



Unitek

EMT

2017 SCHOOL CATALOG

www.UnitekEMT.com

4670 Auto Mall Parkway
Fremont, CA 94538
888-825-6273

EFFECTIVE DATE: JANUARY 1, 2017 to December 31, 2017

Unitek EMT reserves the right to change the content and terms and conditions in this catalog at any time without prior notice, information in this catalog is current at the time of printing. This catalog is applicable to Non-Corporate students only.

Table of Contents

WELCOME	3
FACILITY	3
EDUCATIONAL PHILOSOPHY – MISSION STATEMENT	3
STATEMENT OF NON-DISCRIMINATION	3
GOVERNING BODY - BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)	3
SCHOOL OFFICIALS	4
LIBRARY	4
EMERGENCY MEDICAL TECHNICIAN PROGRAM	5
ADMISSIONS POLICIES	8
ADMINISTRATIVE POLICIES	10
Grading - EMT Program	10
APPEAL PROCESS	10
DISTANCE EDUCATION	11
SATISFACTORY ACADEMIC PROGRESS	11
ACADEMIC PROBATION	11
MAXIMUM COURSE COMPLETION TIME	11
COURSE RETAKES	11
ATTENDANCE POLICY	12
TARDINESS/EARLY DEPARTURE	12
MAKE-UP WORK	12
LEAVE OF ABSENCE POLICY	12
ACADEMIC APPEALS & GRIEVANCE POLICY & PROCEDURE	12
STUDENT RECORD & TRANSCRIPTS RETRIEVAL	13
ADMINISTRATIVE WITHDRAWAL, DISMISSAL AND SUSPENSION:	13
REINSTATEMENT POLICY	13
CANCELLATION AND REFUND POLICY	13
WITHDRAWAL FROM THE PROGRAM	13
LIKENESS, IMAGE & VOICE AUTHORIZATION	14
COPYRIGHT POLICY	14
STUDENT SERVICES	15
ENGLISH AS A SECOND LANGUAGE	15
PLACEMENT STATISTICS	15
TUTORING	15
DORMITORY & HOUSING	15
DISABLED STUDENTS	15
SCHOOL HOURS & CALENDAR	15
COMPLETION REQUIREMENTS	16
STUDENT CODE OF CONDUCT	16
DRESS CODE	16
WEATHER EMERGENCIES	17
CLOTHING AND PERSONAL PROPERTY	17
GENERAL STANDARDS & SAFETY	17
SUBSTANCE ABUSE	17
BREAK TIME	17
CRIME ON CAMPUS	18
PROFESSIONAL LIABILITY	18
HEALTH STATUS NOTIFICATION	18
DESCRIPTION OF FACULTY	18
POLICY AND PROGRAM CHANGES	19

WELCOME

Thank you for choosing Unitek EMT for your EMT training needs! To derive the maximum benefits from your experience at Unitek EMT, it is important that you become familiar with the information presented in this catalog. The policies and procedures in the catalog apply to all students whose tuition is sponsored by themselves or any government organization other than their employer.

ABOUT UNITEK EMT

Unitek was founded in 1992 by Dr. Paul Afshar, who comes from an academic and technical background and continues to serve on the Board of Directors. In 1994, Unitek started providing technical training as part of its services to corporate clients. In 1997, Unitek was approved to operate by California's Bureau for Private Postsecondary Education (indicating compliance with State Standards as set forth in the Education Code) and started providing training to individuals as well as corporate clients. Since then, Unitek has grown to become one of the premier training providers to both individuals and corporations. In 2006, Unitek created two separate schools:

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

FACILITY

Unitek EMT in Fremont is conveniently located with easy access from several freeways and public transportation. Classes are held at 4670 Auto Mall Parkway, Fremont, CA 94538. The facility has one large classroom, a break room, administrative and clerical areas.

EDUCATIONAL PHILOSOPHY – MISSION STATEMENT

Unitek EMT believes in fostering educational excellence to meet the workforce development needs of the community. We take pride in helping our students build confidence and expertise in their chosen fields. To offer students the training and skills that will lead to successful employment, Unitek EMT will:

- Continually evaluate and update educational courses
- Provide modern facilities and training equipment
- Select qualified teachers

STATEMENT OF NON-DISCRIMINATION

The school upholds the following Policy relating to discrimination:

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

GOVERNING BODY - BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Unitek EMT is a private institution and has approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) Of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. This institution's application for approval to operate has been reviewed by the Bureau for Private Postsecondary Education. The approval is granted through March 14, 2016. 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 or toll free at (888) 370-7589 or by fax (916) 263-1897.

