



Institute of Healthcare, Inc.  
2171 S. El Camino Real Suite 100, Oceanside, CA 92054  
Phone # 442-222-5012  
[www.InstituteOfHealthcare.com](http://www.InstituteOfHealthcare.com)  
2019 Catalog

## Table of Contents:

Mission and Objectives...3	Leave of Absence Policy... 12
Location and Facilities...3	Student Conduct...12
Academic Calendar...3	Dress Code...13
Prospective Students...3	Disability Information...13
EMT Program Description...4	Smoking and Tobacco Policy...13
Methods of Teaching...4	Substance Abuse Policy...13
EMT Program Objectives...5	Unlawful Harassment Policy...14
Skills Competencies...5	Accident Reporting...14
Student to Teacher Ratios...5	Withdrawal from Program Policy...14
EMT Program Course Outline...6	Course Withdrawal Procedures...15
Equipment Utilized...7	Re-Entry...15
Library and Learning Resources...7	Grievance Policy...15
EMT Program Costs...7	Graduation Requirements...15
EMT Course Prerequisites...8	Initial Certification Process...16
EMT Program Instructors and Faculty... 8	Recertification...16
Enrollment Procedure...9	Employment after Program...17
Waitlist Procedure...9	Job Outlook...17
Students Right to Cancel...10	Criminal Record...17
Student Services...11	Notice of Credit Transferability...18
Record Keeping of Student Files...11	Articulation agreement...18
Grades, Academic Progress...11	Accreditations and Approvals...18
Probation...11	Financial Disclosures...18
Prior Course Work Recognition...11	Student Tuition Recovery Fund...19
Foreign Students...12	Job Classification...20
English Comprehension Requirement...11	Distance Education...20
Lodging and Transportation...12	
Course Attendance Dismissal Policy...12	

Mission Statement:

At the Institution of Healthcare, we thrive on providing the most current, modern educational delivery practices to our community's healthcare workforce. We will utilize our skills, knowledge and abilities to provide instruction, mentorship and quality educational practices to the healthcare workforce of tomorrow.

Objectives:

- Provide our students with the latest most current curriculum within the healthcare realm.
- Provide a friendly environment where students, colleagues and instructor can communicate freely with each other to create an open learning dialog.
- Provide the knowledge and skills for the healthcare workforce of the future to succeed.

Location and Facilities:

The Institute of Healthcare, Inc. offers its courses at 2171 S. El Camino Real Suite 100, Oceanside, CA 92054. The facility has ample space for training which includes a classroom, boardroom and outdoor areas. There are two restrooms within the facility and a kitchen area to enjoy breaks.

Academic Calendar:

Program includes a minimum of 170 hours (didactic and skills/lab), with an additional 24 clinical hours.

Day Course:

Accelerated EMT Program 9 weeks  
Tuesday / Thursday 6:00 PM – 10:30 PM  
And Saturday 9:00 AM – 7:00 PM

Holidays:

New Years Day  
MLK Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

Important Information for Prospective Students:

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

### EMT Program Description:

The Emergency Medical Technician (EMT) course prepares the EMT student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting, and providing patient transportation. The program meets the requirements of the U.S. Department of Transportation, National Emergency Medical Services Education Standards (NEMSES), and California State Regulations Title 22.

The Traditional Emergency Medical Technician (EMT), program is composed of a minimum 194 hours of coursework, which includes classroom didactic, homework assignments, online accessed learning modules, skills competencies and 24 hours of clinical time. The program is designed to take an individual through the required education which will allow them to perform in emergency and non-emergency situations, treating the sick and/or injured. In order to complete the program, the student must pass the didactic component, demonstrate the required skills competencies and satisfy the minimum 24-hour clinical time.

The clinical time must consist of a minimum of 24-hours of in-person clinical time. This time is spent with a local ambulance services and in addition to the 24-hours of documented clinical time. The student must have 10 documented patient contacts / interactions. In the event the student does not have the ability to get the 10 documented patient contacts in the 24 hour period. They will be required to extend the clinical in order to meet this requirement. The Institute of Healthcare, Inc. will coordinate your 24-hour required clinical time.

