



**CUYAHOGA VALLEY  
CAREER CENTER**

8001 Brecksville Road  
Brecksville, Ohio 44141

# Cuyahoga Valley Career Center

## Adult Education Student Handbook EMT Basic

*Updated April 2011*

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## CVCC's Mission Statement

Cuyahoga Valley Career Center prepares youth and adults to enter, compete and advance in an ever-changing work world.

## Adult Education Office Information

**ADULT EDUCATION EVENING HOURS** - The Adult Education Department is open from 8:00 am to 8:00 pm Monday through Thursday, and from 8:00 am to 5:00 pm on Friday. Please Note: During the summer the building may be closed on Friday.

**FOOD AND BEVERAGES**- To keep our facility clean and protect valuable equipment from damage **food and beverages are not permitted in any classrooms or labs.** Please restrict your snacks to the Staff Lounge (Level 2) and the Commons (Level 6).

**PARKING AREAS** – There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a **one-way entrance and a one-way exit lane** for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** – The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the **Adult Education** wing off the corridor to the computer labs before the cafeteria.

**SMOKING** – Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

## Alcohol and Drugs

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment and with a notation of same in student's permanent file.

## Crime Awareness and Campus Security

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each enrollee to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors an enrollee may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

*Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.*

*Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Enrollees are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.*

## Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

## Grievance Policy

### 5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### 9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

## Matters Regarding a Professional Staff Member

### A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to the his/her supervisor.

### B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

### C. Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

### D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

### **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

### **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

### **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG [9130A](#) and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
  
- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
  1. one (1) or more professional staff members;
  2. one (1) or more Board members on the Board Curriculum Committee;
  3. one (1) or more lay persons knowledgeable in the area.

The Superintendent, or his/her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

## Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [pcoyne@cvccworks.com](mailto:pcoyne@cvccworks.com) or call 440-746-8233.

## Non-Discrimination Policy

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Educational Amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) should be directed to:

**Business Manager**

**Title VI, Title IX, and Section 504 Coordinator**

**(440) 838-8909**

## Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or program coordinator.

## Refunds and Withdrawal Policy

### **Refund Policy:**

**After the First Day of Class:** No refunds are given.

### **Withdrawal More than 1 Week Before**

**the First Class:** Full refund of course tuition, less a \$20 service charge.

### **Withdrawal Less than 1 Week Before**

**the First Class:** Refund equal to 50% of the tuition less a \$20 service fee.

**One-Day Classes:** No refund.

**Textbook/Material/Supply/Uniform/Lab**

**Fees: Non-refundable.**

**Non-Refundable Classes:** If a class is identified as non-refundable the above terms do not apply.

All approved refunds are issued in the method tuition was paid, either by check (once check has cleared) or credited to your account, within 2-3 weeks of approved request.

## Release Policy

The adult enrollee voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each enrollee hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollee will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## **School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each enrollee to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons, all day and evening adult classes will be canceled. If applicable, enrollees with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Enrollees are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## **Student Health and Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

## Student Health Care Services

For Adult Education evening students, please contact your instructor or program coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

## Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student’s file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

## Student Resources

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## Telephone Calls

Personal telephone calls are not permitted during class. Messages of an emergency nature will be taken by the Adult Education staff and presented to the student at the earliest convenience. **Please remember personal phone, pagers, beepers and electronic devices are not permitted in the classroom or clinic.**



CUYAHOGA VALLEY  
CAREER CENTER

8001 Brecksville Road  
Brecksville, Ohio 44141



Spring 2010

# Emergency Medical Technician – Basic Student Handbook



440.746.8230

[www.cvccworks.com](http://www.cvccworks.com)

*Updated January 2011*

**\*\* PLEASE NOTE: This Student Handbook contains important information – please read thoroughly\*\***

## Introduction

**This handbook contains important information with reference to the Emergency Medical Technician-Basic course.**

**(Please keep this handbook in a safe place for future reference)**

*Welcome to the Cuyahoga Valley Career Center's Adult Education Emergency Medical Technician Basic Program. You are starting a challenging, but rewarding, educational program where you will learn the skills that it takes to make a difference in people's lives. Our instructors will be working closely with you during the coming weeks spending much time and effort in your education. For this time to be most productive, it is important that you understand what to expect from the program, as well as what is expected of you. This handbook is intended to provide you with that information. You are strongly encouraged to ask questions at any time about things that are unclear to you.*

