

Program Handbook 2022 - 2023

EMERGENCY MEDICAL TECHNOLOGY

To prepare competent entry-level Emergency Medical Technicians at all levels in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains, with or without exit points at the Emergency Medical Technician - Intermediate, and / or Emergency Medical Technician and / or First Responder levels.

Ohio #312

CoAEMSP 600696



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The information on this version of the Emergency Medical Technology Program Handbook is subject to change without notice. This handbook is a program resource and not intended to contain all policies and regulations applicable to students.



Introduction

The purpose of this handbook is to inform and guide students on program specific requirements and expectations.

The Cuyahoga Community College Board of Trustees, Faculty and Administration reserve the right to change, at any time, without notice, graduation requirements, tuition, books, fees, curriculum, course structure and content, and such other matters within its control, including information set forth in this handbook.

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Section I – Welcome Letter

Welcome to Cuyahoga Community College (Tri-C) and the Emergency Medical Technology (EMT) Program. The Public Safety Center of Excellence and EMT Program administration, faculty, and staff members are here to support you during this learning process. It is our hope that you will find the program both educational and enjoyable.

During this program you will learn skills, gain knowledge, and develop professional behaviors that will enable you to enter into a challenging career. As health care professionals and educators we are here to assist you in attaining success. Tri-C has numerous resources available to assist you.

This manual is designed to give students enrolled into the program complete, accurate, and current information about the program, as well as inform students about the policies and procedures for successful completion of the program. Any information contained herein is subject to modification, deletion or change. Approved modifications, deletions or significant changes will be published and provided to the student as they occur. Please refer to the Tri-C Student handbook and college catalogue for additional information.

The administration, faculty, and staff of the EMT department wish you success!

Section II – Program Description

1. Mission, Vision and Philosophy

The College Mission:

To provide high quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs — that promote individual development and improve the overall quality of life in a multicultural community.

2. Program History

The Emergency Medical Technician (EMT) program at Cuyahoga Community College became a reality in 1972 with the receipt of a Federal Core Curriculum Project Grant. Thomas McCort, a member of the Biology Department, became the first program coordinator and Dan McNutt appointed as the first EMT Instructor. Mr. McNutt continued his career at Tri-C by accepting the position of program manager when Mr. McCort left the program. Over the last 45 years of service, the position of program manager was occupied by Mike Kingery, Art Olah, John Kubincanek and Dan Beil. The current program manager is Edward Bak.

In 1973, the first EMT courses were offered at the Cuyahoga Community College Metropolitan Campus. With the development of the City of Cleveland Emergency Medical Services (CEMS) in 1975, the college became the initial training facility for new employees to meet their goal to begin service in October as EMTs. CEMS employees continued their training in our paramedic program, which permitted the city to increase their level of care to the community by assigning four ambulances advanced life support

protocols for emergency care. While the initial training was designed to meet those employed in the EMS and Fire service, it was determined we were not meeting the demand to train other students looking for a change in their careers. We began admitting students who wanted to become EMT's but were not already employed, to provide a pool of candidates for the various EMS organizations seeking new employees.

With the progression of time, the demand for the EMT program around the Cleveland area created a need to include other campuses as EMT training facilities. The Basic program was extended to the West Campus in Parma and to the East Campus in Highland Hills. The East Campus also became the new paramedic training facility as well. The program expanded to off-site locations, which included the City of Cleveland Fire Academy, Cuyahoga Valley Career Center and the University Hospital Richmond facility.

In 2006, the administrative structure of the program was reorganized to improve accountability and coordination of program activities across the college domain. Changes in the administrative structure include the hiring of full-time Clinical Preceptors the Metropolitan Campus who report to the Program Manager. The Program Manager would serve under the direction of the Associate Dean of Health Careers at the Metro Campus, Barbara Mikuszewski, in collaboration with her counterparts at the East, West and Westshore Campuses.

The program has a close collaboration with the Tri-C Fire Academy under the direction of Commander Teddie Huffman. The Fire Academy was operated through the Tri-C Workforce and Economic Development Division (WEDD). The division name has been changed to Workforce, Community and Economic Development (WCED). The program offers EMS continuing education through EMS Advanced Training, part of the Public Safety Training Institute, recently renamed the Public Safety Center of Excellence, at WCED. Due to the relationship between the EMT program and the Fire Academy, the paramedic program became available at the West Campus.

St. John Westshore Hospital, now recognized as UH St. John Medical Center, was the original paramedic training cite for the far west side of Cuyahoga County. In 2011, the Westshore Campus became a reality in the city of Westlake. With the only building on campus housing the Health Career and Science programs, we were able to offer the EMT program at another college campus and relocate the paramedic program to a new training facility. This program still has a close collaboration between the Westshore Campus and the hospital. We now offer our program at four different campuses allowing easy access from all areas of the community.

Ed Bak became the Program Director in February of 2015. Tri-C became Nationally Accredited in January of 2015. Over the last few years, many changes have occurred. We now offer a new Associate of Applied Science degree in Fire – Emergency Medical Services, combining the firefighter program with the EMT courses. Our designation has changed from a program offered through Health Careers to joining the WCED organization under the title Public Safety Center of Excellence with Dr. James Ploskonka designated as the Associate Dean of the Public Safety Center of Excellence.

3. Core Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

3354:1-42-01 College Policy on affirmative action, inclusive excellence, equal opportunity, discrimination, and harassment.

<http://www.tri-c.edu/policies-and-procedures/documents/3354-1-42-01-college-policy-on-affirmative-action-inclusive-excellence-equal-opportunity-discrimination-and-harassment.pdf>

4. Description of the Profession

Emergency Medical Responder

The Emergency Medical Responder (EMR) may function in the context of a broader role, i.e., law enforcement, or industrial response. With a limited amount of equipment, the EMR answers emergency calls to provide efficient and immediate care to ill and injured patients. After receiving notification of an emergency, the EMR safely responds to the address or location given.