#### Special Patient Contact Information:

High fidelity simulation, when available, may replace up to six (6) hours of supervised clinical experience and may replace up to three (3) documented patient contacts.

### Methods of Teaching:

The Emergency Medical Technician (EMT), program is composed of a minimum 194 hours of coursework, which includes classroom didactic, homework assignments, online accessed learning modules, skills competencies and 24 hours of clinical time.

EMT Program Objectives:

Objectives:

1. Describe the roles of EMS in the health care system.
2. Demonstrate the professional attributes expected of EMTs.
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.
4. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
5. Apply principles of anatomy, physiology, pathophysiology, life span development, and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing, and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions, and traumatic injuries.
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple-casualty incidents, gaining access to and extricating patients, hazardous materials incidents, and responding to situations involving weapons of mass destruction.

Skills Competencies Required to be met, these are pass or fail:

1. Patient Assessment and Management Medical
2. Patient Assessment and Management Trauma
3. BVM Ventilation in Apneic Adult Patient
4. Oxygen Administration by Non-Rebreather Mask
5. Spinal Immobilization for the Seated Patient
6. Spinal Immobilization for the Supine Patient
7. Bleeding Control and Shock Management
8. Cardiac Arrest Management
9. Joint Immobilization
10. Long Bone Immobilization

Student to Teacher Ratio:

All courses will follow student to teacher guidelines per State Regulations. This is to include no more than 10 students per instructor during dedicated lab or skills sessions.

## EMT Course Outline

### Section 1 – Foundations

1. Introduction to Emergency Medical Services and the Health Care System
2. The Well-being of the EMT
3. Lifting and Moving Patients
4. Medical, Legal, and Ethical Issues
5. Medical Terminology
6. Anatomy and Physiology
7. Principles of Pathophysiology
8. Life Span Development

### Section 2 – Airway Management, Respiration, and Artificial Ventilation

9. Airway Management
10. Respiration and Artificial Ventilation

### Section 3 – Patient Assessment

11. Scene Size-up
12. The Primary Assessment
13. Vital Signs and Monitoring Devices
14. Secondary Assessment
15. Communication and Documentation

### Section 4 – Medical Emergencies

16. General Pharmacology
17. Respiratory Emergencies
18. Cardiac Emergencies
19. Diabetic Emergencies and Altered Mental Status

### 20. Allergic Reaction

21. Poisoning and Overdose Emergencies
22. Abdominal Emergencies
23. Behavioral and Psychiatric Emergencies and Suicide
24. Hematologic and Renal Emergencies

### Section 5 – Trauma Emergencies

25. Bleeding and Shock
26. Soft-Tissue Trauma
27. Chest and Abdominal Trauma
28. Musculoskeletal Trauma
29. Trauma to the Head, Neck, and Spine
30. Multisystem Trauma
31. Environmental Emergencies

### Section 6 – Special Populations

32. Obstetric and Gynecologic Emergencies
33. Pediatric Emergencies
34. Geriatric Emergencies
35. Emergencies for Patients with Special Challenges

### Section 7 – Operations

36. EMS Operations
37. Hazardous Materials, Multiple-Casualty Incidents, and Incident Management
38. Highway Safety and Vehicle Extrication
39. EMS Response to Terrorism

Equipment Utilized:

Adult CPR Mannequins	Pulse Oximeter
Infant CPR Mannequins	Traction Splints
02 Cylinder	Extrication Device, (KED)
02 Regulator	Backboard
Non-Rebreather Masks	Head immobilizer
Nasal Cannulas	cervical collars
Oral Airway Adjuncts	tourniquets
Nasal Airway Adjuncts	bandages and Splints
Suction Equipment	Quick Clot Bandages
Rigid and Flexible Suction Catheters	Blood Pressure cuffs and Stethoscopes
Pocket Masks	Intubation Manikin
Bag-Valve-Masks	Obstetrical Manikin with Obstetrical
Peri laryngeal Airways	Delivery Kits
Endotracheal Tubes	IV Tubing and Normal
Glucometer	Normal Saline Bags
Lancets and Test Strips	AED Trainer Device
Sam Splints	Pseudo Medications to practice with
Desk and chairs	Gloves, Gowns and Goggles
IV Stands	

Library and Learning Resources:

The classroom provides WiFi access which is included in the program costs. The student will be able to access the WiFi via a personal smart phone or tablet device or through the on-site device.