## Contact Us

**Adult Education Director:**

Elizabeth Walton  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, Ohio 44141  
(440) 746-8228  
[lwalton@cvccworks.com](mailto:lwalton@cvccworks.com)

**EMT Lead Instructor:**

Mark Dailey  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, Ohio 44141  
(440) 746-8324  
[mdailey@cvccworks.com](mailto:mdailey@cvccworks.com)

**EMT Administrative Assistant:**

Linda Buck  
Cuyahoga Valley Career Center  
8001 Brecksville Road  
Brecksville, Ohio 44141  
(440) 746-8125  
[lbuck@cvccworks.com](mailto:lbuck@cvccworks.com)

## **Job Prospects**

Employment for EMTs and paramedics is expected to grow faster than the average for all occupations through 2016. Job prospects should be good, particularly in cities and private ambulance services. Full-time paid EMTs and paramedics will be needed to replace unpaid volunteers. It is becoming increasingly difficult for emergency medical services to recruit and retain unpaid volunteers because of the amount of training and the large time commitment these positions require. As a result, more paid EMTs and paramedics are needed. Furthermore, as a large segment of the population—aging members of the baby boom generation—becomes more likely to have medical emergencies, demand will increase for EMTs and paramedics. There also will still be demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas. Job opportunities should be best in private ambulance services. Competition will be greater for jobs in local government, including fire, police, and independent third-service rescue squad departments which tend to have better salaries and benefits. EMTs and paramedics who have advanced education and certifications, such as Paramedic level certification, should enjoy the most favorable job prospects as clients and patients demand higher levels of care before arriving at the hospital.

(Please visit the following web-site for more information:

<http://www.bls.gov/oco/ocos101.htm>)

## **Career Options**

Ambulance Services  
EMS/Fire Departments  
Dispatch Centers  
First Responder Units  
Hospitals/Emergency Departments  
Industrial Safety Departments  
Urgent Care Facilities

## Curriculum Design

This program is designed for individuals interested in providing care to patients in the prehospital setting. The program will provide the participant with opportunities to gain information and skills necessary for certification as an Emergency Medical Technician Basic in the State of Ohio. The curriculum for our EMT Basic program is based on the Ohio Department of Public Safety, Division of Emergency Medical Services guidelines. Ohio Revised Code (ORC) Section 4765 and rules approved by the Board of Emergency Medical Services in the Ohio Administrative Code (OAC) Section 4765. ([www.ems.ohio.gov](http://www.ems.ohio.gov)).

## Components of Curriculum

Components include but are not limited to assessment of a patient, handling emergencies, using Basic Life Support equipment and techniques, CPR, bleeding control, provide non-invasive treatment for hypoperfusion, stabilize / immobilize injured extremities, manage environmental emergencies, emergency childbirth, and use of an automated external defibrillator.

- Quizzes and exams
- Homework
- Practical Skills
- Field Training

## Components of Program

- The textbook and workbook will be provided to you at the start of this program. All paperwork, state forms, Cuyahoga Valley Career Center forms, and workbooks, must be thoroughly completed and turned into your instructor to meet the requirements for successful completion of the EMT Basic program.
- American Heart Association Healthcare Provider CPR training is included and must be completed before clinicals can be done.
- Quizzes can be expected during every class meeting to ensure adequate comprehension of the material covered. Throughout the course, there will be (3) three exams (*Vocabulary/Terminology, Mid-Term and Trauma Final*) for a consolidated assessment of the material learned. The student must maintain an 80% cumulative average upon completion of each exam. The student will be able to retest only (1) one exam in order to meet the 80% cumulative requirement. Once one retest has been utilized, there will be no additional retest allowance. If the student has already utilized their retest allowance and the cumulative average is below 80% the student will not be allowed to continue in the program and will subsequently have failed to meet the requirements for successful completion of the EMT-Basic program.  
*(A cumulative course average of 80% must be achieved in order to take the course Final Exam. A breakdown of grade averaging is explained on page 22)*
- The student must achieve a score of 80% or higher on the course Final Exam in order to take the National Registry Test. He or she will be given a total of (2) two attempts to pass the course Final Exam. If a score of at least 80% is not obtained after a second attempt then the student will not be eligible to take the National Registry Exam and will subsequently have failed to meet the requirements for successful completion of the EMT-B program. He or she will, however, retain eligibility to repeat the EMT-B program with guaranteed enrollment in the next available course offered.