SCHOOL OFFICIALS

- Janis Paulson, Chief Executive Officer & School President

LIBRARY

Unitek EMT has computers and internet access for students to access the online Alameda County Library (<http://www.aclibrary.org/>) or the online library resources provided in the EMT program curriculum. Computers with internet access are available to students on each day of the EMT program. The Fremont Main library is located 4 miles from Unitek EMT's main campus at 2400 Stevenson Blvd, Fremont, CA 94538.

STATEMENT REGARDING BANKRUPTCY

Unitek EMT does not have a pending petition in bankruptcy and is not operating as a debtor in possession. Unitek EMT has not filed a petition of bankruptcy within the preceding five years, nor had a petition in bankruptcy filed against it within the preceding five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

EMERGENCY MEDICAL TECHNICIAN PROGRAM

OVERVIEW

The Emergency Medical Technician (EMT) program prepares students to successfully pass the National Registry of Emergency Medical Technicians (NREMT®) written/cognitive examination (a requirement for certification as an Emergency Medical Technician in California) so that graduates may pursue a career as an Emergency Medical Technician (SOC code 29-2041). The NREMT® is an examination and registration service that is accepted by most states in lieu of their own examination process. The NREMT Examination consists of two components: the written/cognitive examination and the practical psychomotor skills examination. The practical psychomotor skills examination is conducted on the last day of the program. The NREMT® EMT cognitive exam is a computer adaptive test (CAT) and is available at your local Pearson VUE Professional testing centers worldwide. Passed portions of the exam (both cognitive and psychomotor) remain valid for a twelve (12) month period. Once successfully completing the NREMT written/cognitive examination, students will qualify to apply for State certification. NREMT EMT Certification is valid for 2 years.

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

The program is taught using a combination of classroom lecture, practical skills laboratory, and clinical experience to accomplish the cognitive, psychomotor and affective learning objectives in accordance with the National Highway and Transportation Safety Administration Education Standards - Emergency Medical Technician curriculum and the regulatory requirements established by the State of California, Title 22, Division 9, Chapter 2, Article 3. Students must demonstrate mastery of both written and practical material to successfully complete the EMT program.

LAB

The Emergency Medical Technician (EMT) Program classroom and laboratory are combined at the same facility to ensure easy accessibility to a variety of training environments - from responding to a home, business or wilderness environment we train for it all at a realistic training location. The classroom has the ability to accommodate a maximum of 60 students with each student having access to audio and visual components. The skill scenarios are designed to meet our desired training objectives and simulate both urban and rural settings. Equipment includes advanced airway heads which are utilized to teach intubation and airway management. Our advanced emergency simulations help students practice skills for real life traumatic injuries and mass casualty incidents. In addition to the basic training we have an emphasis on lots of hands on with real world equipment.

PROGRAM OUTCOMES & CORRESPONDING OCCUPATIONS

Upon successful completion of the Program, students receive a Certificate of Completion and are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT®) written/cognitive examination. Passing the NREMT examination prepares students for work as Emergency Medical Technicians and for continuing medical and paramedic education. The successful completion of an Emergency Medical Technician Program is also required to work on an ambulance and is required by some fire, police, and public safety departments.

HOURS

The EMT Program consists of a minimum of 160 instructional hours per regulation, inclusive of didactic instruction, labs, and clinical experiences. Unitek EMT's program is state-approved at 170 hours, 40 hours of which are delivered on-line. The on-line portion of the program must be completed prior to the start of the on-ground portion. While taking the on-line portion of the program, students may interact with instructors regularly and quizzes and assignments are graded upon completion.

TUITION

Registration Fee:	\$250.00 **
Courseware:	\$250.00 **
Uniform:	\$100.00
NREMT Fees:	\$80.00
Live Scan:	\$65.00
Training Cost:	\$3,560.00
Total Tuition	\$4,305.00