EMT Course Program Costs / Fees:

Course Cost \$1,495.00

Includes:

- \$50.00 non-refundable - 2 Uniform shirts
- \$250.00 non-refundable application fee
- \$0.00 non-refundable STRF Fee for every \$1,000.00
- \$1,195.00 Training Costs, equipment and supplies, National Registry Skills Exam

**Required Materials purchased separately:**

Emergency Care, 13<sup>th</sup> edition PLUS MyBradylab

Charges are for the period of attendance and estimated for the entire program. Payment plan options available.

**Additional Fees as Applicable:**

- Returned Check - \$25.00
- National Registry Testing for EMTs (outside students) - \$125.00
- Tutoring - \$25.00 per hour
- AHA BLS CPR Course - \$75.00

EMT Course Requirements:

## Prerequisites

- Must be 18 years old to apply.
- High School Graduate or GED.
- AHA Healthcare Provider CPR\*
- Application to the EMT Program
- Signed Enrollment Agreement.

\* Institute of Healthcare, Inc. offers AHA Healthcare Provider CPR. Please contact us to inquire prior to Day 1 of class.

## ALL OF THE FOLLOWING ITEMS WILL BE DUE UPON ENROLLMENT:

- Copy of U.S. Citizenship or equivalent ID and a Social Security Number
- Copy of High School Diploma, Certificate of Completion or GED
- Copy of a valid Driver's License, a federal compliant REAL ID card, State issued Identification Card or other Government issued Photographic Identification
- Copy of current medical insurance coverage (policy or wallet card) or letter from the provider stating you have been approved for insurance during the course. Low cost short-term coverage is available on-line at [www.ehealthinsurance.com](http://www.ehealthinsurance.com).

Make copies of your shot record for the following Required Inoculation (DO NOT TURN IN YOUR ORIGINAL IMMUNIZATION CARD)

- TB Test (within 1 year)
- Seasonal Flu

EMT Program Instructors and Faculty:

The Program Director has a wealth of knowledge in the area of Emergency Medical Services and is experienced in educating Emergency Medical Technicians and other Pre-Hospital Care Providers. He has worked on Basic Life Support Ambulances, Advance Life Support Ambulances and has been honored to be a preceptor to EMT and Paramedic Students from around the county early in his career. Our Program Director holds a graduate degree from Watts College of Public Service and Community Solutions of Arizona State University and enjoys all aspects of teaching in this realm. He is an advocate to both students of the Emergency Medical Technician program and the EMT curriculum itself. Our Chief Operating Officer has had the opportunity to be an Emergency Medical Technician, Registered Nurse and has true passion for the field of Emergency Medical Services. She holds a Bachelor of Science in Nursing from San Diego State University.

Jonathan Pinto, MPSLA, Paramedic  
CEO, CAO, EMT Program Director,  
Clinical Coordinator

Jessica Pinto, BSN  
Chief Operating Officer



Enrollment Procedure:

Contact the school and speak to a staff member about the program and requirements. Upon deciding to choose the Institute of Healthcare, Inc. our staff will review with you and sign the enrollment agreement, review and sign the Performance Fax Sheet document, review the required medical / inoculation requirements and collect the \$250.00 nonrefundable application fee, (fee goes towards the overall tuition. However, is non-refundable once enrolled). Upon gathering all the information, the information would be placed in the students file and both the Institute of Healthcare. Inc. and the enrollee will receive copies of all documents signed.

Waitlist Procedure:

If the course the student is interested is full, a waitlist will be created for applicants who meet all the enrollment criteria. This list will be developed and executed on a first come first serve basis in the event a seat opens, The Institute of Healthcare, Inc. Will contact the prospective students and inform them of the opening. We will go down the waitlist one by one and give each prospective student 12 hours from the time of contact to enroll prior to contacting the next candidate on the waitlist. This contact will be made through email and phone. If phone is not answered a message will be left at which point the time begins. These courses are in high demand and require a minimum number of hours which creates a time sensitive situation.