- As of September 2006, NIMS courses IS-100 and IS-700 are required for an initial certificate to practice as an EMS provider. The Department of Homeland Security pursuant to Homeland Security Presidential Directives HSPD-5 and HSPD-8 mandates the NIMS courses as being necessary for all first responders. Training can be completed at the following website:

<http://training.fema.gov/IS/crslst.asp>

***A copy of your NIMS certificates validating the completion of these courses must be provided to your instructor.***

*All forms must be completed and turned into the instructor. This includes, but not limited to, skill sheets, CPR card, NIMS 100 and NIMS 700 and clinical sheets. If you do not complete all required forms you will not receive a certificate of completion.*

## **Admission Requirements**

- Registration is open to anyone who is at least 18 years of age.
- Students who are enrolled in a regular high school program must be in their senior year and have written permission from their parents and the school principal or counselor to register for a course.
- Have a valid driver's license
- High School Diploma or GED equivalent.
- Student must complete an Adult Education Registration form.

## **Attendance**

- ***Attendance is mandatory.*** Any planned absences must be discussed with the instructor ***before*** occurrence. Regular attendance and punctuality is expected of each enrollee. This course holds a minimum of 140 classroom hours and no less than 24 clinical hours. The State of Ohio mandates that all hours must be completed. (Additional hours may be required at the discretion of the instructor and/or the coordinator). Two (2) or more unexcused absences can be cause for dismissal from the program.

- If a class is missed, any quizzes or assignments due must be completed and turned in by the next class meeting. Quizzes and tests must be made up in the Adult Education office by no later than 3pm on the next class date. Failure to do so will result in a “0” (zero) grade. If an assignment is given during a class that is missed, the student will be permitted to make the assignment up at the instructor’s discretion, provided that the absence was excused.

**Assignments cannot be made up for an unexcused absence.**

**Excused Absences:** Quizzes or assignments that were due can be made up and/or turned in before the next class scheduled. Failure to turn in assignments or quizzes will result in a “0” (zero) grade.

**Unexcused Absences:** Assignments and/or quizzes **cannot** be made up.

- Any homework or other assignment that is not turned in by the designated due date will result in a “0” (zero) grade. There will be no opportunities to make these assignments up.
- 100% attendance for all didactic portions of the program are required in order to successfully complete the program and qualify for the State certification exam. The State of Ohio mandates that all hours must be completed.
- Students should review the class syllabus immediately upon receipt and ensure they make proper arrangements to be present for all classes.

## **Breaks**

Breaks will be given periodically during lecture and laboratory classes. Please try to avoid leaving the classroom at times other than during breaks. Class will resume promptly at the time indicated by the instructor. He/she will not wait for those of you who are returning late! If you are exceptionally late back from a break you may be prevented from joining the class and be required to make up the missed portion.

## **State and CVCC EMT-Basic Rules**

The following rules are applicable to all students. **Please read all rules thoroughly.** If you should have any questions, please notify your instructor.

- 1) Please turn off all pagers and cell phones during class hours. Any necessary phone calls can be made during breaks. If you find it necessary to text message will in class, you may be asked to leave and receive an unexcused absence for the rest of the class. **NO TEXT MESSAGING IN CLASS.**
- 2) Complete uniforms must be worn to each class and are required when completing clinicals. A neat, clean, professional appearance is expected in the classroom. **No hats, earrings, piercings or obstructive jewelry.**
- 3) Uniform shirts will be provided as per tuition/course fees. It will be the students responsibility to purchase EMS uniform pants, belt and boots/shoes. The instructor will provide information on location and costs for purchasing. There are affordable options available. See an instructor for details.
- 4) All information submitted on paperwork, state forms, Cuyahoga Valley Career Center forms, and workbooks, must be true and correct. **Any fraudulent entry may be considered a sufficient cause for dismissal.**
- 5) You are responsible for having all materials with you in class. Be Prepared!
- 6) All skills will be practiced on everyone. This means there will be hands-on contact with other students.
- 7) No food or beverages are allowed in the classroom.
- 8) There will be **zero tolerance** for cheating. Student will be dismissed with no refund.
- 9) There will be **zero tolerance** for sexual harassment. After review and investigation of the offense, the student may be dismissed with no refund. Professionalism and respect to your peers is expected.
- 10) There will be no unnecessary disruptions during class. Any unnecessary disruption may result in the student being sent home (unexcused absence).
- 11) **You must go on the Internet to register for the National Registry EMT exam.** You must pass the National Registry Exam in order to be certified as an EMT in the State of Ohio. **(Please see attached information sheet explaining the procedure for registering).**