** Minimum Charges Due Upon Enrollment - \$500.00

PROGRAM OUTLINE

DAY 1	Introductory Didactic: EMS Systems, Workforce Safety & Wellness, Communications and Documentation, The Human Body, Bleeding
DAY 2	Introductory Didactic: Life Span Development, Principles of Pharmacology, Introduction to Incident Command System, ICS-100, National Incident Management System (NIMS) An Introduction, IS-700.A
DAY 3	Introductory Didactic: Lifting & Moving Patients, Transport Operations, Patients with Special Challenges, Toxicology, ICS for Single Resources and Initial Action, IS-200.B
DAY 4	Introductory Didactic: ICS for Single Resources and Initial Action, IS-200.B, Term Final Exam
DAY 5	Review of Introductory Didactic material, Medical, Legal, and Ethical Issues, BLS Resuscitation
DAY 6	Airway Management, Patient Assessment, BLS Resuscitation, Cardiovascular Emergencies & Skills Rotation
DAY 7	Neurologic Emergencies, Gastrointestinal and Urologic Emergencies, Endocrine and Hematologic Emergencies, Immunologic Emergencies, Psychiatric Emergencies, Gynecologic Emergencies & Skills Rotation
DAY 8	Trauma Overview, Soft-Tissue Injuries, Shock, Face and Neck Injuries, Head and Spine Injuries, Chest Injuries & Skill Rotation
DAY 9	Abdomen and Genitourinary Injuries, Orthopaedic Injuries, Environmental Emergencies, Triage & Skill Rotation
DAY 10	Obstetrics and Neonatal Care, Pediatric Emergencies, Geriatric Emergencies & Skill Rotation
DAY 11	SKILLS - Auto Extrication / Trauma Lanes & Clinical Information
DAY 12	TRAUMA SUNDAY / MCI Drill
DAY 13	CLINICAL EXPERIENCE
DAY 14	CLINICAL EXPERIENCE
DAY 15	CLINICAL EXPERIENCE

DAY 16 Terrorism Response and Disaster Management, FEMA & Continuing Education, NREMT Workshop, NREMT Skills Review

DAY 17 ALS for BLS (to include ALS Assist) & NREMT Skills Review

DAY 18 NREMT Psychomotor Testing

STATE CERTIFICATION REQUIREMENTS

California law requires all Emergency Medical Technicians to be state certified EMS professionals, as do other EMS agencies such as fire departments and public health agencies. “Emergency Medical Technician,” “EMT-1,” or “EMT-Basic” indicate a person who has successfully completed an approved EMT Program, passed all required examinations, and been certified by an EMT certifying authority.

**Unitek EMT’s EMT Program is approved under the local authority of Alameda County EMS Agency for the State of California. Once NREMT certification is achieved, to work as an EMT, local certification must be obtained through the local EMS agency or State EMS agency, both of which issue an EMT certification card. California Certification is valid for two years from the date of issue and is recognized statewide.

To obtain EMT certification one must pass a state-approved EMT Program and then, within 2 years, successfully complete the NREMT practical skills/written exam and apply for certification under a local EMS agency. To apply for the National Registry Examination, the individual must be 18 years of age or older, be a graduate (within the last 2 years) of an approved EMT-Basic education Program, truthfully complete the Licensing Action and Felony statements on the application, submit a current approved CPR/AED credential for the Healthcare Provider and other requested documentation if necessary. For all local California EMS agencies, EMT certification is obtain through completing a county EMT Initial Application, and submission of the following items: a valid EMT Program Completion Certificate, Government issued Photo Identification , a copy of Live Scan Request Form including FBI & DOJ, approved CPR/AED Certification Card, NREMT® Certificate/Card, application fees and other requested documentation if necessary.

ITEMS THAT MAY AFFECT LICENSING OR REGISTRATION ELIGIBILITY TO REVIEW

- I. **Identified Mental or Physical disability:** It is strongly recommended that you read and understand the NREMT® Disability Accommodations Policy and take any actions prior to enrollment. http://www.nremt.org/about/policy_accommodations.asp Maintaining mental health and physical fitness is a requirement in the healthcare profession. Any prospective student who has a known medical or physical disability should inform their Admissions Representative. An interview with the program director will be scheduled to help determine the best options. The program director will be able to help the student assess their disability to identify whether the disability will affect the student’s ability to perform the training and job duties. The program director will inform a prospective student of any disability related limitations they will face in attempting to complete their program requirements and successfully gain employment.
- II. **Criminal Records:** The National Registry of Emergency Medical Technicians (NREMT) has a Felony Conviction Policy. If you have a felony, it is strongly recommended that you read and understand the policy and take any necessary actions on your part. The Felony Conviction Policy can be read here: http://www.nremt.org/about/policy_felony.asp Any prospective student with a criminal background must understand that it may prevent them from obtaining a license in their chosen field. When a criminal background must be fully investigated, it may take up to one year or longer in order to obtain a decision from the licensing board. Any student with a criminal background should check with the licensing board for specific information on their standings on various criminal background situations.