- Functions in uncommon situations;
- Has a basic understanding of stress response and methods to ensure; personal wellbeing;
- Has an understanding of body substance isolation;
- Understands basic medical-legal principles;
- Functions within the scope of care as defined by state, regional and local regulatory agencies;
- Complies with regulations on the handling of the deceased, protection of property and evidence at scene, while awaiting additional EMS resources;

Before initiating patient care, the EMR will "size-up" the scene to determine that the scene is safe, to identify the mechanism of injury or nature of illness, and the total number of patients, and to request additional help if necessary. In the absence of law enforcement, creates a safe traffic environment. Using limited equipment renders emergency medical care to adults, children, and infants based on assessment findings. Duties include but are not limited to:

- Opening and maintaining an airway;
- Ventilating patients;
- Administering cardiopulmonary resuscitation;
- Providing emergency medical care of simple and multiple system trauma such as:
 - o Controlling hemorrhage,
 - o Bandaging wounds,
 - o Manually stabilizing injured extremities.
- Providing emergency medical care to:
 - o Assist in childbirth

- Manage general medical complaints, altered mental status, seizures, environmental emergencies, behavioral emergencies and psychological crises.
- Searching for medical identification emblems as a guide to appropriate emergency medical care.
- Reassuring patients and bystanders by working in a confident, efficient manner.
- Avoiding mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, assesses the extent of injury and assists other EMS providers rendering emergency medical care and protection to the entrapped patient. Performs emergency moves and assists other EMS providers in the use of the prescribed techniques and appliances for safely removing the patient. Under the direction and supervision of other EMS providers, assists in lifting the stretcher, placing the stretcher in the ambulance, and seeing that the patient and stretcher are secured. If needed, radios the dispatcher for additional help or special rescue and/or utility services. In cases of multiple patients, performs basic triage.

Reports directly to the responding EMS unit or communications center the nature and extent of injuries, the number of patients, and the condition of each patient. Identifies assessment findings that may require communicating with medical oversight for advice.

Constantly assesses patient while awaiting additional EMS resources. Administers additional care as indicated. Orally reports their observations and emergency medical care of the patient to the transporting EMS unit. Upon request, provides assistance to the transporting unit staff.

After each call, restocks and replaces used supplies, cleans all equipment following appropriate disinfecting procedures, and carefully checks all equipment to ensure availability for next response.

Attends continuing education and refresher education programs as required by employers, medical oversight, and licensing or certifying agencies.

Meets qualifications within the functional job analysis. See Appendix A.

Emergency Medical Technician

The Emergency Medical Technician (EMT) responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and transports the patient to a medical facility.

After receiving the call from the dispatcher, drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. Observes traffic ordinances and regulations concerning emergency vehicle operation.

Upon arrival at the scene of crash or illness, parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT will also "size-up" the scene to determine that the scene is safe, the mechanism of injury or nature of illness, total number of patients and to request additional help if necessary. In the absence of law enforcement, creates a safe traffic environment, such as the placement

of road flares, removal of debris, and redirection of traffic for the protection of the injured and those assisting in the care of injured patients.

Determines the nature and extent of illness or injury and establishes priority for required emergency care. Based on assessment findings, renders emergency medical care to adult, infant and child, medical and trauma patients. Duties include but are not limited to, opening and maintaining an airway, ventilating patients, and cardiopulmonary resuscitation, including use of automated external defibrillators. Provide prehospital emergency medical care of simple and multiple system trauma such as controlling hemorrhage, treatment of shock (hypoperfusion), bandaging wounds, and immobilization of painful, swollen, deformed extremities. Medical patients include: Assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies, and suspected poisonings. Searches for medical identification emblem as a clue in providing emergency care. Additional care is provided based upon assessment of the patient and obtaining historical information. These interventions include assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine auto-injectors and hand-held aerosol inhalers. The EMT will also be responsible for administration of oxygen, oral glucose and activated charcoal.

Reassures patients and bystanders by working in a confident, efficient manner. Avoids mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

Complies with regulations on the handling of the deceased, notifies authorities, and arranges for protection of property and evidence at scene.

Lifts stretcher, placing in ambulance and seeing that the patient and stretcher are secured, continues emergency medical care.

From the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. Reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported, and the destination to assure prompt medical care on arrival. Identifies assessment findings which may require communications with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

Constantly assesses patient in route to emergency facility, administers additional care as indicated or directed by medical direction.

Assists in lifting and carrying the patient out of the ambulance and into the receiving facility.

Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics. Upon request, provides assistance to the receiving facility staff.

After each call, restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, and makes careful check of all equipment so that the ambulance is ready for the next run. Maintains ambulance in efficient operating condition. Ensures that the ambulance is clean and washed and kept in a neat orderly condition. In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

Determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service.

Attends continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies.

Meets qualifications within the functional job analysis.

Advanced Emergency Medical Technician

Advanced Emergency Medical Technicians (AEMT) have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury for emergency patients in the out-of-hospital setting.

AEMTs possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. AEMTs recognize that they are an essential component of the continuum of care and serve as a link for emergency patients to acute care resources.

The primary roles and responsibilities of AEMTs are to maintain high quality, out-of-hospital emergency care. Ancillary roles of the AEMT may include public education and health promotion programs as deemed appropriate by the community.

AEMTs are responsible and accountable medical direction, the public, and their peers. AEMTs recognize the importance of research. AEMTs seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.

Paramedic

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the Paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in lifelong professional development, peer evaluation, and assume an active role in professional and community organizations.

5. Program Admission

Please visit: <https://www.tri-c.edu/programs/health-careers/emergency-medical-technology/documents/emt-app-september-2018.pdf>.