### STUDENTS RIGHT TO CANCEL

I understand that I must be officially registered by the start date of the course in order to participate in and receive academic credit for the courses. I understand that I am required to attend each of my courses during the first week of the course in order to maintain enrollment. If I do not attend my course, I can be dropped. I am responsible for knowing and complying with any and all registration deadline dates.

Students have the right to cancel the enrollment agreement and obtain a refund of the refundable charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. All requests to withdraw from the course registrations must be in writing and be received by my academic program office. I understand that notifying my professor does not constitute a withdrawal. I also understand that if I do not attend my classes, I am responsible for ensuring that I officially withdraw myself from the courses. If I do not do this, I understand that I am responsible financially for 100% of the course cost. I have reviewed the attendance policy in the course catalog. If I withdrawal in a timely manner and follow guidelines and policy, I understand that the Enrollment fee and non-refundable course materials fee are non-refundable as well as the Student Tuition Recovery Fund fee (STRF). My tuition will be refunded in accordance to the refund percentage schedule published in my Institute of Healthcare, Inc Academic Course Catalog.

Institute of Healthcare, Inc does not provide financial aid or other types of loan. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Currently our institution does not offer title IV (financial aid) federal, or state funding.

If the student defaults on a federal or state loan, both the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### Student Services:

Institute of Healthcare is dedicated to our students and their success. We are here to help you navigate your career successfully. Services offered include admissions, enrollment, academic success, and career development.

### Student Record Keeping:

The Institute of Healthcare, Inc. maintains student records at the school location for a minimum of five years from the last date of attendance. Student transcripts are maintained perpetually.

### Grades and Academic Progress:

Quizzes and Exams are based on percentages which each representing 0 – 100%. The average score must be above 80% to graduate. In addition, both the midterm and final exam must be passed with an 80% or better. Skills competencies are all based on a pass or fail.

Students are to remain compliant with the Institute of Healthcare, Inc. policies regarding, academic standards, financial obligations and attendance in order to progress through the EMT program.

### Probation Policy:

If a student is unable to meet the requirements of the program. The student will be placed on academic probation. The Program Director will meet with the student and create a plan for the student that if met, can lead to the student going back to a non-probation status. If the student is unable to meet the requirements of the plan set up by the Program Director, the withdrawal policies will then take effect.

### Recognition of prior course work:

The Institute of Healthcare, Inc. does not award credit for any courses, activities from other institutions. Moreover, we do not award credit for Professional Experience.

### Acceptance of Foreign Students:

Foreign students who meet all pre-requisites and other requirements are encouraged to apply. Institute of Healthcare does not provide Visa's, however, will vouch for student status.

### English Comprehension Requirement:

Courses are only lectured, facilitated and taught in the English language. Applicants must be fluent in writing, speaking, comprehending and any other forms of communication in the English language. Institute of Healthcare does not offer courses in any other language. All international applicants, whose native language is a language other than English, must provide proof of

sufficiently passing the Test of English as a Foreign Language (TOEFL). Please see administration if unable to provide results and the exam can be taken in the admissions office.

#### Lodging / Dormitories and Transportation:

The Institute of Healthcare, Inc. is not responsible for, providing or assist with finding student housing nor with the providing of transportation or accommodations at any point during the program. The Institution does not provide dormitories. However, within several square miles there are a variety of rental properties starting at around \$1,400.00 per month according to Rentals.com / California / Oceanside.

#### Course Attendance Policy:

Institute of Healthcare, Inc abides by a strict Attendance Policy because of the information that needs to be covered during the stated time frame. Because of this, attendance is mandatory during the first week of the course, or the student risks being automatically withdrawn from the course. We encourage each student to communicate to the Instructor and/or the Director by the discretion of the Primary Instructor. Student attendance is required at all scheduled classes, including lab sessions. Students may be dropped from the course for excessive absences. Excessive absences are defined as follows: For the “Day” EMT Course you are allowed up to 2 absences with prior approval of the EMT Instructor. For the “Night” course, you are allowed up to 3 absences with prior approval of the EMT Instructor. The EMT instructor may assign additional assignments for the course requirements to be fulfilled. Students may be dismissed from the current course if they miss 3 days in the “Day” course and 4 days in the “Night” course.

