of this catalog)

Entrance Exam Retakes and Timelines

- An applicant failing the 1st attempt may retake the exam on the same day (within 24 hours).
- An applicant failing the 2nd attempt may retake the exam beginning 48 hours from the 2nd attempt.
- An applicant failing the 3rd attempt may retake the exam beginning 72 hours from the 3rd attempt.
- An applicant failing the 4th attempt may not re-apply to the school until 3 months from the 4th attempt.
- An entrance exam attempted after 3 months from the previous attempt will be treated as a new “first attempt” such that the retake policy will apply from step 1 again

Proof of High School Completion

Applicants must provide proof of completion of education at the High School level or higher prior to completing their enrollment and starting a training program at Unitek EMT. Proof of such education can be

given as:

- Copy of a US High School Diploma or official transcript from a State approved or US Department of Education approved school or from a foreign school evaluated for equivalency by an approved agency listed here: ctc.ca.gov/credentials/leaflets/cl635.pdf
- Copy of a G.E.D. certificate
- Copy of Homeschooling completion certificate from a State approved or US Department of Education approved program
- Copy of an Associate's, Bachelors, or Master's Degree or Transcript from a US Department of Education Accredited school

Criminal Background Checks

A criminal background may prevent someone from obtaining licensure or employment. If a criminal background must be investigated in order to have a final determination, it may take up to one year or longer to obtain a decision from the relevant agencies. Applicants with a criminal background should check with the Program Director and the relevant agencies for advice on various criminal background situations. If a student's educational progress is interrupted, a new criminal background check (at the student's expense) will be required upon returning to the program. After graduation, students may be subject to additional background checks, and possibly drug screening, by an employer.

Non-discrimination Policy

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of or be subject to discrimination under, any program or activity sponsored by or conducted by Unitek EMT on the basis of race, color, national origin, religion, sex, age, veteran status, marital status, sexual orientation, political beliefs or disability.

Students With Disabilities

Students with disabilities must meet Course Objectives without major or unreasonable accommodation to the school or practicum setting. An applicant would be considered ineligible to participate when his/her physical, emotional and or intellectual disability prohibits the student from achieving the knowledge and or manipulative skills required and/or creates a potential hazard to students or staff. Disabled students should make arrangements to meet with the Program Director or General Manager prior to the start of class to review facilities and required accommodations (including a description of any special accommodations offered to facilitate enrollment and training).

It is strongly recommended that applicants read and understand the NREMT Disability Accommodations Policy and take appropriate actions as needed: www.nremt.org/about/policy_accommodations.asp

English as a Second Language

Unitek EMT does not provide English as a second language of instruction. All courses at Unitek EMT are taught in English and all students must be able to read, write and understand English prior to enrollment. Unitek EMT does admit students from countries other than the United States; however, visa services are not provided and the institution will not vouch for student status.

Immunizations

A copy of documentation of freedom from infectious diseases must be completed in order to enroll in the EMT Program. In compliance with AZDPH r9-25-304 A d iv, all immunizations listed below must be current in order to enroll in the EMT Program. Unitek EMT has to ensure the safety of staff members, faculty, fellow students and the general public and ensure all students are safe and free from infectious diseases. Therefore all students are required to demonstrate proof of immunization for the following:

- Hepatitis B
- MMR (measles, mumps and rubella)
- Varicella

Tuberculosis (PPD) test: While a Tuberculosis (PPD) test is not required to enroll in the program, a clear Tuberculosis (PPD) test (Negative Chest X Ray) dated within six months of attending the program is required to graduate and receive a completion certificate from Unitek EMT. Applicants are strongly encouraged to complete a Tuberculosis (PPD) test prior to enrollment.

STUDENT SERVICES

TUTORING: A student can request tutoring assistance at any time from their instructor.

EMPLOYMENT ASSISTANCE: Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. Unitek EMT does not offer employment assistance to graduates, and does not guarantee employment for graduates.

ATTENDANCE POLICY

- A student absent a total of 10 or more hours during the program will be terminated.
- A student not present at the beginning of class for 3 or more class days will be terminated.
- A student who does not attend the first day of the EMT Program will be terminated.

Any hours missed during the on-ground training count towards the attendance policy and there are no “excused absences” of any kind.

CAMPUS SCHEDULES

The school's normal business hours are 8am-5pm, and on-ground instruction may occur from 8am – 8pm. Start dates are scheduled throughout the year, at least once per month. Unitek EMT does not operate on a quarter/semester system. Schedules are subject to change based on demand or other factors, please contact the school for the current schedule of start dates.

On-ground classes are not held on the following holidays:

- New Year's Eve & New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Christmas Day

LEAVE OF ABSENCE (LOA) POLICY

Because the EMT Program is so short (14 days), Unitek EMT does not allow students to take a “Leave of Absence” (LOA).

RE-ENROLLMENT

If a student withdraws from the program and wishes to return at a later date, the student must confirm the date of return with the Program Director and receive the Program Director’s approval, to ensure academic continuity in the program.