6. Professional Memberships

The Association of Emergency Medical Services (OAEMS) <http://oaems.weebly.com>

NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS

<http://www.naemt.org/join/membership-categories>

7. Program Faculty and Staff

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[Click HERE](#) to see more about Dr. Garber

Section III – Program Expectations

1. Professional Standards

Chapter 4765-9 Ethical Standards of Conduct

[4765-9-01 Professional standards of conduct for a holder of a certificate to practice.](#)

2. Code of Ethics

Not Applicable.

3. Program Learning Outcomes

Emergency Medical Technician-Basic, Short-Term Certificate <http://catalog.tri-c.edu/programs/emergency-medical-technician-basic-short-term-certificate/#programlearningoutcomestext>

Paramedic, Certificate of Proficiency <http://catalog.tri-c.edu/programs/paramedic-certificate-proficiency/#programlearningoutcomestext>

Emergency Medical Technology, Associate of Applied Science <http://catalog.tri-c.edu/programs/emergency-medical-technology-aas/#programlearningoutcomestext>

Fire - Emergency Medical Services, Associate of Applied Science <http://catalog.tri-c.edu/programs/fire-emergency-medical-services-aas/#programlearningoutcomestext>

4. Professional Attire Requirements

All students are required to dress appropriately, maintaining a professional and mature appearance. It will be policy that any clothing with slang, offensive, intrusive, sexual, or racial comments will not be permitted and can result in the student's dismissal from the course due to misbehavior.

Only EMT Department-approved uniform will be worn in all class, lab, and clinical sites. Appearance will be maintained to display professionalism as outlined in the clinical manual which addresses: Jewelry; hair length / grooming / color; piercings; cleanliness of uniform / body odor; shoes/boots; belts; and other details of professional appearance.

A photo ID/nametag is to be worn at all clinical sites at all times. The photo ID is to be easily visible with the student's name and title visible at all times (i.e. the ID is to be worn in the upper chest area and must not be turned over to obscure information).

Behavior during Clinical/Field Experience

Individual Clinical Sites may have stricter dress code policies than the EMT Department. Should this be the case, the Clinical Site dress code policy will be in effect and enforced at the specific clinical site. Clinical facilities have the right to dismiss a student for any infraction and such dismissal would count as an unexcused absence.

You must be in the required clinical attire and ready to work at the designated starting time and remain on duty until the designated quitting time.

5. Student Code of Conduct

The College acknowledges the importance of an environment that is conducive to learning. The Student Conduct Code and Judicial System serves to provide such an atmosphere that is conducive to education growth and civility which fosters and protects the mission of the College. College Procedures on Student Conduct: [Student Conduct Code and Student Judicial System](#) , and [Student Judicial System](#).

6. Health and Physical Requirements

The College establishes health requirements, standards, and physical requirements that meet the expectations of employers, field experience locations and/or clinical sites.

For more information on health requirements for health programs, this link provides a guide and resources: [Health Careers and Nursing Immunization and Health Requirements](#).

Section IV – Academic Requirements and Progression

1. Degree Requirements

Emergency Medical Technician-Basic, Short-Term Certificate <http://catalog.tri-c.edu/programs/emergency-medical-technician-basic-short-term-certificate/#programsequencetext>

Paramedic, Certificate of Proficiency <http://catalog.tri-c.edu/programs/paramedic-certificate-proficiency/#programsequencetext>

Emergency Medical Technology, Associate of Applied Science <http://catalog.tri-c.edu/programs/emergency-medical-technology-aas/#programsequencetext>

Fire - Emergency Medical Services, Associate of Applied Science <http://catalog.tri-c.edu/programs/fire-emergency-medical-services-aas/#programsequencetext>

2. Attendance

Students are expected to adhere to established College, program and course attendance guidelines: [Student Rights and Responsibilities - Attendance](#)

Class / Lab Attendance:

It is possible that serious emergencies may arise that will prevent you from attending a class, lab or clinical activity. When you realize that you will be tardy, need to leave early, or will be absent, you as the student are expected to **contact the instructor by phone and e-mail** to write a note of explanation. This note of explanation can be initiated by e-mail and will be concluded by submission of an **EMT Program Attendance Form**, which will be placed in your file. It is your responsibility to initiate and complete this communication with your instructor.

****IMPORTANT NOTE:** Documentation regarding ANY absence is REQUIRED for ANY reason with the attendance form. (Example 1: The student or family member is in the ED then a hospital “Work Excuse” form would be required. Example 2: The student has a death in the family, obtain a “Work Excuse” form from the funeral home. Example 3: The student gets a flat tire on the way to class, provide a copy of the towing invoice with the student name or signature on it.

Once the absence has been reported, it is the student’s responsibility to follow up with the appropriate instructor WITHIN ONE BUSINESS DAY to obtain instruction of how to remediate all learning objectives that were covered during the absence. ***The preferred remediation may include substituting an additional lecture or lab at another concurrent class if possible, or scheduling additional clinical experience as appropriate.*** Variations of remediation may be considered on a limited basis only if adequate documentation is available to satisfy the learning

objective requirement. All remediation must be documented and approved by the Lead Instructor and Program Manager as appropriate.

There will be NO UNEXCUSED ABSENCE allowed in EMT 2330, 2340, 2350, 2360, 2370. All educational time (lecture / lab / clinical) must be accounted for and documented per CoAEMSP requirements. To **AVOID A FAILING GRADE**: Any missed educational time must be made up to the satisfaction of the Lead Instructor and the Program Manager before the end of the educational module.

Unexcused absence, tardiness, or early departure from any Paramedic educational experience is not acceptable and will be documented. ***Unexcused absence, tardiness or early departure from Paramedic training will affect the student's overall course grade.***

Unexcused tardiness / early departure will be penalized and handled as follows:

- 5-15 minutes = one warning. Three cumulative warnings = **one absence** → grade reduced one letter grade.
- 30 minutes or more = **one absence** → grade reduced one letter grade.