If a class is missed, students are responsible for any missed quizzes, examinations, and material covered in that class session. Students are required to attend each day from start to finish during in-class, lab, clinical and other course events. Students must sign in on a roster each day of course

#### Leave of Absence:

A leave of absence may be granted for emergency situations only. A written request must be submitted to the Program Director which will be reviewed and if approved the student may be granted a leave of absence on a case by case basis. The leave of absence would not exceed 120 days in a calendar year and if the student is unable to return the withdrawal policy would take effect.

#### Student Conduct:

Students always should strive to conduct themselves in an exemplary manner. This goes for both during school and after school hours.

### Dress Code:

During class students must wear the uniform t-shirt, dark colored pants and closed toe shoes. During the 24-hours of clinical experience, students must wear their assigned school polo shirt, navy blue or black pants, (no jeans), and closed toe boots. They must ensure to be presentable and cordial to the staff and facility they are assigned to. Flip flops will not be permitted during class and if they are utilized during a clinical, the student will be sent home. Both during clinical and classroom work all students should be well-groomed. Long hair tied back; facial hair neatly trimmed.

### Americans with Disabilities Act:

The Institute of Healthcare, Inc. does not discriminate in admission or access to our program based on age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Program Director. You may request these types of academic adjustments or auxiliary aids at any time.

The Program Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute of Healthcare, Inc. will work with the prospective student to determine whether reasonable accommodations can be effective or that they are available. All prospective students who meet these requirements should do as follows. Notify the Program Director in writing explaining what types of accommodation may be needed, the date needed as well as provide documentation of the nature and or extent of the disability. These requests should be made prior to the start date of the course or within the first week of the course. The Program Director will respond within 5 working days with a plan to discuss with the student.

### Smoking and Tobacco Products:

These products, including vaping and marijuana, are not allowed to be used in any enclosed area of the facility.

### Substance Abuse Policy:

The Institute of Healthcare, Inc. is concerned about substance abuse and how it may affect the workplace, communities, students and staff. If a student is found to be possessing an illegal drug or suspected of being under the influence of alcohol or any other drug, the proper authorities will be notified, and the student will be expelled from the program. It is an honor to be an EMT and any possibility of putting others in danger is not how a potential EMT should be conducting themselves. There will be an investigation for all allegations pertaining to being impaired by a substance.

### Unlawful Harassment:

The Institute of Healthcare, Inc. is committed to providing a safe environment for its students, staff and those we encounter. School policy prohibits sexual harassment of any type as well as any other type of harassment. It is prohibited to harass or disparage an individual based on medical conditions, pregnancy, race, religion, creed, gender, nationality, sexual orientation. These are just a few examples and do not represent the entire list of types of harassment. ALL HARASSMENT IS UNLAWFUL and will not be tolerated. This policy applies to all those in our organization, student, staff and others.

If you believe you have been unlawfully harassed, please submit a written complaint to any one of our school officials. In the complaint list all the information you can possibly remember including potential witnesses, all individuals involved and what occurred. An immediate investigation will take place on all allegations.

### Accident Reporting:

All Safety issues of anytime must be reported to the Program Director for the issue to be resolved as soon as possible. Reporting any injury on campus, no matter how small, must be reported immediately to Administration and receive first aid attention. This is very important as small injuries tend to be deeper than the eye can see and must be treated as soon as possible. An Exposure/Injury Report form must be completed by the student and submitted to the Director of Educational Programs immediately.

When something of concern troubles a student, he or she should then discuss the concern directly with their instructor. If not resolved through that channel, make an appointment to meet with the program director of the EMT program. Upon being aware of any concern a student may have and when brought to the Program Director, the Program Director then will have 10 business days to review all written documents and facts in order to address the situation. The Program Directors Decision is final.