STUDENT RECORDS & TRANSCRIPTS

Unitek EMT will maintain all student academic and financial records in a secure and safe manner in perpetuity. A transcript for each student showing the student's name, address, course(s), hours, grades, and completion date will also be maintained permanently. The first copy of an official transcript will be provided to a student at no charge. Additional transcripts can be ordered for a fee.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

ACADEMIC POLICIES

Grading

Successful completion of the EMT Program consists of:

1. Successful completion of Didactic component
 1. Pass = cumulative GPA of at least 80% upon completion of final exam
 2. Fail = cumulative GPA below 80%
2. Successful completion of Simulated Clinical Experience
 1. 10 documented simulated patient contacts wherein a patient assessment and other required EMT skills are performed and evaluated by an authorized proctor.
3. Successful completion of Skills/lab and Program Hours
 1. Minimum attendance of 130 program hours, including 12 hours of clinical simulation training
 2. Successful completion of Skills examination

Didactic Weighting

Examinations: 50%

Quizzes: 25%

Homework / Coursework: 15%

Participation: 10%

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is based on the cumulative GPA (cGPA), which is measured for each student on the 3rd, 6th, 9th and 12th days of the 14-day EMT Program. Students with a cGPA of 80% or greater are deemed to be maintaining SAP.

Unitek EMT Students must achieve the following in order to successfully complete the EMT program In compliance with AZDPH Regulations R9-25-304. Unitek EMT insist that students not only meet the minimum state passage rates for examinations but exceed them. Therefore, Unitek EMT requires students to achieve a minimum passing score of 80% on all assignments including quizzes, tests and the final examination. Students must achieve a passing score on each assignment in no more than three attempts.

Maintaining Satisfactory Academic Performance (SAP) is required for a student to remain enrolled in the program and to graduate. To maintain SAP, a student must meet the following criteria:

Quizzes

Please refer to the *Course Grading Scale* and *Didactic Weighting* portion of this syllabus for the percentage of your grade that will come from your quizzes. Students scoring below 79.5 % on any quiz will be required to attend an Advising Session as follows:

Advising Session: The Program Director or assigned Instructor(s) will conduct an advising session immediately following the end of class day or by the following business day. The Program Director or assigned Instructor(s) will identify and review with the student the unsatisfactory performance on the most recent Quiz, and will conduct up to 30 minutes of tutoring and review on the area(s) of deficiency.

Quiz re-takes: After review & tutoring, the student will be eligible to re-take the Quiz. If the student scores below 70%, he/she will be terminated from the Program. Such students will not receive a Completion Certificate. If the student scores 80% or higher upon completion of the retake, the higher score will be recorded and will be allowed to continue the program the following day.

Examinations

MID-TERM EXAM: Upon completion of the Midterm Examination, students with a cumulative grade of 79.5% or lower will be placed on academic probation and required to attend an academic advising session with the Program Director or assigned Instructor, since a cumulative grade of 80% or higher is required to graduate. There is no program interruption for these students; an Advising Session will be required.

A student on Academic Probation shall be restored to good academic standing if during the period the student is on Academic Probation, (s) he earns a satisfactory grade on two subsequent quizzes.

Students with a cumulative grade below SAP threshold upon completion of the Midterm Examination will fail and be terminated from the Program. Such students will not receive a Completion Certificate.

FINAL EXAM: Students with 10 patient contact records of clinical experience, successful completion of psychomotor skills examination and a cumulative grade of 80% or higher upon completion, will pass the program and receive a Completion Certificate.

Probation

Students may be placed on probation by the Instructor and/or Program Director for academic, attendance, or other policy reasons as follows:

Academic Probation: If a student's cGPA is measured to be less than 80%, the student will be notified that

he/she has been placed on academic probation and will receive advising from the Instructor and/or Program Director, including notification of the probationary period (the timeframe within which the student must achieve the minimum cGPA necessary to pass the program). Students will be terminated from the program if they have not regained SAP status by the end of the probationary period, or if their cGPA during the probationary period falls to a point from which it is impossible to achieve an 80% cGPA after the final exam (which is required to graduate).

Attendance Probation: Any student returning to class after a total absence of more than 5 hours and less than 10 hours will be placed on Attendance Probation. Students placed on probation will receive advising from the Instructor and/or Program Director, including notification of the remaining hours of absence allowed before termination.

Policy Probation: Any student deemed by the Program Director to be in violation of the school's policies or other applicable regulations may be terminated or placed on Policy Probation at the discretion of the Program Director, after reviewing the nature of the violation(s). Students placed on probation will receive advising from the Instructor and/or Program Director, including notification of the probationary period and criteria for coming off of probation.

Academic Dishonesty & Misconduct

The instructor has the primary responsibility over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or who violates the general rules and regulations of instruction. Extended or permanent exclusion from the classroom and further disciplinary action can be effected only through appropriate procedures of the college.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the course. In addition to other possible disciplinary sanctions that may be imposed through the institutional procedures because of academic misconduct, the instructor has the authority to assign a zero (0) for an activity or to dismiss the student from the course. If the Instructor or Program Director decides to terminate a student for academic dishonesty and/or disruptive conduct, the student will not be eligible for future enrollment at Unitek EMT.