Unexcused Absence will be penalized and handled as follows:

- **See class syllabus.**

2.2 Clinical Attendance Note:

In order to provide adequate notification to the College clinical staff, as well as the clinical site staff, the following procedure should be followed immediately upon realizing that you (the student) will be tardy, absent, or must leave early from a clinical activity:

1. Notify your designated College clinical preceptor **immediately** via telephone of your deviation from the scheduled clinical activity.
2. At your earliest convenience, send an e-mail to your College clinical preceptor outlining the circumstances for your deviation from the affected clinical activity.
3. At the first opportunity (once in class) complete an EMT Program Attendance Form and submit it to your College clinical preceptor. Attach any documentation to this form if you would like it to be considered for an “excused absence”. (as outlined by examples above)
4. The original documentation will be placed in your clinical file. A copy of the documentation will be provided to your course instructor to document the tardy/absence/early departure as part of your attendance record.

3. Absence Policy

Reference Section 2. Attendance*Program to address how to report an absence or time off and explain how programs manage long term absences, or stopping out. If your program has special requirements, refer students to section X, item 5.

4. Illness

Reference Section 2. Attendance *How to report illness that can interfere with the program courses, a field experience or clinical rotation

Students should report an infectious disease, transmissible from person to person or by direct contact with an affected individual or the individual's discharges, or by indirect means. The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rules:

https://odh.ohio.gov/wps/wcm/connect/gov/84ffece4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-84ffece4-16f1-4602-9b93-7ce4eeb34680-mtn9-.6

The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rule. Diseases to report: <http://codes.ohio.gov/oac/3701-3-02v1>.

For a student who is infected with one of these illnesses and, if the illness occurs on campus, please use the Cuyahoga Community College Student Incident Report Form on Appendix II as well as immediately reporting the illness to the Program Director or Manager.

5. Scheduling

To schedule a field or clinical experience, refer to our website, <https://sites.google.com/site/tricemtclinical/>

Section V – Academic Status

The College procedure on Academic Status explains the college's academic probation and dismissal process, including the GPA requirements for each level of credit hours attempted. Good Academic Standing, Dean's List status, probation and dismissal are explained by opening the underlined links: [College Procedure on Academic Status](#). The Standards of Academic Progress information provides details on how financial aid is impacted based on grade point average and progress toward degree completion: [Satisfactory Academic Progress](#). Federal regulations require that students make measurable progress towards completion of their course of study in order to continue to remain eligible for federal aid. The College reviews the academic progress of all students and notifies students receiving federal financial aid each semester of their status.

1. Grading

The link to the [Procedure on Grading](#) explains the grades and awarding of credits, auditing of courses and pass/no pass use. At the program level, there are grading scales and/or rubrics that faculty provide to guide students on course grading. **REASON FOR POLICY** CoAEMSP has in place a requirement for fair and evaluated testing for all Paramedic Programs. The program must have a policy in place to describe and

define the Testing Policy and use of EMT Testing. As such CoAEMSP has indicated the requirement in the following statement:

CoAEMSP Statement

IV. Student and Graduate Evaluation/Assessment

A. Student Evaluation 1. Frequency and Purpose

Evaluation of students must be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the students' progress toward and achievement of the competencies and learning domains stated in the curriculum.

Rationale: The Program is conducting item analysis of examinations; to include validity/reliability testing of the exams. Generally using Platinum Group Testing tools which are validated through their system, but we may add some questions of our own. All questions, when offered, will be evaluated for p-values, difficulty and discrimination (national and local if available) and Point Biserial, if sufficient numbers are available.

Requirement to submit met: The program will have the physician director and advisory board review and approve all high stakes exams (Final exams and any other exams used to determine continued progression through the program). The Program shall submit the results of the analysis of validity and reliability of the major examinations (e.g., item analysis, correlation to external exams) to the advisory board. We will also submit to the advisory board the interpretation of the validity and reliability data and describe changes that were made to examinations based on that interpretation.

Make-Up Exams:

Makeup Quizzes, Midterm Exams, and Final Exams are at the deaccession of the individual instructor. The instructor reserves the right to deduct points for failure to take and/or make up the test in a timely fashion.

College Lab Grade:

The Paramedic class **Lab** is **Pass/Fail** based on total laboratory performance. If the student fails the lab portion of the class, the student will receive an "F" grade for the entire course.

Clinical Experience Grade:

The Paramedic class **Clinical grade** is **Pass/Fail** based on total clinical performance criteria. If the student fails the clinical portion of the class, the student will receive an "F" grade for the entire course.

****Please note:** If a student fails lab or any clinical section of the class, the student will fail the entire course regardless of the lecture grade!!

Paramedic Program Grading Scale

Academic score =	94%+ = A			
	87% - 93.99% = B		Any penalty	Final
	80% - 86.99% = C	(-)	deductions for	= Course
	74% - 79.99% = D		Unexcused Absence or	Grade
	UNDER 74% = F		Evaluations.	

Note that passing the course final with **80% or higher is required** in addition to a cumulative grade score minimum of 80% to “pass” this course level and become eligible to take NREMT – PARAMEDIC CERTIFICATION TEST.

This course is not eligible for the Pass/No Pass grade option. “Students can select up to 12 credits taken Pass/No Pass (P/NP) to fulfill degree requirements at Tri-C. However, courses used as pre-requisites or core courses for all of the Health Careers and Nursing Programs must have traditional letter grades. Therefore, if you applied or have been accepted into a Health Career or Nursing program you can’t take this class as Pass/No Pass.

The grading policy for CCC – EMT program is more stringent than other programs and classes offered at the College. We strive to set higher goals for our students, thus our students will strive for higher knowledge and skill techniques as practicing Paramedics!

Students’ grades are computed based on cumulative points earned through the lecture part of the course. This is totaled by points earned on homework, quizzes, and tests.