### Withdrawal from the EMT Program:

A student is deemed withdrawn from the EMT program for the following:

- Failure to arrive during the first week of the program. During the first week attendance is mandatory
- Excessive absences.
- Failure to maintain the required testing averages or passing of skills.
- Failure to abide by the rules or policies of the Institute of Healthcare, Inc.
- Failure to meet financial obligations.
- Cheating of any type.
- Carrying or concealing a weapon of any type.
- Insubordination
- Working outside of the scope they have been taught. Specifically, in the clinical setting.
- Failure to make tuition payments on the due dates.
- Harassment of any type.

- Being under the influence of alcohol or drugs of any type during class hours, activities or functions.

In the event a student feels that they have been harassed or treated in a manner that is inappropriate, please notify the Program Director immediately so that facts may be gathered, and a solution determined.

#### Course Withdrawal Procedures:

The applicant must officially register by the start date of the course in order to participate in and receive academic credit for the courses. The applicant is required to attend each of my courses during the first week of the course in order to maintain enrollment. If they do not attend the course, they can be dropped. They applicant is responsible for knowing and complying with any and all registration deadline dates.

All requests to withdraw from the course registrations must be in writing and be received by the academic program office within the first 7 days of the course start date due to the accelerated program dates. Notifying the professor does not constitute a withdrawal. If the applicant does not attend the classes, they are responsible for ensuring that they officially withdraw themselves from the courses. If they do not do this, they are solely responsible financially for 100% of the course cost. If the applicant withdrawals in a timely manner and follow guidelines and policy, the application fee and non-refundable deposit are non-refundable as well as the Student Tuition Recovery Fund fee (STRF). Tuition will be refunded in accordance to the refund percentage schedule published in my Institute of Healthcare, Inc Academic

#### Re-Entry Policy:

Re-Entry is permitted on a case by case basis. The student must submit in writing the reason for withdrawal and how they intend on overcoming the reasons. This written document must be reviewed and approved by the Program Director.

#### Student Grievance Policy:

If a student has a grievance, the student needs to put the grievance in writing and submitted it to the Program Directors attention as soon as possible so that an attempt to mitigate the grievance can be made in an expeditious manner.

#### Graduation Requirements:

To be eligible for graduation from the Emergency Medical Technician (EMT), program, the student must satisfy the required skills competencies and pass the entire course which is composed of a minimum 194 hours of coursework, which includes classroom didactic, homework assignments, online accessed learning modules, skills competencies and 24 hours of clinical time. The Student must also have fulfilled any financial responsibilities they may have with the Institute of Healthcare, Inc.

Upon successful completion and meeting all requirements of the program listed in the previous paragraph, students are awarded a certificate of completion. This document represents that you have met the prescribed course information set by the State of California and Local Emergency Service Agency, (LEMSA). This completion certificate is not a certification. In order to become certified, the student must complete the National Registry Cognitive Exam at a Pearson VUE testing center off site. The Institute of Healthcare, Inc. does not provide transportation or any services in regard to this cognitive exam. The student is responsible for creating an account with the National Registry of EMTs at [WWW.NREMT.ORG](http://WWW.NREMT.ORG) and selecting the most convenient time and place to take this test.

#### Initial Certification Process:

Upon completion of the required course work and required hours, graduates are then able to sit for the National Registry of Emergency Medical Technician Certification Exam. Please refer to the NREMT website for further information and specific requirements to apply for the exam. <https://www.nremt.org/rwd/public>.

The Institute of Healthcare, Inc. offers the skills component of the National Registry Exam. After the student passes the skills component of the National Exam, the student will receive a completion certification from the Institute of Healthcare, Inc. They will then utilize these documents to register for an account with the National Registry of Emergency Medical Technicians, (NREMT), by going to [www.nremt.org](http://www.nremt.org), which will allow them to register for the second part which is the cognitive component, (computerized adaptive exam). The cognitive component is offered at local Pearson Vue Testing Centers throughout the United States. Upon successfully passing the Pearson VUE exam you will be a Nationally Certified Emergency Medical Technician!

#### After Initial Certification by the National Registry:

Once the student passes the National Registry EMT exam, he or she will then be required to obtain state and county certification. It is the student's responsibility to check with their local county or state the exact procedures to follow. For example, if they intend on working in San Diego County, they will be required to apply for local accreditation in San Diego as well as with the State of California. Some additional requirements may be required such as going through the Live-Scan Finger Printing Services and paying the required county fee to be approved with San Diego. Each State and County throughout the United States may have special requirements or fees. We encourage you to check with your county and state Emergency Medical Services Office to see what requirements are needed to be fulfilled.