## Testing and Grading Policy

Quizzes can be expected during each class meeting. This quiz bank of grades will account for 25% of your total cumulative class average. There will be 2 Exams given (1 mid-term, 1 trauma final), each will consist of 25% of your grade. In addition, all homework and workbook completion will account for 25% of your grade. A cumulative grade of 80% or higher is required to sit for the course Final Exam. The course final must be passed with a minimum of 80% in order to receive a passing grade in the program and be eligible to sit for the National Registry Exam.

<b><i>Quizzes/Workbook/Homework</i></b>	<b><i>25%</i></b>
<b><i>Vocabulary/Terminology Exam</i></b>	<b><i>25% (must have 80% to pass test)</i></b>
<b><i>Mid Term Exam</i></b>	<b><i>25% (must have 80% to pass test)</i></b>
<b><i>Trauma Exam</i></b>	<b><i>25% (must have 80% to pass test)</i></b>

### **80% Minimum REQUIRED**

#### **REMINDER:**

***\*A cumulative average of 80% must be maintained throughout the program. If an average of 80% is not achieved after the Vocabulary/Terminology Exam, the student will be placed on academic probation until an 80% is achieved (after Mid Term Exam). If after the Mid Term Exam an 80% average is still not obtained, the student will be dismissed from the program, not having successfully fulfilled the requirements of the EMT-Basic program. The student will be permitted to "re-test" any of the "exams." The completion of the re-test must be recorded before the next class meeting. If this deadline is not met, the eligibility for re-test will be revoked.***

#### **Deficiency Notifications and Course Coordinator Counseling is issued for the following:**

- **Consistent Tardiness**
- **Absenteeism of one class without an appropriate make-up class**
- **Grade percentage below eighty percent (80%)**
- **Second failure of a practical skill evolution**

## General Information

- Work as a team member with other students in your class and your instructors.
- Be supportive of the educational pursuits of your classmates.
- Be attentive in classes and demonstrate a desire to learn and grow.
- Come to class prepared to participate, showing self-direction.
- The State of Ohio Department of Public Safety mandates that all forms must be completed and signed by each student. All information must be true and accurate.
- All completed forms will be kept in Cuyahoga Valley Career Center's Public Safety office.
- *Blood-borne pathogens will be taught and followed in all practical and clinical settings.*
- Cuyahoga Valley Career Center does not provide transcripts after the completion of the course. A Certificate of Completion is provided to each student upon successfully completing the course. If a letter of completion is needed for employment or future education, please contact the Adult Health Education Office.
- At the close of each course the adult enrollee completes a course evaluation and site evaluation. These instruments are studied and reviewed by the coordinator to identify areas in need of change, updating, and integrated into the curriculum as deemed appropriate by the faculty body.
- WorkKeys® tests in Locating Information, Math, and Reading will be given as a pre-entrance assessment to all Adult Education students. The State of Ohio Department of Education requires these tests for career development programs.

- Students that successfully complete our EMT and/or Fire programs can receive credit from Cuyahoga Community College towards an Associate Degree. Please visit the following web site for conditions, benefits and criteria.

**<http://www.tri-c.edu/Articulation/docs/hsinstitution>**

- Students can visit the following web site for sample EMT Basic exams.

**[www.cuyahogalibrary.org](http://www.cuyahogalibrary.org)**

1. Click on the link for RESEARCH at the top middle of the page.
2. Click on DATABASES A-Z
3. Enter your library card and PIN number
4. In the categories section on the left side on the screen, click on Career Education.
5. Click on Learning Express to get to the tests.