Student Affective Behavior: (behavior/professionalism)

To satisfy CoAEMSP requirements, each student will be evaluated in the affective domain by the course instructors throughout each course in didactic, lab, and clinical areas. Affective behavior is monitored during **EVERY** lecture, lab and clinical experience by the instructor, staff, or preceptor respectively. In addition, an Affective Assessment Report will be generated by each instructor in each area and given to the Program Manager and put in each student’s permanent file at end of each module. If any student receives an unsatisfactory rating in any area, the student will be placed on Probationary Status and individually remediated and counseled (level one counseling form) on affective evaluation deficiencies as appropriate. Any student who receives unsatisfactory ratings in any area per 8 week module **will be penalized one letter grade for the overall class grade**. A student with negative markings on ANY final affective evaluation during EMT 2370 will meet with the Program Director and the Medical Director to determine eligibility to advance to the National Registry exam.

2. Grade Point Average (GPA)

Enrolled students must maintain a minimum overall 2.00 grade point average which is equivalent to an 80% average. (See Section V.1. Grading.)

3. Program Withdrawal, Probation, Dismissal, and Reinstatement

When considering withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student may forfeit refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of a course or program, the student will need to follow withdrawal instructions from the program administrators.

Withdrawal/Absence

A student must withdraw from the program if the student has had excessive absences.

Withdrawal/Behavior

A student may be withdrawn from the program if the faculty identifies a behavior problem, which in the opinion of the faculty will interfere with the student's successful, ethical or legal performance of the duties of an EMT. Serious behavioral problems may lead to dismissal through the Student Conduct Code.

Probationary Status:

Each student should actively monitor his or her academic standing throughout the semester. Should a student fall below an 80% cumulative average at any time, the student will receive a written warning and be placed on academic probation. In addition, the student may be required to attend mandatory tutoring sessions in an attempt to reinforce any knowledge weakness the student may demonstrate during evaluations.

Students may be placed on probationary status for other reasons including, but not limited to: attendance, lab performance, clinical performance, classroom dress, and any behavior issues.

Dismissal

Dismissal from the EMT program can result from misbehavior listed on this course syllabus, in the Clinical Guidelines packet, or any of the policies listed in the College catalog. All students are required to follow the College policies regarding the use of drugs, alcohol, tobacco, cheating, and any other forms of misbehavior. **Any falsification of a student's clinical or laboratory records are included as a reason for immediate failure and dismissal from the EMT-Paramedic program.**

The [College Procedure on Academic Status](#) explains the college's academic probation and dismissal process including the GPA requirements for each level of credit hours attempted.

4. Due Process

Please refer to the course syllabus, handbook and Tri-C Student Handbook for due process procedures.

5. Student Change of Contact Information

In addition to submitting a change of address, phone or personal email through My Tri-C Space, using the "Student Tab" in the "My Info" section, please inform the program director or manager of changes in your contact information. It is mandatory that the Program be informed in writing of any updates to name, address or contact information. Any change in name, permanent address, telephone number, local address (if different from permanent address) or e-mail address should be given to the program manager for prompt student folder update. If not notified, the program assumes no responsibility for failure of information that is sent by U.S. Mail, telephone, or e-mail to reach the student. The Office of Admissions and Records must also be promptly informed of any change in name and/or address by the student. Failure to do so can result in future problems for the student.

Section VI – Language Proficiency Requirements

The College establishes the language proficiency requirements to enter college level courses in this page: [English Language Proficiency Requirements for Admission](#) and specific scores can be reviewed on the linked information.

Section VII – Student Resources

1. Tutoring

[Tutoring Services](#) are offered at each campus tutoring center. There is support for a wide variety of subject at each campus.

2. Student Accessibility Services

[Student Accessibility Services](#) provides support to students with disabilities at all College campuses, site, locations or online course. To receive services, students must schedule an appointment with a student advisor and provide documentation of a disability. The [Student Accessibility Handbook](#) is another source of information for students.

3. Student Safety

The college is committed to providing a safe and secure environment as outlined in the Safety and Security Policy:

3354:1-50-04 Safety and security policy

<https://www.tri-c.edu/policies-and-procedures/documents/safety-and-security-policy.pdf>

4. Other Resources

The following links can help you identify additional resources for completing a degree or program:

[CLEP](#) (College Level Examination Program)

[Credit by Exam \(CBE\)](#)

[Credit for Prior Learning](#)

[Standardized Training and Certification Programs \(ACE\)](#)

[Transfer Centers](#) on each campus provide information on transferring to and from Tri-C, Credit for Prior Learning, Articulation Agreements and State Wide Transfer Guarantees.

[Transfer Students](#)

[University Partnerships by School](#) are available for students interested in transferring to a particular institution or program.

Section VIII – Accreditation and Credentialing

1. College and Academic Program Accreditation

The College’s accreditation by the Higher Learning Commission is maintained and updated at this link [Accreditation.](#)

Program accreditation information is maintained on the program web page and in the list linked here: [Programs Accreditation Bodies.](#)

The EMT Program is accredited by:

The State of Ohio Emergency Medical Services Division accreditation number 312.

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) #600596

2. Boards, National and/or State Testing

National Registry of Emergency Medical Technician (NREMT)

Section IX – Costs

1. Tuition and Fees

The [College Tuition and Fee Schedule](#) including program related fees and supplies are part of the program cost. *More details are available under supplies.

2. License, Application, Certification and/or Examination costs

Emergency Medical Responders <https://www.nremt.org/rwd/public/document/emr>

Paramedic <https://www.nremt.org/rwd/public/document/paramedic>

Emergency Medical Technician <https://www.nremt.org/rwd/public/document/emt>

3. Financial Responsibility

To determine what costs may be covered by financial aid, visit one of the college’s financial aid offices

located at each campus. Visit <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/index.html> for more information.