#### Recertification requirements:

Your EMT certification is valid for 2 years and will be required to complete an Approved Refresher Course consisting of 24 hours of continuing education and skills competencies. These may vary from state to state or from National Registry Requirements. EMTs should always keep abreast to the latest continuing education requirements.



### Employment post completion of program:

The Institute of Healthcare, Inc. does not provide any guarantees regarding student employment upon completion of the program. The Institute of Healthcare, Inc. does not participate in any student employment placement. However, you will meet critical objectives that will help you succeed in the work force as an EMT. Will be able to:

- Identify the purpose and your roles as a professional EMT.
- Practice efficient communication skills and apply these skills with confidence and professionalism. These communication skills will be used while speaking with partners in the workforce, community, as well as other healthcare professionals.
- Understand your scope of practice and how you will work to the top of your license with the highest level of professionalism and integrity.
- Understand various cultural beliefs and practices and how to adapt accordingly in a health care setting.
- Acquire new leadership skills and apply these skills as we interact within the community, workforce, our patients and their family members.
- Apply didactic theory to clinical skills to prepare for the national exam.
- Generate a plan to achieve career goals.
- Uphold the honor, responsibility, and commitment required of the profession and accept its disciplines.

### EMT Job Outlook:

The U.S. Bureau of Labor Statistics predicts that employment of Emergency Medical Technicians is projected to grow 15% from 2016 to 2026, much faster than the average for other occupations! Please see <https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm#tab-6>.

### Criminal Record:

The National Registry of Emergency Medical Technicians, (NREMT) has a felony conviction policy. In the event you have a felony or other previous considerations with the law. It is highly recommended that you read and understand the policy This felony conviction policy can be found at [www.nremt.org/rwd/public/document/policy-criminal](http://www.nremt.org/rwd/public/document/policy-criminal). It is imperative you also check with your local state and county where you plan on providing care as an EMT. For instance, San Diego County requires all applicants to submit a Live-Scan Check and must be cleared prior to certification. The Institute of Healthcare, Inc. Is not liable for any events or problems that may arise from this policy. We are very clear that this must be checked out and varied by the student to prevent taking the course if the student is ultimately unable to get credentials by a jurisdiction.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at Institute of Healthcare, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Emergency Medical Technician Course Certificate you earn in the EMT Program at the Institute of Healthcare, Inc. is also at the complete discretion of the institution to which you may seek to transfer. If the Emergency Medical Technician Course Certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Institute of Healthcare, Inc. to determine if your Emergency Medical Technician Course Certificate will transfer”

### Articulation Agreement:

Currently the Institute of Healthcare, Inc. Does not have an articulation agreement with any other educational organization, college, university or trade school.

### Approvals and Accreditations:

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards set forth in the CEC and 5, CCR.

The Institute of Healthcare, Inc. is not currently recognized with institutional accreditation recognized by the United States Department of Education. Students are not able or eligible to participate in federal financial aid programs in association with the Institute of Healthcare, Inc. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

“A student or any member of the public may file a complaint about this institution with the Bureau of Private Post-Secondary Education by calling (888) 370-7589, or by completing a complaint form which can be obtained on the bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov).”

### Financial Disclosures:

The Institution of Healthcare, Inc. does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition in the preceding five years, and have not had a petition filed against it within the preceding five years resulting in reorganization under chapter 11 of the US Bankruptcy Code.

If a student secures a loan to pay for an educational program at the Institute of Healthcare, Inc. the student is responsible for repaying the full amount of the loan including interest, less the amount of any refund due to the student. Currently, our institution does not offer title IV (financial aid) federal, or state funding. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Student Tuition Recovery Fund (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

EMT Job Classification per Bureau of Labor Statistics:

29-2040 Emergency Medical Technicians and Paramedics

- 29-2042 Emergency Medical Technicians

Assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities.

Distance Learning:

Currently, Institute of Healthcare, Inc. does not offer distance learning.