## **Clinical Information**

- **Students will be required to attend a clinical experience in both the Emergency Room and in the Pre-hospital (EMS) field. Hours completed in each will be assigned at the discretions of the instructor.**
- **Clinical scheduling times are the responsibility of the student and the schedule must be completed as designated by the instructor.**
- **Clinical times must be scheduled outside of classroom time.**
- **Blood-born pathogens will be taught and followed in all practical and clinical settings.**
- **If employed by contracted agency, the student must not be counted as essential personnel but be attending as a student representing Cuyahoga Valley Career Center.**

*When doing your clinical time, adhere to the following rules:*

- Students are expected to be fifteen minutes early.
- Will be dressed in FULL UNIFORM: CVCC uniform shirt, dark uniform pants and uniform boots or shoes. If you are out of uniform, you will be sent home.
- No facial piercings or obtrusive jewelry.
- Students must be equipped with a stethoscope, pen, and a watch with a second hand.

- **Professional behavior will be expected during all clinical hours. You are a reflection of the school, your instructors and the EMS/Fire Industry. Any unprofessional behavior, remarks, attitude or actions will result in immediate dismissal from the program.**
- **Students must complete a minimum of six (6) in hospital patient assessments and at least three (3) pre-hospital assessments.**
- **Clinical time must be scheduled and completed prior to the course final exam and course completion.**
- **If a student cannot attend a scheduled clinical session, phone notification must be made by the student to the clinical site with an explanation. Clinical discipline policy is outlined below:**
  - **Excused Absence (*with notification*)-----Accepted**
  - **Late to clinical (*with notification*)-----Verbal Warning**
  - **Late to clinical (*no call*)-----Verbal Warning  
(explanation required)**
  - **No show to clinical (*no call*)-----Written Warning  
(explanation required)**

**For any “second offense” the student may be dismissed from the program.**

**If adherence to these rules is not followed, the nurse or paramedic in charge of your clinical experience reserves the right to send you home. It will be at the discretion of your instructor to allow and reschedule visit. Please comply. Thank you!**

## **Marymount Hospital Clinical Hours**

### **LOCATION**

***Marymount Hospital  
Cleveland Clinic Health System  
12300 McCracken Road  
Garfield Heights, Ohio 44125***

#### ***Directions to Marymount Hospital:***

Near I-480 and I-77, just 4 miles west of I-271

#### ***From the West:***

Exit I-480 at East 98<sup>th</sup> Street. Turn left; follow East 98<sup>th</sup> Street about 2 miles. Turn right onto Granger Road and follow the signs to the Hospital.

#### ***From the East:***

Exit I-480 at Broadway. Turn right; follow Broadway for approximately 1 mile. Turn left onto Henry Street. Follow Henry Street to McCracken; Hospital is visible at intersection.

**Marymount Hospital:** 216-581-0500

**Emergency Department:** 216-587-8170

**Sandy Kirin – EMS Director:** 216-587-8236

Parking – There is no charge for parking.

## EMT Basic – Registration Procedures National Registry Test

**\*Once you have been approved by CVCC to take the NR exam, you will have no longer than fourteen (14) days to schedule and sit for the exam.**

### **EMS Students!**

#### ***Follow These Steps to Apply For Your NREMT Exam***

Congratulations on nearing the completion of your EMS course.

After you graduate, you will be taking the NREMT certification exam.

We suggest you begin the application process 4-6 weeks before you intend to take the test. Prior to testing you will need the following:

- application
- course completion verification by your program director and
- application fee payment

Follow these easy steps to apply to take the NREMT exam. If you need additional assistance, please contact NREMT at (614) 888-4484.

#### **Step 1**

##### **Create Your Account**

- Go to [www.nremt.org](http://www.nremt.org).
- Click on 'Login' (found in the blue bar at the top of the page).
- Click on 'Set Up New Account'.
- Complete all information in this section as prompted.
- Request user role of 'Registrant or Candidate' (do not complete any information within the gray box).
- Read the submission statement.
- Click on 'Submit'.

#### **Step 2**

##### **Login**

- After you have completed Step 1, you can follow the link and login with the username and password you created.