Reference pgs.4-5 for fee estimates: <https://www.tri-c.edu/programs/health-careers/emergency-medical-technology/documents/emt-app-september-2018.pdf>

4. Supplies

Reference pgs.4-5 for supply estimates: <https://www.tri-c.edu/programs/health-careers/emergency-medical-technology/documents/emt-app-september-2018.pdf>

Section X – Field and Clinical Experiences

1. Clinical Experience

The EMT Department is fully accredited by the State of Ohio and CoAEMSP and follows the National Standard Curriculum for the education and training of paramedics.

Our program is three semesters during which students are in class approximately twelve hours a week. In addition, they are required to complete 152 hours of clinical time and 276 hours of squad time and 6 hours of service (volunteer) time. They may receive certification in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Trauma Life Support (ITLS), Medical Life Support (AMLS), and NREMT Paramedic. As students progress through the program, they are taught laboratory skills appropriate for prehospital or clinical setting. They are to have in their possession the documentation to enable clinical preceptors to verify their level of expertise.

2. Internships, Practicums, Field Experience, and Cooperative Education

Cuyahoga Community College
Clinical Requirements Spring 2019 Paramedic Program

Clinical Hours		Actual
EMT2350	110	
EMT2340	110	
EMT2360	112	
EMT2370	112	
Total Hours	444	

EMT2350	Hours	Actual
Adult ED	40	
Field	56	
Program Service	6	
Respiratory	8	
Total Hours	110	

EMT2340	Hours	Actual
Adult ED	24	
Field	70	
CICU	16	
OR (optional)	6	
Total Hours	110	

EMT2360	Hours	Actual
Adult ED	24	
Peds ED	24	
Field	48	
Behavioral	8	
Labor & Delivery	8	
Total Hours	112	

EMT2370	Hours	Actual
Field	104	
Physician Guided	8	
Total Hours	112	

Patient Contact by Age		Actual
Adult: 19-69 Years	50	
Geriatric: 70+ Years	30	
Pediatric: 0-18 Years: 18 to Include		
Newborn: Birth to 30 Days	2	
Infant: 31 Days to 12 Months	2	
Toddler: 1-3 Years	2	
Preschooler: 4-5 Years	2	
School Age: 6-12 Years	2	
Adolescent: 13-18 Years	2	
Pediatric - Any Age: Newborn - 18 Years	6	
Total Patient Contact by Age	98	

Complaints with Assessment		Actual
AMS	15	
Abdominal Pain/Problems	15	
Chest Pain	15	
Respiratory Distress/Failure	15	
Total Complaints with Assessment	60	

Impressions with Assessment		Actual
Medical - Pediatric	12	
Medical - Geriatric	12	
Trauma - Pediatric (Newborn - 16 Years)	6	
Trauma - Geriatric	6	
Trauma - Any Age	18	
Acute Coronary Syndrome	2	
Cardiac Dysrhythmia	2	
(Diabetic) Hypoglycemia/DKA/HHS	2	
Behavioral/Psychiatric	6	
Sepsis	2	
Shock	2	
Stroke (CVA)/TIA	2	
Toxicological Event/OD	2	
Total Patient Contact by Age	74	

3. Service Requirements

Not Applicable

4. Performance Expectations

Applicable Standard of Clinical Performance

Assigned hours of clinical time are requirements of the program in each area of clinical experience. In addition, skill performance must be satisfactory or above. If a student has not obtained the skill level of Satisfactory then the program/clinical has the option of requiring the student as much clinical time as needed to obtain a Satisfactory rating on the skill evaluation.

1. No student will be permitted into clinical rotation until they have met all college and program requirements prior to the beginning of clinical rotations.
2. Hepatitis B vaccine may be obtained through your physician, place of employment or county health department. You must show proof if you have begun the series. Hepatitis B vaccine is required to attend this program.
3. Once the clinical calendar is posted, there is limited opportunity to change due to heavy use of clinical sites by physicians, nurses and other health professionals who are also in training. The college clinical coordinator must clear absences. An unexcused absence will result in a written warning that will become part of the student's file. No student may enter a clinical area unassigned.
4. You are representing the College, your department or service, the hospital, and most importantly, yourself. Your patient's **confidentiality, trust** and **well-being** are your responsibility. If in doubt, **ask** - do not further compromise your patient.
5. **Never** discuss your patient outside of the clinical area. All records and communications are to be treated as legal statements subject to liability and HIPAA requirements.
6. Often special clinical departments will require and provide students with scrub clothes or sterile garments. **Students must carry a stethoscope, blue or black pens, and the clinical handbook, and students need to wear a watch.** Trauma scissors are optional. Do not carry unnecessary equipment with you.
7. **You are required have health insurance while enrolled in the paramedic program.** If you do not have health insurance coverage on your own or through a family member, you need to purchase health coverage.

5. Holidays

The [College holidays procedure](#) lists recognized holidays. These dates are included as part of the College closed days on the [Academic Calendar](#). In addition to these dates, the College will close for Thanksgiving Recess and Winter Break. No credit courses will be offered on campus during Spring Break.

Snow Days

The student will be allowed an excused absence if the academic institution or the clinical facility closes for the day. The **student is still expected to attend the clinical assignment if the College only cancels classes, but remains open.**

6. Hours

See section X.2 above.

7. Emergency Closures and Inclement Weather

When determining a closure the College will utilize the [Emergency Closing Procedure](#).

APPENDICES

Appendix I – Glossary of College and Program Terminology

Academic Behavior: refers to the standards that are expected for students to successfully complete coursework designated for their specific program of study, degree, and/or certificate.

Appeal Panel: refers to an approved body of individuals designated to review and make a determination on a decision that the student found unfavorable.