NREMT RECERTIFICATION

In order to maintain certification an individual must recertify every two years. Since recertification fees, processes and requirements can vary from state to state, students are urged to check with their State's Emergency Medical organization(s). NREMT requires a total of 72 hours of education including:

1. Completion of an approved 24 hour DOT National Standard EMT-Basic / EMT Refresher **AND** Completion of 48 hours of additional continuing EMS related education as outlined below & complete additional EMS Related Continuing Education 48 hours of the following :
 - A maximum number of 24 hours can be applied from any one topic area
 - A maximum of 16 hours can be applied from each of the following Programs: ABLS AMLS BTLS NALS PEPP PHTLS PPC
 - A maximum number of 12 hours can be applied from each of the following Programs:
 - Teaching CPR
 - Emergency Driving
 - Dispatch Training
 - A maximum number of 24 hours of CECBEMS approved Distributive Education can be applied to continuing education requirements.

REFRESHER COURSES

TOPICS	HOURS REQUIRED
Preparatory	1 hour
Airway	2 hours
OB, Infants, Children	2 hours
Patient Assessment	3 hours
Medical/Behavior	4 hours
Trauma	4 hours
Elective	8 hour
Total	24 hours

ADMISSIONS POLICIES

GENERAL SCHOOL ADMISSION REQUIREMENTS

The school follows an open enrollment system. All applicants must be 18 years of age or older by the class start date and have proof of high school diploma or equivalent. Any student under age 18 must have a parent's or guardian's approval. Once an applicant has submitted a complete Enrollment Agreement, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded.

PROOF OF HS DIPLOMA OR GED

In order to enroll in and begin a training program at Unitek EMT, students must comply with applicable Admissions Requirements set by State and Federal Regulators. This includes having completed education at least up to the High School level prior to starting a training program at Unitek EMT. Proof of such education can be given as:

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

PAYMENT METHODS & LOANS

Payment methods that are currently accepted are: cash, check, credit card, wire transfer or private loans. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. Unitek EMT does not participate in Federal or State Student Financial Aid programs.

STUDENT TUITION RECOVERY FUND

The state of California requires that any California resident student who pays for his or her tuition is required to pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF). A fee of \$0.00 per thousand dollars of institutional charges (rounded to the nearest thousand) is collected at the time of enrollment. The STRF fee is nonrefundable unless a student receives a 100% refund. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government Program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency Program, or
2. Your total charges are paid by a third party, such as an employer, government Program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational Programs who are California residents, or are enrolled in a residency course attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency Program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the Program of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan Program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.

EVALAUTION OF CREDITS FROM PREVIOUS EDUCATION OR EXPERIENCE

Unitek EMT does not accept credits from previous education or training, and does not award credit for prior experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS

The transferability of credits you earn at Unitek EMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the EMT Program is also at the complete discretion of the

institution to which you may seek to transfer. If the 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 program work 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 Unitek EMT to determine if your certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

Unitek EMT has not entered into any transfer or articulation agreements with any other educational facility, college or university.

ADMINISTRATIVE POLICIES

Grading - EMT Program

Graded items include twelve (12) quizzes, one (1) final exam, one (1) midterm exam, one (1) final exam and a participation grade (which is based on attendance, adherence to student requirements and policies, attitude, homework completion and involvement in didactic, skills and clinical training).

TERM 1 On-line	GRADED ITEM	CUMULATIVE GRADE COMPONENTS
	3 Quizzes	30% of total grade
	Term 1 Final Exam	50% of total grade
	Participation	20% of total grade

TERM 2	GRADED ITEM	CUMULATIVE GRADE COMPONENTS
	Term 1	20% of total grade
	6 Quizzes	20% of total grade
	Term 2 Final Exam	50% of total grade
Participation	10% of total grade	

TERM 3	GRADED ITEM	CUMULATIVE GRADE COMPONENTS
	Term 2	25% of total grade
	3 Quizzes	10% of total grade
	Program Final Exam	35% of total grade
Participation	10% of total grade	

The cumulative grade required for successful completion of the program (the “final passing grade”) is 80% or higher and successful completion of Skills testing. Upon successful completion, a Certificate of Completion will be awarded.

Grading Scale:

CUMULATIVE AVG OF DAILY SCORES	GRADE
80% or higher	Pass
Under 80%	Fail

APPEAL PROCESS

Students have the right to appeal the final grade in writing to the Instructor or Program Director. Appeals are limited to situations in which the student believes the grade resulted from a calculation error, demonstrable bias, gross negligence, or misapplication of stated criteria.