STUDENT COMPLAINT PROCEDURE

A grievance must be submitted within 3 months from the date of the first event alleging to have initiated or contributed to the grievance. Grievances submitted beyond the above-mentioned 3 month timeframe may be addressed at the discretion of the Program Director or School Administrator.

Any student wishing to discuss a grievance with the Institution shall follow these steps:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If this is unsuccessful, the Student shall proceed to the written grievance procedure below.
2. Student may state the grievance in writing to the Program Director (Jessica Gonzalez) or so someone she designates (the designee). The Program Director or designee shall have up to five (5) business days in which to investigate and address the grievance.
3. Should the Program Director or designee fail to address or unacceptably address the grievance, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.

The State Board Address is:

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

602-542-5709

Website: www.azppse.gov

STUDENT CODE OF CONDUCT

There is a generally accepted definition of professional student conduct: behavior that reflects favorably on the student, Unitek EMT, and the healthcare profession for which the student is training. Examples of unprofessional conduct include, but are not limited to:

- Verbal and physical altercations
- Lying, cheating, plagiarism, including the use of electronic resources during a test
- Sexual harassment to the instructor, faculty or fellow students
- Vulgar and offensive language or actions
- Threats of violence
- Possession of weapons, illegal drugs, or being under the influence of alcohol or illegal drugs
- Any action that violates state or federal law or is a violation of policy in an extern or clinical facility.
- Student who displays poor affective domain, poor customer service to real or simulated patients or disrespect to an instructor
- Class disruptions that are detrimental to other student success by an interruption of student learning

Causes for suspension or expulsion from the program:

A student can be administratively withdrawn for any form of unsatisfactory conduct including but not limited to compliance with AZDPH r9-25-302 D c iv and :

- Any form of unsatisfactory conduct
- Student who displays poor affective domain, poor customer service to real or simulated patients or disrespect to an instructor or class mates
- Class disruptions that are detrimental to other student success by an interruption of student learning
- Class disruptions that are detrimental to other student success by an interruption of student learning
- Failure to comply with school policies, rules and regulations
- Excessive absences or tardiness
- Dishonesty including, but not limited to theft, cheating or any misrepresentation on documents
- Possession or abuse of alcoholic beverages, narcotics, or any degree of intoxication on the premises of the campus, or conviction of a misdemeanor involving either participation in, or being present at gambling activities on campus
- Nonpayment of tuition and fees
- Behavior that jeopardizes or potentially jeopardizes anyone's health or safety
- If their academic performance is below the standards set forth by Unitek EMT and indicate that the student cannot successfully complete the course
- A student who does not return as scheduled from a leave of absence will be terminated from Unitek EMT.

- Use of tobacco on any part of campus,
- Drinking or being in possession of weapons, or being under the influence of alcoholic beverages or controlled substances on Unitek EMT campuses

Additionally, each student is required to report to school officials the possession, use, sale or other distribution of weapons, alcoholic beverages, or controlled substances by such student or another student on Unitek EMT campus, except as allowed under a valid prescription is grounds for dismissal.

Signature Page – EMT Program students

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of Unitek EMT. A student may be suspended or removed from the program in order to allow Unitek EMT to conduct an investigation, or to cooperate in the investigation conducted by law enforcement or other agencies if unprofessional or illegal behavior is suspected.

Unitek EMT will be the sole judge of the quality of evidence revealed during the investigation, and the sole judge of what constitutes unprofessional conduct. A student who is determined by Unitek EMT to have violated the standards of professional conduct will be terminated.

Passing Grades: While the Arizona State EMS Authority allows for a minimum passing score of 75% on all graded elements of an approved EMT program, Unitek EMT requires a passing score of 80% on all graded elements in the program, as well as a cumulative GPA of at least 80% to pass the program.

STUDENT NAME PRINTED

STUDENT SIGNATURE

DATE

A signed copy of this Code of Conduct document shall be maintained as a permanent part of the student's file.

Signature Page – Continuing Education Course students

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of Unitek EMT. A student may be suspended or removed from the program in order to allow Unitek EMT to conduct an investigation, or to cooperate in the investigation conducted by law enforcement or other agencies if unprofessional or illegal behavior is suspected.

Unitek EMT will be the sole judge of the quality of evidence revealed during the investigation, and the sole judge of what constitutes unprofessional conduct. A student who is determined by Unitek EMT to have violated the standards of professional conduct will be terminated.

STUDENT NAME PRINTED

STUDENT SIGNATURE

DATE

A signed copy of this Code of Conduct document shall be maintained as a permanent part of the student's file.

SUMMARY OF CATALOG CHANGES

March 2021

- No Show Policy

Feb 2021

- Updated cancellation policy