Closing: refers to the closure of the College or a specific campus or campuses for a designated reason (e.g. weather, natural disaster, utility outage, etc.). [Emergency Closing](#). *See program handbook for closing guidance for students at clinical/experiential learning/practicum sites.

Code: refers to the Student Conduct Code (3354: 1-30-03.5) and Student Judicial System (3354:-1-30-03.6) and identifies prohibited conduct and clarifies when the code applies to student behavior.

Complaint: refers a matter that the complainant believes requires institutional attention. Select the appropriate category here [Student Complaints, Concerns and Compliments](#).

Conduct: refers to student behaviors as it relates to prohibited actions as described in the Student Code of Conduct and related College Policies and Procedures. Student Code of Conduct can be found [Student Conduct Code and Student Judicial System](#)

Contractor/Vendor: refers to any individual or entity that has been contracted/retained to provide a service to the College.

Credit Course: refers to coursework that awards academic credit towards a degree and/or certificate.

Disciplinary Action: refers to corrective remedies imposed as a result of findings and recommendations from a program conduct meeting, level one hearing, and/or program professional conduct committee review.

Dismissal, College: refers to separation of the student from the College for a definite period of time. Conditions for readmission are outlined in the Student Code of Conduct sanction descriptions.

Dismissal, Programmatic: refers to separation of the student from a specific academic program. Conditions for readmission are specific to each program.

Ethics: refers to generally accepted professional standards of behavior as documented in the Codes of Conduct, Professional Ethical Standards, etc. of external professional organizations, licensure boards, etc.

Expulsion: refers to permanent separation of the student from all College locations, events and activities. An expulsion is denoted on a student's permanent transcript.

Faculty: refers to any permanent College employee assigned full-time to instruct credit course(s).

Grade Dispute: refers to a challenge to a recorded grade (final grades only — does not apply to individual assignments or midterm grades), and must be filed by a student to the Academic Affairs Office at the campus to which the course was associated no later than sixty (60) days after the disputed grade is recorded. Link: [Student Complaints, Concerns and Compliments](#).

Grievance: refers specifically to the ADA/Section 504 Grievance Procedure as outlined in the Student Handbook and available here: [Student Complaints, Concerns and Compliments](#).

Guidelines: refers to operating principles specific to a College program or department.

Instructor/Adjunct Faculty: refers to any individual assigned to instruct a credit/non-credit course, workshop, training seminar, summer camp, etc.

Lecturer: refers to a full time instructor with a specific term related contract who has all of the duties and responsibilities of a full time faculty member at the college.

Non-Credit Course: refers to coursework that does not award academic credit towards a degree and/or certificate.

Peer Panel: refers to a body of individuals consisting of faculty in a specific discipline who evaluate a student's specific request regarding a disputed grade.

Policy: refers to documented operating principles for the College as approved by the Board of Trustees.

Policy and Procedure: Policies and procedures act as the operating principles for Cuyahoga Community College. All official College policies must be approved by the College's Board of Trustees and all official procedures must be reviewed and approved by the Office of Legal Services prior to the effective date.

Preceptor: "Internal" / "External"

- Internal preceptor refers to an employee of Cuyahoga Community College who works with students in matters related to experiential learning.

- External preceptor refers to an employee of a clinical or experiential site who is not an employee of Cuyahoga Community College. External preceptors supervise student experiential learning and often provide feedback and assessments of the student to the program.

Probation, College (Academic): refers to a status that follows after a student is not performing at a successful level. The College's Academic Probation policy is found here: [Procedure on Academic Status](#)

Probation, College (Behavioral): refers to a written reprimand for a designated period of time and includes the probability of more severe disciplinary action if the student violates any College rules during the probationary period. College Behavioral Probation is found here [Student Conduct Code and Student Judicial System](#)

Probation, Programmatic: refers to a student being placed on probation as a result of a corrective action panel specific to a program.

Procedure: refers to documented standard practices of how a board-approved policy is carried out.

Professional Conduct Committee: refers to a committee established to review a student's academic performance and/or professional behavior at the programmatic level and may make appropriate recommendations pertinent to any eligible behavioral modification and/or remedial actions.

Professionalism and Professional Conduct: refers to behavioral expectations and guidelines set forth in programmatic, clinical, experiential and professional associations and organizational guidelines. These expectations and guidelines may appear in various forms such as a code of ethics, clinical facility guidebooks, and /or practicum/internship expectations, etc. These expectations and guidelines are in addition to the College's official policies and procedures.

Protocols: refer to step-by-step processes specific to a College program or department.

Readmission: refers to the delineated process for the reinstatement of a student subsequent to a period of separation from the College and/or a College program.

Reinstatement: refers to the process by which a student returns to good standing at the College or in a specific academic program after a period of probation/suspension/dismissal.

Remediation: refers to a program-specific process of improving student performance. Remedial actions are not disciplinary actions.

Responsible Employee: refers to any individual required to take action based on reportable

misconduct. All College employees have an obligation to adhere to the reporting requirements prescribed in applicable laws, regulations and College mandates.

Sanction: refers to any corrective action taken as a result of a student behavioral decision.

Staff Member: refers to any employee (part time/full time) of Cuyahoga Community College in a non-instructional role who performs duties as assigned.

Standards: refers to guidelines established by accreditation and approving bodies (e.g. state governing bodies) that a program must adhere to in order to maintain status.

Student: refers to anyone enrolled in a course of study at the College whether in a credit or non-credit course, workshop, training seminar, summer camp, etc. Applicants may also be considered 'students' under certain delineated circumstances

Suspension: refers to a temporary separation from the College or a specific academic program for a defined period of time as results of academic or behavioral issues. Eligibility for readmission may be contingent upon satisfactory or specific condition imposed at the time of suspension.

Withdrawal: refers to the process through which a student withdraws or is removed from coursework.