DISTANCE EDUCATION

A student enrolled in distance education courses may expect approximately 14 days to elapse between the school's receipt of the student's completed lessons or projects and the school's sending (by mail or email) its response or evaluation.

SATISFACTORY ACADEMIC PROGRESS

All students are expected to maintain satisfactory academic progress (SAP) while enrolled at Unitek EMT. SAP measures students' progress toward successful completion of their course of study, and requires the following items be met:

- ✓ EMT Course: maintain a cumulative average score of at least 75% (a *final* cumulative score of 80% is required to pass)
- ✓ Complete the course within 1.5 times the planned course length

SAP - EMT Program

Satisfactory Academic Progress (SAP) is measured daily, and students are required to maintain a cumulative average score of at least 75% up until the final exam, after which students must achieve an overall score of 80% to pass the course.

SAP – Completion Time

Students are expected to complete courses in 150% (rounded down) of the planned course length. If a student has been approved for a leave of absence (LOA) then the LOA time will not count against the 150% completion time. Students who have reached 50% of their planned course length must have successfully completed 60% of the total hours scheduled in the course up to that point, otherwise be placed on academic probation. Students who have reached 75% of their planned course length must have successfully completed 65% percent of the total hours scheduled in the course up to that point, otherwise be placed on academic probation. If a student does not meet SAP requirements by the end of the probation period, the student's enrollment will be terminated.

ACADEMIC PROBATION

A Course Director or other school official will have an advising meeting with each student placed on academic probation, during which the student will be notified of the probation and the length of the probation period. This is an opportunity to identify ways for the student to improve performance and meet SAP.

At the end of the probation period, the student will have another meeting with the Course Director or school official during which the student will be notified of his/her success in meeting SAP or his/her termination.

Students have the right to appeal a termination in writing to the Course Director or a school official. Appeals are limited to situations in which the student believes the termination resulted from a calculation error, demonstrable bias, gross negligence, or misapplication of stated criteria.

MAXIMUM COURSE COMPLETION TIME

Students are expected to complete their course within the defined maximum course completion time, which should not exceed 1.5 times the normal time frame. Unitek EMT defines "normal time frame" as the planned length of the total course according to the Enrollment Agreement. Students not completing a course under the maximum allowable course length will be terminated. An approved Leave Of Absence will not count against the maximum course completion time.

COURSE RETAKES

Students may repeat a failed course only once. Note that certain course might not be available for immediate enrollment. Students may retake a course as long as it is being offered and there is an available seat.

ATTENDANCE POLICY

The following regulations pertain to attendance:

- ✓ Punctuality is defined as on-time arrival to class. All instances of tardiness are reported.
- ✓ Students are responsible for any lecture material and assignments covered while absent.
- ✓ Students not in attendance for at least 51% of class time in a day will be considered absent that day.
- ✓ If a student finds that he/she will be unavoidably absent, he/she should notify the school.
- ✓ For the EMT Program: If a student is absent three (3) consecutive days, he/she will be withdrawn from the program.

TARDINESS/EARLY DEPARTURE

Students who arrive more than 15 minutes after the start of class or leave more than 15 minutes before the end of class on more than 3 days in any one course will accrue one half day (0.5 day) of absence.

MAKE-UP WORK

Upon returning from an absence, a student must submit all homework and projects that were due at the time the absence began unless special arrangements were made with the Instructor. Depending on the class, students may not be allowed to make up quizzes or exams administered during an absence. Instructors may assign additional outside work to be completed for each absence.

LEAVE OF ABSENCE POLICY

The institution permits students to request a leave of absence (LOA) in writing for legitimate circumstances requiring the interruption of education for no more than 180 days. Courses of 40 hours or less will not be granted a leave of absence. Requests for LOA are reviewed by Course Directors and/or other school officials. Students may be granted an LOA only if the courses required for the continuation of their studies are scheduled on their return date. A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the course, and the institution will invoke the Cancellation/Refund Policy. Unitek EMT will allow for all US Military active and reserve duty members (serving all branches) to be placed on LOA status for acts of war and/or civil defense. Students must provide official state and or government documentation. If a student needs to be placed on LOA status for Jury Duty, if necessary, Unitek EMT will provide students with an official school letter. Nonetheless, the student will need to show proof of Jurors Subpoena.

ACADEMIC APPEALS & GRIEVANCE POLICY & PROCEDURE

Unitek EMT upholds the fundamental values of learning: honesty, respect, fairness, and accountability. It is the policy of Unitek EMT to attempt to address and resolve all academic appeals and grievances students may have.