#### **Step 3**

##### **Manage Your Account Information**

Complete all information in the Personal Account Information fields as prompted. Note: This is the name that will appear on your application, National Registry certificate and card upon successful completion of the examination. When you have completed all fields, click 'Save'. You will receive a message indicating 'Account Saved'.

<b>You will need the following information from your instructor:</b>
<b>This course has been approved in the state of:</b>
<b>Program Name:</b>
<b>Section Code (if applicable):</b>

#### **Step 4**

##### **Create a New Application**

- Click on 'Create a New Application'
- Review the Personal Information Summary - if any items are incorrect, make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.
- Review the Entry Requirements; check the acknowledgement to complete the online application.
- Complete any statements as prompted.
- Click on 'Next'.
- Complete all information in this section as prompted. Use the information in the box above provided by your instructor.
- Read the acknowledgement prior to clicking 'Submit'. Clicking 'Submit' is your electronic signature and indicates that you have read, reviewed and agree to the acknowledgement.

#### **Step 5**

##### **Pay Application Fee**

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date. An Authorization to Test (ATT) will not be issued until payment has been received and all other verifications are complete.
- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

## **NREMT Application Progress**

### **Monitor the Progress of your Application**

You can monitor the progress of your application at any time.

- Login on the NREMT Home Page using your username and password
- Click on 'Candidate Services'
- Click on 'Check Application Status'
- Three areas of the application process are displayed:
  1. Course Completion Verification,
  2. Payment of Application Fee and
  3. Practical Skills Verification.

Each topic provides an explanation of the status and who to contact for further assistance, if necessary.

**Monitor the Progress of Your Application**

### **You will need the following information:**

This course has been approved in the state of: **Ohio**

Program Name: **Cuyahoga Valley Career Center**

## Ohio Administrative Code

### 4765-8-01 Qualifications for a certificate to practice.

(A) An applicant for a certificate to practice as a first responder, EMT-basic, EMT-intermediate, or EMT-paramedic must meet the following requirements:

- (1) Submit a completed application on a form approved by the board;
- (2) Successfully complete an EMS training program through an accredited institution, pursuant to section [4765.17](#) of the Revised Code and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application;
- (3) Submit documentation of successful completion of the following training courses:
  - (a) National incident management system course IS-700 and incident command system course IS-100, both of which can be accessed at the federal emergency management agency web site (<http://training.fema.gov/emiweb/IS/crslist.asp> for online courses or [http://www.fema.gov/emergency/nims/nims\\_compliance.shtm](http://www.fema.gov/emergency/nims/nims_compliance.shtm) (March 1, 2004) for materials and information on instructor lead classroom-based courses). These courses are also listed on the division of EMS web site (<http://www.ems.ohio.gov>). Completion of the above topics is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the board as being necessary for initial training.
- (4) Pass an initial certification examination in accordance with rule 4765-8-05 of the Administrative Code;
- (5) Be at least eighteen years of age;
- (6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:
  - (a) Any felony;
  - (b) A misdemeanor committed in the course of practice;
  - (c) A misdemeanor involving moral turpitude;
  - (d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;
  - (e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.
- (7) Has not been adjudicated mentally incompetent by a court of law;

(8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A)(6) of this rule;

(9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as a first responder or EMT;

(10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code;

(11) Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;

(12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.

(B) In deciding whether to grant a certificate to practice, the board has the following options:

(1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;

(2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;

(3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

Effective: 07/02/2009

R.C. 119.032 review dates: 02/13/2011

Promulgated Under: 119.03

Statutory Authority: 4765.11, 4765.30

Rule Amplifies: 4765.30

Prior Effective Dates: 1/1/96, 2/22/99, 4/29/00, 1/13/02, 3/23/03, 2/13/06, 9/28/06

## Ohio Revised Code

### **4765.30 Qualifications for certificate to practice.**

(B) The state board of emergency medical services shall issue a certificate to practice as an emergency medical technician-basic to an applicant who meets all of the following conditions:

- (1) Holds a certificate of completion in emergency medical services training-basic issued in accordance with section 4765.24 of the Revised Code;
- (2) Passes the examination for emergency medical technicians-basic conducted under section 4765.29 of the Revised Code;
- (3) Is not in violation of any provision of this chapter or the rules adopted under it;
- (4) Meets any other certification requirements established in rules adopted under section 4765.11 of the Revised Code.