Appendix II – Student Incident Reporting

<https://www.tri-c.edu/administrative-departments/business-continuity/documents/incident-report-student.pdf>

Appendix III – Ohio Revised Code

Section 4765.30 | Qualifications for certificate to practice.

Effective: July 6, 2022, Latest Legislation: House Bill 138 - 134th General Assembly

All of the following apply to the state board of emergency medical, fire, and transportation services with respect to issuing and renewing certificates to practice:

(A) The board shall issue a certificate to practice as a first responder to an applicant who meets all of the following conditions:

- (1) Holds the appropriate certificate of completion issued in accordance with section 4765.24 of the Revised Code;
- (2) Passes the appropriate examination 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.

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

- (1) Holds the appropriate certificate of completion issued in accordance with section 4765.24 of the Revised Code;
- (2) Passes the appropriate examination 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.

(C) The board shall issue a certificate to practice as an emergency medical technician-intermediate or emergency medical technician-paramedic to an applicant who meets all of the following conditions:

- (1) Holds a certificate to practice as an emergency medical technician-basic;
- (2) Holds the appropriate certificate of completion issued in accordance with section 4765.24 of the Revised Code;
- (3) Passes the appropriate examination conducted under section 4765.29 of the Revised Code;
- (4) Is not in violation of any provision of this chapter or the rules adopted under it;
- (5) Meets any other certification requirements established in rules adopted under section 4765.11 of the

Revised Code.

(D) A certificate to practice shall have a certification cycle established by the board and may be renewed by the board pursuant to rules adopted under section 4765.11 of the Revised Code. Not later than sixty days prior to the expiration date of an individual's certificate to practice, the board shall notify the individual of the scheduled expiration.

An application for renewal shall be accompanied by the appropriate renewal fee established in rules adopted under section 4765.11 of the Revised Code, unless the board waives the fee on determining pursuant to those rules that the applicant cannot afford to pay the fee. Except as provided in division (B) of section 4765.31 of the Revised Code, the application shall include evidence of either of the following:

(1) That the applicant received a certificate of completion from the appropriate emergency medical services continuing education program pursuant to section 4765.24 of the Revised Code;

(2) That the applicant has successfully passed an examination that demonstrates the competence to have a certificate renewed without completing an emergency medical services continuing education program. The board shall approve such examinations in accordance with rules adopted under section 4765.11 of the Revised Code.

(E) The board shall not require an applicant for renewal of a certificate to practice to take an examination as a condition of renewing the certificate. This division does not preclude the use of examinations by operators of approved emergency medical services continuing education programs as a condition for issuance of a certificate of completion in emergency medical services continuing education.

Last updated April 7, 2022 at 1:38 PM

Rule 4765-8-01 | Qualifications for a certificate to practice.

Effective: January 1, 2022 Promulgated Under: 119.03

(A) An applicant for a certificate to practice as an emergency medical responder, emergency medical technician, advanced emergency medical technician, or 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 federal emergency management agency training courses:

(a) National incident management system course IS-700.b:

(i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;

(ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <https://training.fema.gov/is/coursematerials.aspx?code=IS-700.b>;

(b) Incident command system course IS-100.c:

(i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;

(ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <https://training.fema.gov/is/coursematerials.aspx?code=IS-100.c>.

Completion of the above courses is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, March 30, 2011) 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 an EMS provider;

(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.

Last updated January 3, 2022 at 9:41 AM

Appendix IV – EMT Student Acknowledgment -- Testing and Certification

Upon successful completion of any EMT program, students will be permitted to register for and complete the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with 6 total attempts. If unsuccessful with the first 3 attempts, the student will be required to contact the program director for information on completing a refresher program. Upon completion of the refresher program, 3 more attempts at the registry cognitive exam will be approved. 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01

To be approved to take the NREMT exam, follow the steps below:

- Go to www.nremt.org and create a NREMT account (log on into your current account if you already have one).
- After you have created an account or logged into and updated your current account, you will create an application for the level of the course you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test. After you pay the exam, you will receive an ATT (Authorization to Test) letter in your NREMT account which will give you directions on how to schedule the exam with NREMT

The psychomotor skill exam completed in class is good for one year. If you pass the NREMT cognitive exam within one year, you will be certified. If not, you will have to contact the program director to take a new psychomotor skill exam. Psychomotor exams at the Advanced EMT and paramedic level are completed through the NREMT, with assistance from each EMS school. The program director will help you with this as well.

After you pass the NREMT exam, notify the program director, who will then complete the information on the student portal, releasing the ODPS application which will be emailed to you. Once you receive the email, you must complete the ODPS application in order to obtain your Ohio EMS certification. You cannot practice until your application is completed, submitted to ODPS and receive your Ohio certification number.

The initial certification examination shall consist of cognitive and psychomotor skill portions established by the national registry of emergency medical technicians (NREMT) and the board.

- (1) The passing score for the cognitive portion of the examination is determined by the NREMT.
- (2) The passing score for the psychomotor skill portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
- (3) The passing score for the psychomotor skill portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
- (4) The cognitive and psychomotor skill portions of the examination shall remain valid for one year from the date of successful completion to submit your application for State of Ohio certification.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

By signing below, you are acknowledging the steps required for certification and that, if you have further questions, you will contact the program director.

Student Name: Print _____ Student Signature _____
Date: _____

Appendix V – Handbook Acknowledgement Form

I acknowledge I have received, read, and understand the contents of the student handbook for the EMT Program. By signing this document, I affirm that I understand and agree to adhere to the contents of the program handbook.

In addition to acknowledging and affirming the statements above, by signing this document I also acknowledge and accept that the College and the program reserve the right to revise the above-referenced handbook, documentation, and guidance at any time without notice. I also understand and accept that certain information, including but not limited to student directory information, immunization records, and background check results may be disclosed in the course of my enrollment in accordance with applicable laws, regulations, and College policies and procedures.

Name (please print): _____

Signature: _____

Date: _____

Student # _____