Any appeals or grievances must be initiated by contacting the instructor or staff member with whom the grievance arose, as soon as the discrepancy has been identified. An effort to resolve the matter informally should be made. If student is not satisfied with the decision, the student may appeal in writing to the Program Director or other school official, who will then investigate the appeal or grievance and review all documents that relate or may potentially relate to the appeal or grievance. The original decision will stand if after review of the information it is determined that the appeal was unfounded.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

QUESTIONS:

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 or toll free at (888) 970-7589 or by fax (916) 263-1897.

STUDENT RECORD & TRANSCRIPTS RETRIEVAL

Unitek EMT will maintain a copy of the student record for a minimum period of five years. A Transcript for each student that shows the student's name, address, course(s), hours, grades, and completion date will be maintained permanently. Additional transcripts can be ordered for a fee by students as needed.

ADMINISTRATIVE WITHDRAWAL, DISMISSAL AND SUSPENSION:

A student can be administratively withdrawn from a course for the following reasons:

- Failure to comply with school policies, rules and regulations
- Absences or tardiness that exceeds the days allowed in the attendance policy
- Dishonesty including, but not limited to theft, cheating on tests or any misrepresentation on documents
- Possession or abuse of alcoholic beverages, narcotics, or any degree of intoxication on the premises of the campus, or conviction of a misdemeanor involving either participation in, or being present at gambling activities on campus
- Nonpayment of tuition and fees
- Behavior that jeopardizes or potentially jeopardizes anyone's health or safety
- If their academic performance is below the standards set by Unitek EMT and indicate that the student cannot successfully complete the course
- Automatic termination from the course will result from three (3) consecutive scheduled class days of absence.
- A student who does not return as scheduled from a leave of absence will be terminated from Unitek EMT.

REINSTATEMENT POLICY

Students who have been terminated or who have voluntarily withdrawn may apply for reinstatement. Students who withdrew or were dismissed from a course for unsatisfactory performance are permitted only one opportunity for re-admission. Re-Entry must be no later than 3 months; otherwise student must start at the beginning of the course. Any other Re-Admission is based on availability of space and recommendation of the faculty.

CANCELLATION AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, less the \$250 registration fee. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. In addition to the 7-day refund policy above, all monies paid by an applicant, *including* the registration fee, will be refunded if the notice of cancellation is received within three (3) days after signing an enrollment agreement and making an initial payment.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: 4670 Auto Mall Parkway, Fremont, CA 94538. This can be done by mail or by hand delivery.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund all monies owed to the student, less any deduction for equipment, books, and supplies not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive scheduled class days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive scheduled class days.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

LIKENESS, IMAGE & VOICE AUTHORIZATION

Student understands, as a student of Unitek EMT, ("Unitek"), their name, likeness (photo), and or comments may be used by Unitek for commercial use including training documents and or videos and various advertising media after a student completes their course. Unitek has the right to use and distribute these productions at its sole discretion. Students do not receive any compensation for Unitek's use and distribution of any advertising documents, training videos and or audio recordings containing the student's likeness, image, or voice, such as any royalties, license fees, or otherwise. All Unitek training documents and various advertising media, in which a student appears, are copyrighted by Unitek. Students have no intellectual property rights over these productions, including any copyright, trademark, or any other ownership or proprietary rights. Unitek EMT has the right to use and distribute these productions at its sole discretion.

COPYRIGHT POLICY

Unitek EMT recognizes the Copyright Act of 1976, which grants authors, publishers, and creators control over the copying, distribution, and performance of their original works. The School desires students and faculty to have access to materials and software, but does not condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading material that you do not have the right to possess or distribute and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Unitek EMT prohibits violations of copyright, license restrictions, and authorial integrity. Distributing or receiving materials protected by copyright without permission of the copyright owner may be a violation of federal or state law and/or School policy. Violations may be grounds for sanctions or termination and may be subject to civil or criminal penalties. Civil remedies can include an award of monetary damages, including substantial statutory damages per work infringed, or actual damages, and of equipment used to produce the copies.

It is the responsibility of those reproducing materials to make sure the reproduction is consistent with US Copyright law. Unitek EMT reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

STUDENT SERVICES

ENGLISH AS A SECOND LANGUAGE

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

PLACEMENT STATISTICS

Unitek EMT does not guarantee employment for students after graduation and does not provide placement assistance

TUTORING

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

DORMITORY & HOUSING

Unitek EMT does not have any Dormitory facilities under its control. In Fremont rooms can be rented for approximately \$600 per month with one bedroom apartments renting for approximately \$1,100. Students taking short term courses who would like to travel to Fremont should ask for information on special rates that have been negotiated with a local hotel for our students. Unitek EMT takes no responsibility for assuring a student secures a place to stay while in training on campus.

DISABLED STUDENTS

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

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

SCHOOL HOURS & CALENDAR

The school’s normal business hours are 8am-5pm. Class schedules vary and are identified in each program description. Each course has its own set start and end dates. Please see each programs individual description for the program days and length. Ask an Account Manager for information regarding upcoming course start dates.

2017 HOLIDAYS

New Year's Day	Friday, January 1
Martin Luther King	Monday, January 16
Presidents Day*	Monday, February 20 (*modular programs only)
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, Nov. 23 & Friday, Nov. 24
Winter Break	Monday, December 18 through Monday, January 1

COMPLETION REQUIREMENTS

To be eligible for completion, students must:

- Complete courses with a passing grade within the required timeframe
- Have no outstanding financial obligations to Unitek EMT

STUDENT CODE OF CONDUCT

Each student is honor bound to report to school officials the possession, use, sale or other distribution of weapons, alcoholic beverages, or controlled substances by such student or another student on Unitek EMT campus, except as allowed under a valid prescription. Violation of the Honor Code is grounds for dismissal. All reports shall be submitted in writing, signed and dated by the student. Submission of a false report shall be grounds for dismissal.

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

- Verbal and physical altercations
- Lying, cheating, plagiarism
- Sexual harassment
- Vulgar and offensive language or actions
- Threats of violence
- Possession of weapons, illegal drugs, or being under the influence of alcohol or illegal drugs
- Any action that violates state or federal law or is a violation of policy in an extern or clinical facility.

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of Unitek EMT. Certain activities are not considered appropriate to a campus, and are prohibited by the administration of Unitek EMT. No smoking or eating is permitted in classrooms, halls or labs. Drinking or being in possession of weapons, or being under the influence of alcoholic beverages or controlled substances on Unitek EMT campuses is prohibited. A student may be suspended from training to allow Unitek EMT to conduct an investigation, or to cooperate in the investigation conducted by law enforcement or other agencies if unprofessional or illegal behavior is suspected.

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

DRESS CODE

Students are expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on school property, including parking and social areas.

EMT PROGRAM DRESS CODE

Students will be issued Unitek polo shirt(s) on the first day of class and will be required to wear these shirts in the classroom and skills lab setting. Students should reserve a new polo shirt specifically for the clinical rotation day. Pants need to be black or dark blue EMS style cargo pants, BDU style pants, or Dickey's style work pants. EMS style cargo pants will be required for the clinical setting. A black EMS or Tactical belt is highly advised. Footwear consisting of black mid ankle boots with a black sole is required. Steel toed boots are recommended. Sandals, flip-flops, high heel footwear or tennis shoes are not acceptable. Students will also need a watch with a second hand to take vital signs.

Failure to comply with the Dress Code may result in being dismissed from class with the student being marked absent for the day.

WEATHER EMERGENCIES

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire course.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

GENERAL STANDARDS & SAFETY

Safety from accidents is the responsibility of everyone. We strive for a safe environment for students, employees and visitors to the campus and encourage you to comply with all safety standards:

- Smoking is restricted to the designated outside areas;
- Food, drink and their containers are restricted to the designated break areas;
- Lab equipment is used only with instructor knowledge and supervision; and
- Parking is limited to designated areas, with the expectation that students will follow the rules of safe, courteous driving.

If you are injured, are aware of injury to another student, or are aware of a safety hazard on campus, this information should be reported to your instructor immediately.

SUBSTANCE ABUSE

Unitek EMT maintains policies and standards regarding substance abuse as a way to prevent, identify and respond to their impact on your education; to reduce absenteeism and tardiness; to improve productivity; to reduce the occurrence of accident or injury and to maintain compliance with the Drug Free Schools and Communities Act of 1989. Students who violate the standards in this handbook are subject to immediate termination from their course.

BREAK TIME

Unitek EMT encourages students to take designated breaks during the course schedule. Instructors will implement and supervise all break periods during classroom training hours. During break time, students need to abide by both California State and Unitek EMT Rules and Regulations, which include, but are not limited to the following requirements:

- No smoking in private, public and or government buildings, to include, but not limited to restrooms, stairways, entrance ways or hallways.
- Smoking is permitted only in outside designated smoking areas.
- Students may use cell phones only during breaks. In class, all personal electronic devices must be off.
- Students must return to class promptly after break.
- Students are not permitted to return with food or drinks. Students are not permitted to take breaks in stairway, hallways, offices and/or classrooms.

- Students are not permitted to have visitors without prior approval by managing staff and/or instructor.

Failure to comply with these rules and regulation may result in disciplinary actions.

CRIME ON CAMPUS

In the event that you are a victim of crime on campus, it should be reported immediately to the Program Director. In the event that a student is accused or suspected of committing a crime on campus, Unitek EMT will cooperate in full with the appropriate law enforcement agency and will impose the appropriate sanction, up to and including termination, in the event that the student is determined to have violated the standards of professional conduct as established by Unitek EMT.

PROFESSIONAL LIABILITY

Unitek EMT provides professional liability insurance for each EMT student during periods of clinical training. The student assumes these responsibilities:

- Perform all skills as trained;
- Perform only those skills for which the student received training; and
- Perform skills only under the direction of the appropriate extern or clinical supervisor.

HEALTH STATUS NOTIFICATION

Students are responsible for notifying their Instructor of any medical condition that may affect their ability to participate in class.

DESCRIPTION OF FACULTY

- D.H. started his public safety career in 1998 as an Emergency Medical Technician/Volunteer Fire Fighter in upstate New York. He worked briefly in the emergency department at Albany Medical Center (Level-1 Trauma Center) before enlisting in the United States Air Force as an Aerospace Medical Service Journeyman (4NO51). He was stationed at Lackland AFB, and was assigned to the Ortho/Neuro/Trauma unit at Wilford Hall Medical Center (Level-1 TC). He attained his Paramedic certification at San Antonio College after completing internship at Brooke Army Medical Center (Level-1 TC), and was transferred to the emergency department at WHMC, where he operated both in the ED and on the base-wide Advanced Life Support ambulance. He then received certification as an AHA life support staff instructor (BLS/ACLS/PALS), and was an Air Force AMS Phase II field preceptor. During this time he attended the Army Expert Field Medic training, served as an officer for a volunteer fire department, and worked as a Paramedic in the metropolitan area of San Antonio, as well as rural Texas. After completing his enlistment, he went on to work as a Paramedic in upstate New York, while furthering his education. In 2007 he re-enlisted, this time in the Army National Guard as a Healthcare Specialist/Field Medic (68W), and was a Combat Life Saver instructor at the infantry division headquarters unit. He received his NYS Licensed Practical Nurse in 2011 from Mildred Elley College shortly before moving to the San Francisco Bay Area. Since arriving in California D.H. has worked in video production, and became employed at Unitek EMT in 2012, and has worked his way up from skills instructor, to lead instructor, to now program director. He is a Nationally Certified Paramedic, California EMT-P, NAEMSE Level 1 instructor, NAEMT Instructor, and is gradually working towards a BS in Emergency Health Science through the University of Texas Health Science Center San Antonio.
- J.F. is a California native that has been with Unitek for over 6 years now. He began his EMS career as an EMT in early 2000, shortly after joining the US Army reserves. He worked in Alameda and Contra Costa counties on an ambulance, while pursuing an education at Las Positas college as a fire science major. After completing the fire academy, September 11th drastically altered his path. He left his reserve unit to join an active duty component bound for combat in Iraq, as a rifleman and medic. After several years of military time and deployments, he ended his military service in 2008. He quickly completed his paramedic and got back into the mission he loves most, patient care. During the next few years, he continued to serve the community on an ambulance, as well as in support of Diplomatic Security for the US State Department. As the lead medic on the US Ambassador's security detail, he devoted the next 5 years to growing his skills as

a tactical medic both state-side and abroad. He has also dedicated much of his time and knowledge to advanced levels of EMS training and instruction. He absolutely loves instilling the future of EMS with the strengths and values that he believes are increasingly more rare in the industry. He provides his classroom with 15 years of emergency medical knowledge as lead instructor. Advice to students: "Be confident and competent."

POLICY AND PROGRAM CHANGES

Unitek EMT reserves the right to make changes in organizational structure, catalog, policy and procedures as circumstances dictate. Unitek EMT reserves the right to make changes in equipment and materials and modify curriculum as approved by regulatory agencies. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among 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. The policies and procedures in the catalog apply to all students whose tuition is sponsored by them or any government organization other than their employer.

Unitek EMT updates the catalog at least once per year. The catalog is reviewed by the school for any updates or changes prior to publishing. Unitek EMT reserves the right to change the content and terms and conditions in this catalog at any time without prior notice. A current version of the catalog can be found on the school's website.